

CITY OF DOVER

CITY COUNCIL - AGENDA

REVISED

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, May 12, 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. FISCAL YEAR 2022 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM – SCHOOL PORTION ONLY
SPONSORED BY MAYOR CARRIER BY REQUEST

B. CHAPTER 5: ADMINISTRATIVE CODE, SECTION 33
SPONSORED BY MAYOR CARRIER BY REQUEST

C. FISCAL YEAR 2022 CAPITAL IMPROVEMENT PROGRAM (CIP) APPROPRIATION OF SCHOOL FACILITIES CAPITAL RESERVE FUNDS FOR VOYAGE MARK II SCALE MODEL SOLAR SYSTEM.
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)
SPONSORED BY MAYOR CARRIER BY REQUEST

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.

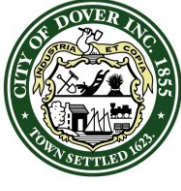
Email correspondence must be directed to CityCouncil-All@dover.nh.gov, Voicemails must be left at (603) 516-6338, and written letters or correspondence must be directed to City of Dover, ATTN: City Council, 288 Central Avenue, Dover, NH 03820.

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. April 28, 2021 – Workshop Session**
- B. April 28, 2021 – Regular Meeting**
- C. May 5, 2021 – Workshop Session**

 CITY OF DOVER	<table> <tr> <th colspan="2">CITY COUNCIL - AGENDA</th></tr> <tr> <td colspan="2">REVISED</td></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, May 12, 2021</td></tr> <tr> <td>Meeting Time:</td><td>7:00 pm</td></tr> </table>	CITY COUNCIL - AGENDA		REVISED		Meeting Type:	Regular Meeting	Meeting Location:	City Hall, Council Conference Room	Meeting Date:	Wednesday, May 12, 2021	Meeting Time:	7:00 pm
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11. MAYOR'S REPORT

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

1. **CHAPTER 5: ADMINISTRATIVE CODE, SECTION 33**
SPONSORED BY MAYOR CARRIER BY REQUEST

B. ORDINANCES IN THE 3RD READING

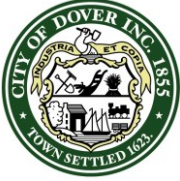
C. RESOLUTIONS

1. **FISCAL YEAR 2022 CAPITAL IMPROVEMENT PROGRAM (CIP)**
APPROPRIATION AND AUTHORIZATION FOR CWSRF LOAN FOR COCHECO RIVER OUTFALL STORMWATER PLAN (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **REPROGRAM UNEXPENDED BOND PROCEEDS FROM LEIGHTON WAY AND COCHECO PUMP STATIONS TO DOWNTOWN INFLOW AND INFILTRATION ELIMINATION (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **FISCAL YEAR 2022 CAPITAL IMPROVEMENT PROGRAM (CIP)**
APPROPRIATION OF SCHOOL FACILITIES CAPITAL RESERVE FUNDS FOR VOYAGE MARK II SCALE MODEL SOLAR SYSTEM.
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)
SPONSORED BY MAYOR CARRIER BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **B19001 BROADWAY STREET RAILROAD CULVERT CONSTRUCTION**
ADDITIONAL SCOPE OF WORK #6 & #7
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B19085 VARNEY BROOK PUMP STATION UPGRADES WITH T. BUCK CONSTRUCTION, INC. ADDITIONAL SCOPE OF WORK #5 & #6**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **B21081 2022 FORD F550 4X4 TRUCK**
SPONSORED BY MAYOR CARRIER BY REQUEST



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- 4. OPERATION AND MAINTENANCE OF THE CLOSED CITY OF DOVER
LANDFILL SUPERFUND SITE LIFT STATION
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 5. PURCHASE OF VOYAGE MARK II SCALE MODEL SOLAR SYSTEM
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 6. AUTHORIZATION FOR PAVING AT BROADWAY AND RED'S SHOE BARN
SPONSORED BY MAYOR CARRIER BY REQUEST**

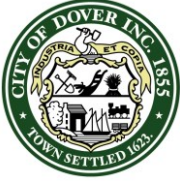
COMMITTEE REPORTS

- | | |
|---|---|
| 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 | |

B. RESOLUTIONS

- 1. PROMULGATION OF A LAND ACKNOWLEDGMENT FOR DOVER
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 2. FORMATION OF AD HOC COMMITTEE FOR GRAFFITI MANAGEMENT
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 3. B21062 HOT BITUMINOUS PAVING (ASPHALT) LAID IN PLACE ADDITIONAL
SCOPE OF WORK #1
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 4. APPROVAL OF PROPOSED AMENDMENTS TO CITY CHARTER AND
AUTHORIZATION TO SUBMIT FINAL REPORT TO THE NEW HAMPSHIRE
SECRETARY OF STATE, ATTORNEY GENERAL, AND COMMISSIONER OF THE
DEPARTMENT OF REVENUE
(TO BE REFERRED TO A PUBLIC HEARING ON MAY 26, 2021.)
SPONSORED BY MAYOR CARRIER BY REQUEST**

C. ORDINANCES IN 1ST READING



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- 5. ACCEPTANCE OF SUBSTANTIAL AMENDMENTS TO THE FFY15-19
CONSOLIDATED PLAN AND FFY19 ACTION PLAN FOR CARES FUNDS
(TO BE REFERRED TO A PUBLIC HEARING ON MAY 26, 2021.)
SPONSORED BY MAYOR CARRIER BY REQUEST**

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

- A. LETTER FROM SAM GREENE, ASSISTANT DIRECTOR, STATE OF NEW
HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION, dated April 23, 2021**

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.A.
Public Hearing Only**

Resolution Number: **R – 2021.04.14 – 056**

Resolution Re: Fiscal Year 2022 Budget Appropriations, Fees and Capital
Improvements Program

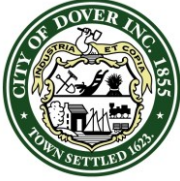
WHEREAS: The City Manager submitted his budget for next fiscal year to the City Council on April 14, 2021; and

WHEREAS: The City Council, after holding the required public hearings, desires to adopt the budgets of the various funds for Fiscal Year 2022, (July 1, 2021 through June 30, 2022);

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

1. The annual budget for the City of Dover for Fiscal Year 2022, submitted to the City Council by the City Manager and on file with the City Clerk, is adopted to raise the following estimated revenues (including any Budgetary Use of Fund Balance) and appropriate the following appropriations:

Fund	Fund Description	Est Revenue	Appropriations	Fund Type
1000	General Fund	134,020,973	134,020,973	General Fund
2100	Community Development Fund	351,316	351,316	Special Revenue
2210	Drug Investigation Fund	101,402	101,402	Special Revenue
2220	Dover Housing Auth Policing	127,768	127,768	Special Revenue
2245	DHHS Assistance Programs	188,698	188,698	Special Revenue
2800	School Cafeteria Fund	1,650,000	1,650,000	Special Revenue
2820	School Dept. of Education Grants	3,017,709	3,017,709	Special Revenue
2950	School Special Pgms & Grants Fund	175,000	175,000	Special Revenue
3207	Public Safety Special Details	318,688	318,688	Special Revenue
3213	Parking Activity Fund	1,280,325	1,280,325	Special Revenue
3320	Residential Solid Waste Fund	1,795,485	1,795,485	Special Revenue
3381	McConnell Center Fund	865,727	865,727	Special Revenue
3410	Recreation Programs	461,920	461,920	Special Revenue
3455	Library Fines Fund	41,198	41,198	Special Revenue
3500	OPEB Liability Fund	1,839,739	1,839,739	Special Revenue
3710	Downtown Dover TIF Fund	865,436	865,436	Special Revenue
3715	Waterfront TIF Fund	407,173	407,173	Special Revenue
3810	School Tuition Program Fund	125,000	125,000	Special Revenue
3830	School Facilities Fund	195,000	195,000	Special Revenue
5300	Water Fund	6,458,828	6,458,828	Enterprise
5320	Sewer Fund	9,000,677	9,000,677	Enterprise
6100	DoverNet Fund	1,367,533	1,367,533	Internal Service
6110	Central Stores Fund	100,472	100,472	Internal Service
6310	Fleet Maintenance Fund	1,104,620	1,104,620	Internal Service
6800	Workers Compensation Fund	499,064	499,064	Internal Service
	Totals	166,359,751	166,359,751	



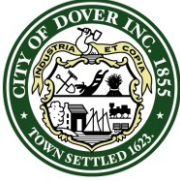
CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.A.
Public Hearing Only**

Resolution Number: **R – 2021.04.14 – 056**
Resolution Re: Fiscal Year 2022 Budget Appropriations, Fees and Capital
Improvements Program

2. The total amounts set forth in said budgets are hereby appropriated effective July 1, 2021 as provided by law for the departments to perform their functions, transfers to and from reserves and between other funds, and for public purposes not foreign to or incompatible with the mission of the City. General Fund Appropriations include \$44,891,026 for City operations, \$66,636,628 for School Department operations, \$12,648,107 for Debt Service and \$9,845,212 for County Tax.
3. There is no Budgetary Use of Fund Balance included in the General Fund for the purpose of offsetting property taxes.
4. In accordance with RSA 76:6, the City Tax Assessor shall revise and report to the Department of Revenue Administration the amount required for Tax Overlay to provide for the issuance of property tax abatements for tax year 2021 (Fiscal Year 2022).
5. In accordance with RSA 21-J:34, the City Manager shall revise and report to the Department of Revenue Administration the estimated amount of all non-property tax revenues for Fiscal Year 2022 .
6. For water consumption per hundred cubic feet (HCF) effective July 1, 2021, the Water and Sewer User Fees will be 5.95 and \$9.64, respectively.
7. Effective July 1, 2021, the City Manager is authorized to enter into agreements with, and make payments to, the various agencies receiving Grants/Subsidies and Membership Dues as contained within the budget.
8. Effective July 1, 2021, the City Manager is authorized to enter into agreements with, and make payments to, various vendors supplying computer hardware and software annual maintenance services and support contracts as contained within the budget.
9. Effective July 1, 2021, any new funds represented in the budget are established for the purposes enumerated within the budget.
10. Effective July 1, 2021, the City Manager is authorized to make transfers between funds for the purposes prescribed, including special, capital and other reserve funds, including transfers to or from the City and School Employee Benefits Reserves.
11. Effective July 1, 2021, within the parameters of City Charter C6-8, the head of any non-school department, with the approval of the City Manager, may transfer any unspent balance or any portion thereof from one fund or agency within his/her department to another fund or agency within his/her department. A receiving transferee "fund or agency" within the meaning of C6-8 includes any other necessary funding purposes or need within that department, whether or not money is appropriated in the existing budget.



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Resolution Number: **R – 2021.04.14 – 056**
Resolution Re: Fiscal Year 2022 Budget Appropriations, Fees and Capital
Improvements Program

12. Effective July 1, 2021, all fees and charges represented within the budget and the associated schedule of fees is adopted.
13. Effective July 1, 2021, in accordance with RSA 31:95-b and RSA 21-P:43, the City Manager is authorized to sign all grant applications and any such funding awarded during the fiscal year is appropriated for such purpose. The City Manager, within the parameters of City Charter provision C6-8, is authorized to transfer funds within a department to provide for local match as required by grant awards.
14. Effective July 1, 2021, revenues from the sale of city property are appropriated for their established and intended use.
15. Effective July 1, 2021, revenues from the fees collected for Recreation Special Programs are appropriated for their established and intended use.
16. Effective July 1, 2021, the City Manager is authorized during the fiscal year to initiate Recreation Special Programs fee discount for promotional events to generate revenue and program participation.
17. Effective July 1, 2021, revenues from the fees collected by the Youth to Youth Program from participant fees, speaking engagement fees, and program presentation fees are appropriated for Youth to Youth program expenses and functions.
18. The City Financial Policies, as contained within the budget, are reaffirmed and adopted for the coming fiscal year.
19. In accordance with RSAs 674:8 and 674:21-V(b), the FY2022-27 Capital Improvements Program, as amended, is hereby reaffirmed and adopted.
20. In accordance with City Charter provision C6-11, the designated depositories for city funds for fiscal year 2021 shall be Citizens Bank and the New Hampshire Public Deposit Investment Pool (NHPDIP). The City Treasurer is authorized to utilize, in addition to Citizens Bank and NHPDIP, other banks located within the City of Dover or banks authorized per RSA 48:16 (*City Treasurer Duties*), if deemed most advantageous to the City and in compliance with the City's adopted investment policy.
21. The sum of \$1,158,831.00, representing budgeted transfers to fund 30% of the OPEB Actuarial Determined Contribution as identified per the City's adopted financial policies is to be transferred to the OPEB Trust.
22. The sum of \$129,493.00, collected as Transportation Improvement Fees and currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Transportation Improvement Reserve is hereby appropriated for use by the City of Dover for payments to COAST for Fiscal Year 2022 COAST Bus grant subsidy.



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Resolution Number: **R – 2021.04.14 – 056**
Resolution Re: Fiscal Year 2022 Budget Appropriations, Fees and Capital
Improvements Program

23. The sum of \$66,000.00, collected as Vehicle Reclamation Fees and currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Vehicle Reclamation Reserve is hereby appropriated for use by the City of Dover for payments associated with the collection, disposal, recycling or reclamation of vehicle or other waste material for Fiscal Year 2022.
24. In accordance with RSA 80:52-c *Electronic Payments*, the City Treasurer is authorized to accept payments of City Department fees, property taxes, utility bills by use of credit card or other means of electronic payments.

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

Resolution to be referred to Public Hearings as follows:

School Department Budget hearing Wednesday, May 12, 2021

City Budget hearing Wednesday, May 26, 2021

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

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**Agenda Item#: 7.A.
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Resolution Number: **R – 2021.04.14 – 056**
Resolution Re: Fiscal Year 2022 Budget Appropriations, Fees and Capital Improvements Program

DOCUMENT HISTORY:

First Reading Date: 04/14/2021	Public Hearing Date: May 12, 2020 – School Portion May 26, 2021 – City Portion
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.		

RESOLUTION BACKGROUND MATERIAL:

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

CITY MANAGER'S REPORT

May 12, 2021

Reporting On:
April 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	58	620	466	342
Document Creation & Review Including Contracts	46	295	256	269
Right to Know Requests Processed	01	43	49	41
Resolutions	05	61	75	53
Ordinances	02	17	10	18

Customer Focused Outcomes: Right to Know

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

→ Donahue Tucker – Energy Contracts

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 Charter amendment process. Assistance with RSA chapter 91-A compliance questions. Assistance with tracking and reviewing pending legislation; Assistance to DHS/CTC Joint Building Committee: Help prepare a draft letter of recommendation.
Community Services	Assistance with Great Bay Draft Permit compliance; assistance with code enforcement; assistance with sewer easements and license agreements; assistance with personnel matters; assistance with compliance on tree cutting and vegetation issues; assistance with title research for various parcels;
Executive	Assistance with personnel matters; Continued assistance with negotiation and drafting of new cable franchise agreement; Assistance to DBIDA with respect to purchase and sale agreement; assistance to DBIDA with respect to lease agreement and related questions; assistance with research into title history of industrial park protective covenants;
Fire & Rescue	Assistance with contracts; assistance with compliance inquiries; assistance with developing draft document retention schedule;
Finance	Prepare and review various contracts; research legal questions as requested; track and file City claims with Primex; assistance with bond inquiries;
Planning	Assistance with development-related contracts; assistance with site regulations; assistance with enforcement issues; assistance with CDBG program inquiries; assistance with sale of City property as authorized by City Council.
Police	None
Public Library	None
Public Welfare	Assistance with general inquiries;
Recreation	None
School	Assistance with Right to Know request; assistance with contracts; assistance with other matters as requested;

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.

Mary Hebbard v. City of Dover, John & Karen Brough and Ryan Colbath: Served on City of Dover on April 17, 2019. Discovery is complete. Case is scheduled for 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. Partial summary judgment rulings received in February 2021. Case was tried by City Attorney, Deputy City Attorney, and outside counsel on April 7, 8 and 9 of this month. Initial post-trial brief submitted. One remaining post-trial brief will be submitted. No final rulings on the merits have been received, other than summary judgment rulings.

Stergiou et. al. v. City of Dover: Planning Board appeal filed in August 2020 by certain abutters. The City accepted service in September 2020. This case was dismissed on jurisdictional grounds. Appeal to New Hampshire Supreme Court has been filed by the intervening abutter.

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.

Hampstead School Board v. SAU 55: This is an RSA chapter 91-A dispute between two public education bodies. The case is on appeal to the New Hampshire Supreme Court. After the Supreme Court issued a decision that held attorney-client privileged communications of public bodies is subject to RSA 91-A balancing, and potential disclosure, the City of Dover, along with the NHMA, numerous other New Hampshire cities, and the New Hampshire Attorney General's Office, have each moved as amici curiae to intervene and ask the Supreme Court to reconsider its holding.

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 several sectors in Dover through April. The downtown restaurants that reopened with outside seating, the relaxation of indoor capacity utilization with social distancing and barriers are now facing severe worker shortages exacerbated by the expanded and extended unemployment insurance benefits that incentivize entry level workers to stay out of work. Outside seating in April was also plagued with patches of inclement weather, 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, declined to 3.0 in April from 4.0% unemployment in March. At the height of the initial pandemic peak, Dover's unemployment rate was 17.3 %. It had declined to 3.5% and returned to 4.0% in March as downtown retailers continued to shorten open hours and reduce staff. One significant effect was the restaurant sector decline despite 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. Dover's hotels that were doing better than expected enjoying an average occupancy rate of 75% have now 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 due to lack of workers 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. Our restaurants are currently under great financial stress and are anxiously anticipating the rollout of the Dover Cares forgivable loan program to get them through until the weather allows daily outside seating. The stock market, though somewhat volatile in the oil and commodities sectors in the first months of the first quarter, 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 the summer season. The durable goods sector reported some significant sales gains after the previous sales declines. Sensor shortages are curtailing new car production of several brands at present. 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 that have prevented the aircraft from rejoining commercial fleets until the last two months. 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 last month. Commercial real estate activity continues strong despite very high labor and

materials costs for projects. A number of new commercial/ industrial projects were greenlighted in February and March with other projects surfacing in April. 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 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 Road 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 85% 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 is fully booked and has a waiting list. 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 median price range. Pending sales suggest the markets for high-end single family houses and condos 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. It is anticipated that a local developer will renovate this property and turn it into a multi-family residential development. 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. Manufacturing firms reporting on inventory levels are citing higher levels as supply chain interruptions abound. 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 FY2022 School District original property tax proposed, with an over the tax cap budget strategy 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 with highly developed on-line sales/ delivery systems 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 under PPP2.0 and the American Rescue Plan.

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 3.0% unemployment rate, 1.4% 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 payment amount and extend the weeks paid by another 11 weeks. It appears that the fate of the proposed \$15 minimum wage will be defeated or mitigated due to 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 2nd has a buyer 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

March	Mar-21	Mar-20	Mar-19	Fiscal YTD 2021	Fiscal Year 2020	Fiscal Year 2019
Meter Activity - Total						
Meter Transactions	36,218	27,878	39,309	270,120	442,999	466,721
Income from Meters	\$66,786	\$49,782	\$55,180	\$482,097	\$836,199	\$648,806
Active Meter Days	27	26	21	225	292	249
Average Daily Meter Transactions	1,341	1,072	1,872	1,201	1,517	1,874
Meter Activity - Parking Garage						
Meter Transactions	1,992	2,031	3,238	15,530	36,219	36,749
Income from Meters	\$5,914	\$4,887	\$5,351	\$42,729	\$88,142	\$61,468
Active Meter Days	27	26	21	225	292	249
Average Daily Meter Transactions	74	78	151	69	124	148
Parking Permit Activity						
Total Parking Permits Issued	769	672	638	6,492	6,809	6,767
Residential Permits Issued	38	43	40	367	441	637
Business Permits Issued	731	629	598	6,125	6,499	6,130
Permit Income	\$25,682	\$16,526	\$18,127	\$207,439	\$246,485	\$232,682
Parking Ticket Activity						
Total Parking Tickets Issued	598	498	652	4,871	7,862	8,181
Accessible Space Tickets Issued	3	4	9	17	48	77
Winter Restriction Tickets Issued	0	0	115	381	164	327
Parking Ticket Income	\$22,268	\$24,793	\$19,757	\$119,018	\$180,148	\$168,062
Electric Vehicle Charging Stations						
Number of times Stations Used	7	23	not captured	59	233	not captured
Charging Station Income	\$29	\$85	not captured	\$345	\$952	not captured

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 2021	2,927	2,126	979	325
February 2021	2,706	2,216	861	315
March 2021	3,367	2,833	1,240	505

J. MICHAEL JOYAL, JR.
CITY MANAGER



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, April 28, 2021**
Meeting Time: **6:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Gasses led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Ciotti, Councilor Cullen, Councilor Gasses, Councilor O'Connor, Councilor Shanahan, Councilor Thibodeaux, and Councilor Williams.

Absent: Councilor Muffett-Lipinski.

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.

Rick Mikulis, 60 Pointe Place, Recreation Advisory Board Vice-Chairperson: He spoke in favor of the proposed budget for the Recreation Department

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

6. DISCUSSIONS

A. BUDGET PRESENTATIONS

1. RECREATION

Director Bannon gave a PowerPoint presentation to the Council regarding the proposed budget for the Recreation Department

2. LIBRARY

Director LaFrance gave a PowerPoint presentation to the Council regarding the proposed budget for the Library Department

3. WELFARE

Director Balian gave an overview of the proposed budget for the Public Welfare Department to the Council.



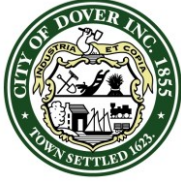
CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
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Meeting Date: **Wednesday, April 28, 2021**
Meeting Time: **6:00 pm**

7. ADJOURNMENT

Councilor O'Connor moved to adjourn; seconded by Councilor Williams.
Vote: 8/0.

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: City Hall, Council Conference Room Meeting Date: Wednesday, April 28, 2021 Meeting Time: 7:00 pm
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1. CALL TO ORDER

2. ~~MOMENT OF SILENCE~~

3. ~~PLEDGE OF ALLEGIANCE~~

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Ciotti, Councilor Cullen, Councilor Gasses, Councilor O'Connor, Councilor Shanahan, Councilor Thibodeaux, and Councilor Williams.

Absent: Councilor Muffett-Lipinski.

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Ciotti moved to add as Item 13.B.3. B21002 Construction of Catch Basin and Wet Well Cleanings Treatment Facility, Additional Scope of Work #1

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

Roll Call Vote: 8/0.

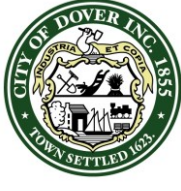
7. PUBLIC HEARINGS

- A. FISCAL YEAR 2022 CAPITAL IMPROVEMENT PROGRAM (CIP) APPROPRIATION AND AUTHORIZATION FOR CWSRF LOAN FOR COCHECO RIVER OUTFALL STORMWATER PLAN (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.) (CITY COUNCIL VOTE TO OCCUR ON MAY 12, 2021.)**
SPONSORED BY MAYOR CARRIER BY REQUEST

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

- B. REPROGRAM UNEXPENDED BOND PROCEEDS FROM LEIGHTON WAY AND COCHECO PUMP STATIONS TO DOWNTOWN INFLOW AND INFILTRATION ELIMINATION (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.) (CITY COUNCIL VOTE TO OCCUR ON MAY 12, 2021.)**
SPONSORED BY MAYOR CARRIER BY REQUEST

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

 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, April 28, 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, April 28, 2021	Meeting Time:	7:00 pm
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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.

Maggie Fogarty, 16 Florence Street, Ad-hoc Committee for Racial Equity and Inclusion

Member: She referred to NH State Budget, HB-2, and urged the Council to speak out against a provision that would prohibit teaching about racism and sexism. She said the bill is going to censor the important conversation of racism and sexism.

Cora Quinsumbing-King, 40 Sandpiper, Ad-hoc Committee for Racial Equity and

Inclusion Member: She discussed the role and need for the Ad-hoc Committee. She spoke of the need to have the conversation.

Kathleen Black, 15 Redden Street, Ad-hoc Committee for Racial Equity and Inclusion

Member: She spoke about a resolution that will be coming to the Council regarding land acknowledgement.

Mayor Carrier read an email from Dr. Dara Storch regarding usage of a masks.

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

9. CITY MANAGER'S REPORT

Assistant City Manager Parker said the City Manager submitted his report in writing. He acknowledged several long-term employees' anniversaries.

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

Roll Call Vote: 8/0.

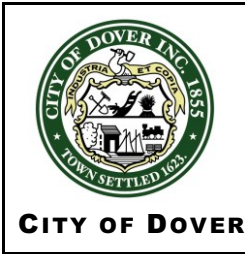
10. APPROVAL OF MINUTES

A. April 14, 2021 – Regular Meeting

B. April 21, 2021 – Workshop Session

Deputy Mayor Ciotti moved to approve the Minutes; seconded by Councilor O'Connor.

Roll Call Vote: 8/0.



CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, April 28, 2021**
Meeting Time: **7:00 pm**

11. MAYOR'S REPORT

Mayor Carrier listed the events he attended: Rochester Opera House, State of the City, Mayor's Round Table, meeting with the Mayor of Nashua. He said May 15, 2021 is Dover Clean Up Day. Deputy Mayor Ciotti moved to accept the Mayor's Report; seconded by Councilor Williams. Roll Call Vote: 8/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

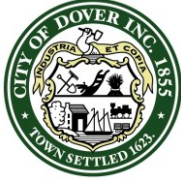
13. NEW BUSINESS

A. CONSENT CALENDAR

1. **B13052 EMULSION POLYMER EXTENSION WITH SOLENIS LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B21053 PUBLIC LIBRARY ROOF CONSULTANT**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **CITYWIDE 2021-2022 GROUNDWATER MONITORING PROGRAM WITH EMERY & GARRETT GROUNDWATER INVESTIGATIONS LLC**
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

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: City Hall, Council Conference Room Meeting Date: Wednesday, April 28, 2021 Meeting Time: 7:00 pm
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Deputy Mayor Ciotti moved for the adoption of the Consent Calendar; seconded by Councilor O'Connor.

Roll Call Vote: 8/0.

Deputy Mayor Ciotti gave an overview of the Planning Board Report to the Council.

Deputy Mayor Ciotti as his Appointment Committee Report listed the openings on the Boards and Commission.

Councilor O'Connor gave an overview of the Arena Commission Report to the Council.

Councilor Shanahan gave an overview of the Arts Commission Report to the Council.

Councilor Williams gave an overview of the Conservation Commission Report to the Council.

Councilor O'Connor gave an overview of the Downtown Dover TIF Advisory Board Report to the Council.

Councilor Thibodeaux gave an overview of the Energy Commission Report to the Council.

Councilor O'Connor gave an overview of the Heritage Commission Report to the Council.

Councilor Shanahan gave an overview of the Ad-Hoc Committee for the Racial Equity and Inclusion Report to the Council.

B. RESOLUTIONS

1. DISSOLUTION OF THE ANOTONIA KRETSEPES MEMORIAL SCHOLARSHIP FUND

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor O'Connor.

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

Roll Call Vote: 8/0.

2. APPROPRIATION OF SCHOOL FACILITIES CAPITAL RESERVE FUNDS FOR VOYAGE MARK II SCALE MODEL SOLAR SYSTEM.

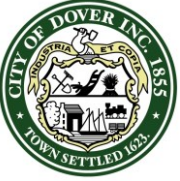
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)

(TO BE REFERRED TO A PUBLIC HEARING ON MAY 12, 2021.)

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved to refer to a public hearing on May 12, 2021; seconded by Councilor Thibodeaux.

Roll Call Vote: 8/0.

 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, April 28, 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, April 28, 2021	Meeting Time:	7:00 pm
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3. B21002 CONSTRUCTION OF CATCH BASIN AND WET WELL CLEANINGS TREATMENT FACILITY, ADDITIONAL SCOPE OF WORK #1
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor O'Connor.
Roll Call Vote: 8/0.

C. ORDINANCES IN 1ST READING

1. CHAPTER 5: ADMINISTRATIVE CODE, SECTION 33
(TO BE REFERRED TO A PUBLIC HEARING ON MAY 12, 2021.)
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved to refer to a public hearing on May 12, 2021; seconded by Councilor
Roll Call Vote: 8/0.

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Williams spoke about NH Businesses for Social Responsibility (NHBSR) hosting another Workplace Racial Equity learning challenge starting in June. She mentioned their website as a source of useful information: <https://www.nhbsr.org/nh-workplace-racial-equity-challenge>.

Councilor O'Connor spoke about his concerns with the increase of graffiti in the City. Assistant City Manager Parker mentioned that City staff will be coming forward to the Council about options to help with the situation.

Mayor Carrier talked about the first Girls Softball game on the new fields at the Dover High School. He spoke about the need for masks, to be safe, and practice social distancing.

Councilor Cullen spoke about his ride-along with the Dover Fire Department.

16. ADJOURN

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, May 5, 2021**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Muffett-Lipinski led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Also Present: City Manager Joyal, City Attorney Wyatt, 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.

Nathaniel Stewart, 5 Redden Street: He spoke about defunding the Police Department.

Sofia Ford, 143 Sixth Street: She spoke about the budget and the funds going towards drug enforcement. She said the funds should be going towards substance recovery, affordable housing and mutual aid.

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

6. DISCUSSIONS

A. BUDGET PRESENTATIONS

1. POLICE DEPARTMENT

Police Chief Breault gave a PowerPoint presentation to the Council regarding the proposed budget for the Police Department.

2. FIRE DEPARTMENT

Police Chief Haas gave a PowerPoint presentation to the Council regarding the proposed budget for the Fire Department.

7. ADJOURNMENT

Councilor O'Connor moved to adjourn; seconded by Councilor Thibodeaux.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE	
	Ordinance Number: O – 2021.04.28 - 004 Ordinance Title: Administrative Code Chapter: 5 Section: 33 Competitive bidding procedure	Agenda Item#: 12.A.1.

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend the City of Dover’s administrative purchasing code provisions to update certain bond requirements for construction projects, as explained more fully in the background of this ordinance, which is incorporated by reference.

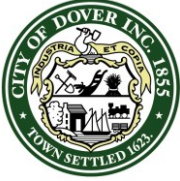
2. AMENDMENT

Chapter 5, entitled “Administrative Code”, is hereby amended by revising Section 33, “Competitive bidding procedure”, as set forth below:

§ 5-33 Competitive bidding procedure.

The procedure for competitive bidding is established as follows:

- A. Competitive bidding shall be initiated by the Purchasing Agent with a notice of solicitations for bidding sent to vendors and/or by advertising. The notice shall contain specifications as to quantity and quality, date and time for the closing of bids, the date and time for opening bids, and other details regarding the bidding process. All solicitations shall note that all purchases are subject to the conditions set forth in the City Purchasing Code.
- B. The Purchasing Agent shall solicit at least three vendors when available on every purchase requiring competitive bidding unless exempted by the provisions of this article. Bids shall be awarded to the vendor whose bid is the most advantageous to the City of Dover. In the event fewer than three bids are received, the City Purchasing Agent may award the purchase on the basis of the bid most advantageous to the City of those submitted or may order a rebidding.
- C. Technical specifications for bids shall state information as broadly as practicable, yet shall be specific enough to describe the requirements of the purchase. Nontechnical specifications for bids shall state the quality required in general terms.
- D. Sealed formal bids shall be submitted by qualified vendors before the bidding deadline, but may be withdrawn by any bidder before the deadline. After the bidding deadline, the Purchasing Agent shall receive no further bids, and no bidder shall withdraw a bid. The City shall have custody of all bids submitted pursuant to this Purchasing Code.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

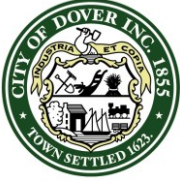
Ordinance Number: **O – 2021.04.28 - 004**
Ordinance Title: Administrative Code
Chapter: 5
Section: 33 Competitive bidding procedure

- E. In accordance with RSA 447:16, the Purchasing Agent shall require security from vendors for construction projects estimated to be in excess of \$~~125,000~~35,000.
- (1) The elements of a purchase to be secured include, but are not limited to, the following:
- (a) A bid bond in the minimum amount of ~~5+0~~% of the bid price from the time of bid opening until signing of the contract to offset the cost of accepting the next lowest qualified bidder, in case of default by the bidder.
- (b) A performance bond in the amount of 100% of the contract price to ensure compliance with and completion of the contract.
- (c) A labor and materials bond in the amount of 100% of the contract price to ensure payment to suppliers and subcontractors by the contractor.
- (2) The form of the security shall be prescribed by the Purchasing Agent and may consist of, but is not limited to, bonds issued by surety companies licensed within the United States, certified checks and irrevocable letters of credit at banks acceptable to the City. The Purchasing Agent may waive the bond requirements on a case-by-case basis with the approval of the City Manager. The Purchasing Agent may include security requirements for projects less than \$~~125,000~~35,000 and in other types of purchases where doing so is advantageous to the City, with the approval of the City Manager.
- F. In each and every case where bids are presented to the City Council for award, information presented to the City Council shall include solicitation information and bid amounts.
- G. The Purchasing Agent shall open bids, read them in public, inspect them and process for award. In determining the bid most advantageous to the City, the Purchasing Agent shall, whenever possible, analyze the bids so that the bids are compared on an equitable basis as determined in the sole discretion of the Purchasing Agent.
- H. The competitive bid procedure may be waived by a majority vote of the City Council.

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2021.04.28 - 004**
Ordinance Title: Administrative Code
Chapter: 5
Section: 33 Competitive bidding procedure

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

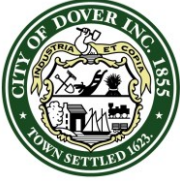
Recorded by: Susan Mistretta
City Clerk

DOCUMENT HISTORY:

First Reading Date: 04/28/2021	Public Hearing Date: 05/12/2021
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
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

Agenda Item#: 12.A.1.

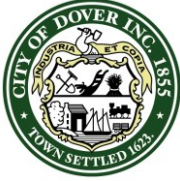
Ordinance Number: **O – 2021.04.28 - 004**
Ordinance Title: Administrative Code
Chapter: 5
Section: 33 Competitive bidding procedure

ORDINANCE BACKGROUND MATERIAL:

This ordinance amends [Chapter 5](#) of the City's Code. That chapter contains the City's purchasing code provisions. Relevant to this ordinance, the City of Dover requires several types of bonds in connection with public works projects. These bonds serve an important purpose in protecting the City and the public by ensuring public bidders and contractors timely fulfill their obligations. In practical terms, however, bond requirements add costs to a project and often increase the ultimate construction costs for the City of Dover. Therefore, it is recommended that the City reevaluate its bond requirements from time to time and, if necessary, ensure those requirements are in line with best practices and state requirements.

This ordinance involves two categories of revisions. First, this ordinance amends the City's bid bond requirement from 10% (currently) down to 5%. This is meant to parallel current State of New Hampshire practice. Bid bonds assure the owner that a contractor will enter into a contract for the quoted price and fulfill other obligations. A surety will be liable on that bond for any additional costs in re-awarding the contract to another contractor, often limited to the difference between the low bid and the next-lowest bid amount (up to the amount of the bid bond). Low bidders are almost always within 5% of the next-lowest bid.

Second, this ordinance amends the dollar threshold for requiring bonds on a project. Dover's Code currently requires bonds where a construction project is estimated to be at or in excess of \$35,000, which is a low threshold and has not been updated in several years. The state statute used to also provide for a \$35,000 threshold, *see* [Laws 2009, 8:1](#), but has since been amended to increase the dollar threshold for municipal projects to \$125,000. *See* [RSA 447:16](#); *see also* [Laws 2017, 242:1](#). Accordingly, this ordinance brings the local amounts parallel with the statute.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2021.04.14 – 054**

Resolution Re: FY2022 CIP Appropriation and Authorization for CWSRF
Loan for Cocheco River Outfall Stormwater Plan

WHEREAS: The City Council desires to make public improvements and to finance these improvements through the NH Clean Water State Revolving Fund (CWSRF) and;

WHEREAS: The City identified a need to make improvements and submitted a pre-application to NH Department of Environmental Services (NH DES) for the Cocheco River Outfall Stormwater Project and the project was determined to meet CWSRF eligibility; and

WHEREAS: The City's participation in the CWSRF for the Cocheco River Outfall Stormwater Project provides an opportunity for \$75,000 loan principal forgiveness; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The following capital project is appropriated for \$150,000.00 with estimated useful lives in excess of the length indicated:

Item #	Description	Proposed	Life/Yrs	Department	Fund
		Appropriation			
1	Cocheco River Outfall Stormwater Project	\$150,000	10	Comm Serv - PW	General Fund
	Total	\$150,000			

AND FURTHER BE IT RESOLVED THAT:

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover is hereby authorized to participate in the NH Clean Water State Revolving Fund (CWSRF) Program for financing this project. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH CWSRF Program to obtain the loan for eligible identified project.

NOTE: This resolution requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage with the vote deferred until at least three (3) days after public hearing.

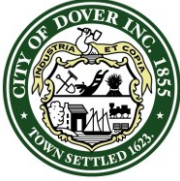
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor 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#: 12.C.1.

Resolution Number: **R – 2021.04.14 – 054**
Resolution Re: FY2022 CIP Appropriation and Authorization for CWSRF
Loan for Cocheco River Outfall Stormwater Plan

DOCUMENT HISTORY:

First Reading Date: 04/14/2021	Public Hearing Date: 04/28/2021
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#: 12.C.1.

Resolution Number: **R – 2021.04.14 – 054**
Resolution Re: FY2022 CIP Appropriation and Authorization for CWSRF
Loan for Cocheco River Outfall Stormwater Plan

RESOLUTION BACKGROUND MATERIAL:

This resolution makes an appropriation for a FY2022 Capital Improvements Program project financed by loan from NH DES Clean Water State Revolving Fund, with up to \$75,000.00 principal forgiveness for the planning loan, and authorizes the city to enter into the loan agreement with NH DES.

This resolution makes an appropriation for the Cocheco River Outfall Stormwater Project.

The drainage basin for the Cocheco River Outfall includes the area of the City approximately bounded by Central Avenue to the west, Garrison Hill Park to the north, the B&M Railroad tracks and portions of Portland Avenue and Cocheco Street to the east, and parts of the downtown area to the south. The drainage area totals over 270 acres. Stormwater runoff from areas to the west of the B&M Railroad tracks drain to the intersection of Broadway between New York Street and Ham Street, where it enters the Broadway Railroad Culvert, which is currently under construction. The Broadway Railroad Culvert conveys stormwater flow under the B&M Railroad tracks. From there, stormwater is conveyed through the Chapel Street Ravine and eventually discharges to the Cocheco River near 11 Cocheco Street. Approximately 218 acres of the tributary drainage area is located upstream of the Broadway Railroad Culvert, with the remaining 50+ acres located between the railroad tracks and the Cocheco River.

This project includes development of a stormwater master plan for the tributary area that will guide the city's decision-making with respect to future stormwater infrastructure improvements and maintenance activities within the drainage basin. There are two SRF-funded projects located within the drainage basin, including the Broadway Railroad Culvert Reconstruction Project (SRF # CS-330200-09) and the Chapel Street Ravine Stormwater Treatment Study. However, these are projects focusing on isolated areas of the drainage basin, including replacement of a critical stone box culvert under the railroad tracks and a study to focus on potential stormwater treatment in a ravine adjacent to the culvert. There are other significant drainage issues throughout the entire drainage basin that warrant careful evaluation and correction, including century-old drainage infrastructure that is deteriorating and severely under capacity, numerous stone box culvert trunk lines located on private property that are not easily accessible for maintenance, and street flooding during moderate storm events. The location and accessibility-related issues restrict the ability to route all of the stormwater runoff to deep-sump catch basins prior to entering the drainage system. Due to the magnitude of needs in this large drainage basin, it is not feasible that all of these issues may be corrected with a single project. It is anticipated that correcting many of these issues will need to occur over time in a cost-effective manner. Therefore, a master plan is necessary to guide the City in implementing a phased approach to correcting stormwater related issues in the drainage basin.

Debt Authorization versus Debt Retirement

The following table compares the tentative authorization amount to the amount of debt being retired:

Description	Sewer
Pending Authorization	150,000
Prior FY2022 CIP Authorization	10,616,930
FY2022 Principal Retirement	4,037,722
Net Change	6,729,208



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2021.04.14 – 054**
Resolution Re: FY2022 CIP Appropriation and Authorization for CWSRF
Loan for Cocheco River Outfall Stormwater Plan

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2020 and this authorization, against the legal debt limits. The statutory debt limit for the City General Fund is 3% of equalized assessed value.

Description	General Fund
Debt Outstanding	42,960,853
Authorized - Unissued	26,955,315
Total Issued & Unissued	69,916,168
This Authorization	150,000
Grand Total	70,066,168
Legal Debt Limit	118,758,715
Unused Capacity	48,692,547
Percent Unused	41.00%

Budgetary and Rate Impacts

The \$150,000 CWSRF loan is expected to be paid back over a 10-year period. Principal repayments would be \$7,500 per year after an offset of \$75,000 for the amount of principal forgiveness. The annual impact to the City's General Fund budget is based upon annual principal and interest repayment. The interest that would accrue on outstanding principal balances over the 10 year period, based on an interest rate of 2.424%, is estimated to be a total of \$11,817 impact to the City's General Fund budget over that 10 year period, approximately \$1,182 annual impact. The combined impact of principal and interest repayment for the CWSRF loan would be \$0.0023 impact on the property tax rate. For a single family home with an assessed value of \$351,400 the annual impact would be \$0.81.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2021.04.14 – 055**
Resolution Re: Reprogram Unexpended Bond Proceeds from Leighton Way and Cochecho Pump Stations to Downtown Inflow and Infiltration Elimination

- WHEREAS: On an annual basis the City Council adopts the Capital Improvements Program (CIP), which includes the Debt Financing authorization for certain CIP projects; and
- WHEREAS: There is \$61,758.19 of unexpended bond proceeds from the Leighton Way Pump Station project as it was completed under budget. There is \$791,772.61 of unexpended bond proceeds from the Cochecho Pump Station project as it was completed under budget; and
- WHEREAS: The City has identified the immediate need for additional funding for the Downtown Inflow and Infiltration Elimination Project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT: The amount of \$853,530.80 of unexpended bond proceeds is hereby reprogrammed from the Leighton Way Pump Station project and the Cochecho Pump Station project as follows:

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
5320.1.300.43250.4757.04574.16	Leighton Way Pump Station	61,758.19	(61,758.19)	0.00
5320.1.300.43250.4757.04574.19	Cochecho Pump Station	791,772.61	(791,772.61)	0.00
5320.1.300.43250.4757.04561.16	Downtown Inflow & Infiltration Elimination	0.00	61,758.19	61,758.19
5320.1.300.43250.4757.04561.19	Downtown Inflow & Infiltration Elimination	0.00	791,772.61	791,772.61
	Total Available Funding	853,530.80	0.00	853,530.80

NOTE: This resolution reprograms unexpended bond proceeds and therefore requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage with the vote deferred until at least three (3) days after the public hearing.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Sue Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

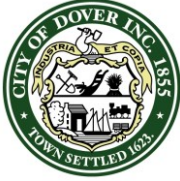
Resolution Number: **R – 2021.04.14 – 055**
Resolution Re: Reprogram Unexpended Bond Proceeds from Leighton Way and Cocheco Pump Stations to Downtown Inflow and Infiltration Elimination

DOCUMENT HISTORY:

First Reading Date: 04/14/2021	Public Hearing Date: 04/28/2021
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#: 12.C.2.

Resolution Number: **R – 2021.04.14 – 055**
Resolution Re: Reprogram Unexpended Bond Proceeds from Leighton Way and Cochecho Pump Stations to Downtown Inflow and Infiltration Elimination

RESOLUTION BACKGROUND MATERIAL:

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the Leighton Way Pump Station project and Cochecho Pump Station project. This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized debt financing the identified projects. This resolution reprograms funding from the Leighton Way Pump Station project and the Cochecho Pump Station projects to the Downtown Inflow and Infiltration Elimination project.

On November 12, 2014 the City Council adopted the FY16 Capital Improvements Plan (CIP) Authorization for bonding, which included \$350,000.00 for the Leighton Way Pump Station project. The project is now completed and there is \$61,758.19 of unexpended bond proceeds that can be reprogrammed to another Sewer Fund project.

On December 13, 2017 the City Council adopted the FY19 CIP Authorization for bonding, which included \$1,650,000.00 for the Cochecho Pump Station project. The project is now completed and there is \$791,772.61 of unexpended bond proceeds that can be reprogrammed to another Sewer Fund project.

The City of Dover owns, operates and maintains wastewater collection and treatment facilities that serve the City's estimated population of 32,000. The collection system includes almost 115 miles of sanitary sewer. In 2018 the City completed and Inflow and Infiltration (I/I) study to identify potential areas of excessive I/I into its collection system. As part of the study, field work was completed, including CCTV and manhole inspections in multiple areas. The field work and subsequent I/I analysis identified the City's Downtown sewer shed area are where improvements were warranted.

The Downtown I/I Elimination project scope includes trenchless rehabilitation of approximately 4,500 feet of sanitary sewer and manholes within the downtown area. The engineers estimated cost for the project is twice the original projected budget. Therefore, additional funding is needed for the project.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2021.04.28 – 062**
Resolution Re: FY2022 CIP Appropriation of School Facilities Capital Reserve Funds for Voyage Mark II Scale Model Solar System

- WHEREAS: The City Council desires to make public improvements and to finance these improvements through the use of School Facilities Capital Reserve funds and;
- WHEREAS: The School Department and City Planning Department was informed of an opportunity from the National Center for Earth and Space Science Education and Exhibitology, LLC to locate a Voyage Mark II scale model solar system in Dover; and
- WHEREAS: The City staff, Superintendent Dr. Harbron, and the President of the Children's Museum met with the Program Director to discuss the opportunity and location for installation; and
- WHEREAS: The School Board voted at their April 12, 2021 meeting to approve use of School Facilities Capital Reserve funds to fund the installation cost of the Voyage Mark II scale model solar system; and

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

The following capital project is appropriated for \$60,000.00 and to be financed with a transfer from the School Facilities Capital Reserve Fund and the Finance Director is authorized to transfer the funds from the respective Reserve Fund in the amount listed:

Item #	Description	Appropriation	Funding	Fund
1	Voyage Mark II Scale Model Solar System	\$60,000	School Facilities Capital Reserve	Trust
	Total	\$60,000		

NOTE: This resolution requires a duly advertised public hearing and a 2/3 majority vote according to C6-6 of the City Charter.

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#: 12.C.3.

Resolution Number: **R – 2021.04.28 – 062**
Resolution Re: FY2022 CIP Appropriation of School Facilities Capital Reserve Funds for Voyage Mark II Scale Model Solar System

DOCUMENT HISTORY:

First Reading Date: 04/28/2021
Approved Date:

Public Hearing Date: 05/12/2021
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#: 12.C.3.

Resolution Number: **R – 2021.04.28 – 062**
Resolution Re: FY2022 CIP Appropriation of School Facilities Capital Reserve Funds for Voyage Mark II Scale Model Solar System

RESOLUTION BACKGROUND MATERIAL:

This resolution makes an appropriation for a FY2022 Capital Improvements Program (CIP) project financed by a transfer from the School Facilities Capital Reserve in the amount of \$60,000.00.

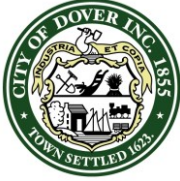
The School Facilities Capital Reserve currently has an available balance of \$583,704.00. The proposed uses of the School Facilities Capital Reserve as outlined in the FY2022-2027 CIP results in a minimum balance of \$650,947.00 being available. Therefore, it has been determined that the School Facilities Capital Reserve can accommodate the use of \$60,000.00 for the proposed project.

The School District and City were informed of an opportunity for a new Voyage Mark II installation opportunity from the National Center for Earth and Space Science Education, a 501(C)3 non-profit and Exhibitology, LLC.

The National Center for Earth and Space Science Education are inviting communities across the U.S. to explore a permanent installation of a Voyage Mark II Scale Model Solar System as part of the Voyage National Program. The first Voyage exhibition was permanently installed on the National Mall in Washington, DC, between the U.S. Capitol and Washington Monument, in front of the Smithsonian Institution museums.

City Staff, the Superintendent of Schools, and the President of the Children's Museum met the Center's Program Director to hear more about this opportunity. Staff thought the installation would be an appropriate use of school facilities capital reserve funds as the program is an opportunity for the school district to engage k-12 students, families, and the public in outdoor experiences for STEM learning in the earth and space sciences, which is directly relevant to the school district's curriculum. From the City and School District's perspective, this will provide an excellent educational resource for the Dover Schools as well as the Dover Community.

The School Board voted to approve the use of school facilities capital reserve at their meeting on April 12, 2021 and to seek City Council approval for the appropriation to fund the costs of installation. The installation would cost \$60,000.00 or less and would be installed on the Community Trail starting at Central Ave/Rutland Street and ending near Fisher Street. The installation would occur later this year.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2021.05.12 – 064**
Resolution Re: B19001 Broadway Street Railroad Culvert Construction
Additional Scope of Work #6 & #7

- WHEREAS: A sealed Request for Qualifications #B19001 was issued and received for the Broadway Street Railroad Culvert Construction on August 27, 2018 at 2:00 PM. Nine firms responded and packets were evaluated by city staff and the city's contracted engineering firm. Seven firms met the qualification criteria and were forwarded the plans and specifications for the construction. A mandatory pre-bid meeting was conducted on September 26, 2018 with five of the prequalified firms attending; and
- WHEREAS: Two cost proposals were received and reviewed with the low bid received from George R. Cairns & Sons, Inc. of Windham, NH in the amount not to exceed \$4,799,365.00 approved via council resolution [R-2018.12.12-154](#). Additional Scope of Work #1 through #5 were approved as outlined in the background section; and
- WHEREAS: George R. Cairns & Sons, Inc. has provided Additional Scope of Work #6 in the amount of \$49,682.12 for work associated with lowering the 30" RCP storm drain in front of Red's Shoe Barn, installation of 6" diameter PVC drain line in Broadway, excavation and disposal of underground storage tank discovered under the Red's Shoe Barn parking lot, and coring a new influent penetration in DMH-5; and
- WHEREAS: George R. Cairns & Sons, Inc. has provided Additional Scope of Work #7 for modifications to pavement scope of work and paving limits in Broadway and Red's Shoe Barn Parking Lot, and removal of contract paving items due to the City electing to have a separate paving contractor perform paving work in a credit amount of **(\$123,625.00)**.

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 revise the Purchase Order to George R. Cairns & Sons, Inc. of Windham, NH for Additional Scope of Work #6 for work associated with lowering the 30" RCP storm drain in front of Red's Shoe Barn, installation of 6" diameter PVC drain line in Broadway, excavation and disposal of underground storage tank discovered under the Red's Shoe Barn parking lot, and coring a new influent penetration in DMH-5 in the amount of \$49,682.12 and for Additional Scope of Work #7 for modifications to pavement scope of work and paving limits in Broadway and Red's Shoe Barn Parking Lot, as well as removal of contract paving items due to the City electing to have a separate paving contractor perform paving work resulting in a credit in the amount of **(\$123,625.00)**. 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
4021.1.300.43121.4751.03143.21.	Roadways (Add'l SOW#6, anticipated balance)	2,300,000.00	62,314.90
4021.1.300.43121.4751.03143.21.	Roadways (Add'l SOW#7, anticipated balance)	2,300,000.00	136,257.78



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2021.05.12 – 064**
Resolution Re: B19001 Broadway Street Railroad Culvert Construction
Additional Scope of Work #6 & #7

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.1.

Resolution Number: **R – 2021.05.12 – 064**
Resolution Re: B19001 Broadway Street Railroad Culvert Construction
Additional Scope of Work #6 & #7

RESOLUTION BACKGROUND MATERIAL:

In May 2019, the City received Additional Scope of Work #1 adding \$175,000.00 for the relocation of the existing sewer and revising the sewer and drainage easements on Red's Shoe Barn property approved via council resolution [R-2019.05.22-068](#). New contract total \$4,974,365.00.

Additional Scope of Work #2 adding \$32,053.61 for additional work related to asbestos cement, ledge probes and borings approved via council resolution [R-2019.11.13-180](#). New contract total \$5,006,418.61.

Additional Scope of Work #3 adding \$9,975.00 for additional work related to efforts related to the Turn-Key Tunneling development and design. New contract total \$

Additional Scope of Work #4 adding \$2,375,899.30 for additional work to remove ledge from within the proposed 84" RCP Jacking Pipe alignment using a combination of controlled blasting to remove the ledge and installation of a tunnel lining system to support the overburden material located above the ledge approved via council resolution [R-2020.03.11-038](#) (estimate of \$2,875,899.30 was approved). New contract total \$7,392,292.91.

Additional Scope of Work #5 for quantity adjustments associated with the inclusion of contaminated soils in the contract. There are no modifications to the contract price.

Additional Scope of Work #6 is being requested for work associated with lowering the 30" RCP storm drain in front of Red's Shoe Barn, installation of 6" diameter PVC drain line in Broadway, excavation and disposal of underground storage tank discovered under the Red's Shoe Barn parking lot, and coring a new influent penetration in DMH-5 in the amount of \$49,682.12.

Additional Scope of Work #7 is being requested for modifications to pavement scope of work and paving limits in Broadway and Red's Shoe Barn Parking Lot, as well as removal of contract paving items due to the City electing to have a separate paving contractor perform paving work resulting in a credit in the amount of **(\$123,625.00)**. Additional Scope of Work #6 in the amount of \$49,682.12 and Additional Scope of Work #7 in the amount of **(\$123,625.00)** will result in a net credit of **(\$73,942.88)**. New contract total \$7,318,350.03.

Bid Information:

A sealed Request for Qualifications #B19001 was issued and received for the Broadway Street Railroad Culvert Construction on August 27, 2018 at 2:00 PM.

Award Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2021.05.12 – 064**
Resolution Re: B19001 Broadway Street Railroad Culvert Construction
Additional Scope of Work #6 & #7

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	857	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until complete	Estimated Delivery:	2020
Recommended Award to:	George R. Cairns & Sons, Inc.	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B19001 Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2021.05.12 – 065**
Resolution Re: B19085 Varney Brook Pump Station Upgrades with T. Buck Construction, Inc. Additional Scope of Work #5 & #6

WHEREAS: A Sealed Request for Bid #B19085 was issued and received for the Varney Brook Pump Station Upgrades on July 9, 2019 at 2:00 pm. Two bid responses were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with the proposed scope of services. T. Buck Construction, Inc. was awarded the project in the amount of \$2,518,499.00 on July 24, 2019 via council resolution [R-2019.07.24-121](#); and

WHEREAS: T. Buck Construction, Inc. has provided Additional Scope of Work #5 in the amount of \$12,369.08 for unforeseen work at the relocation of the forcemain, and Additional Scope of Work #6 in the amount of \$15,419.86 for modifications of the gate opening at the wet well divider wall.

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 for Additional Scope of Work #5 for unforeseen work at the relocation of the forcemain in the amount of \$12,369.08 and Additional Scope of Work #6 for modifications of the gate opening at the wet well divider wall in the amount of \$15,419.86 to T. Buck Construction, Inc. of Turner, ME. 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
5320.1.300.43250.4757.04573.07.	Sewer - Pump Station Equipment Replacement	294,050	68,790

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.2.

Resolution Number: **R – 2021.05.12 – 065**
Resolution Re: B19085 Varney Brook Pump Station Upgrades with T. Buck Construction, Inc. Additional Scope of Work #5 & #6

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 – 2021.05.12 – 065**
Resolution Re: B19085 Varney Brook Pump Station Upgrades with T. Buck Construction, Inc. Additional Scope of Work #5 & #6

RESOLUTION BACKGROUND MATERIAL:

A Sealed Request for Bid #B19085 was issued and received for the Varney Brook Pump Station Upgrades on July 9, 2019 at 2:00 pm. Two bid responses were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with the proposed scope of services. T. Buck Construction, Inc. was awarded the project in the amount of \$2,518,499.00 on July 24, 2019 via council resolution [R-2019.07.24-121](#).

Additional Scope of Work #1 adding \$5,633.85 for Modifications to Eave Detail. New contract total \$2,524,132.85.

Additional Scope of Work #2 adding \$44,711.20 for modifications to the Varney Brook Discharge Header approved via council resolution [R-2020.09.23-154](#) in the amount of \$45,367.22 (original request had been adjusted to \$44,711.20 by NHDES). New contract total \$2,568,844.05. The pump station is being rehabbed while keeping the concrete foundation and wetwell. The existing discharge piping leaves the building about 25 feet deep, and includes a plastic sleeve. The original intent was to reuse the existing sleeve, but this will put the discharge pipe at an extreme depth, and not one we could readily respond and excavate on our own. These transition points can be sensitive, where discharge piping from a pump meets buried infrastructure. There is usually a lot of vibration that tends to create a sensitive pipe junction. Our current objective is to raise the internal discharge piping, such that it can leave the building at about a 6 to 8 foot depth. There are costs associated with abandoning the old pipe and accommodating the new. This Additional Scope of Work is time sensitive as the Contractor will need to start prepping for temporary bypass pumping within a week's time.

Additional Scope of Work #3 adding \$2,953.30 for materials, labor, tools and equipment to delete the one piece hollow metal frame, infill center panel with masonry and provide two individual frames. New contract total \$2,571,797.35.

Additional Scope of Work #4 adding \$8,431.97 for modification to mount electrical panels at exterior of building. New contract total \$2,580,229.32.

Additional Scope of Work #5 is being requested for materials, labor, tools and equipment for unforeseen work at the relocation of the forcemain in the amount of \$12,369.08. Work includes additional excavation to tie in the forcemain further back than planned, removal of concrete encasement, and additional time required with added HDPE pipe. New contract total \$2,592,598.40.

Additional Scope of Work #6 is being requested for materials, labor, tools and equipment to raise the gate opening at the wet well divider wall in the amount of \$15,419.86. New contract total \$2,608,018.26.

Award Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

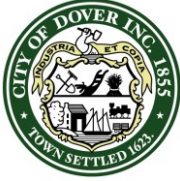
Agenda Item#: 13.A.2.

Resolution Number: **R – 2021.05.12 – 065**
Resolution Re: B19085 Varney Brook Pump Station Upgrades with T. Buck Construction, Inc. Additional Scope of Work #5 & #6

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	1058	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	As needed
Recommended Award to:	T-Buck Construction, Inc.	Fund:	Various
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.

[B19085 Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2021.05.12 – 066**
Resolution Re: B21081 2022 Ford F550 4X4 Truck

- WHEREAS: A sealed Request for Bid #B21081 was issued and received for one 2022 Ford F550 4X4 Truck for the Community Services Department on May 3, 2021 at 2:00 p.m.; and
- WHEREAS: Three bid responses were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and cost. The low bid meeting the selection criteria was submitted by Robert H. Irwin Motors, Inc. of Laconia, NH; and
- WHEREAS: It is the recommendation to award to Robert H. Irwin Motors, Inc. at the rates provided in conjunction with Bid #B21081 in the amount not to exceed \$50,455.00.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Robert H. Irwin Motors, Inc. of Laconia, NH for one 2022 Ford F550 4X4 truck for the Community Services Department in the amount not to exceed \$50,455.00. 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
5320.1.300.43250.4742.00000.00	CS-Sewer-Light Vehides	15,000.00	15,000.00
5320.1.300.43256.4742.00000.00	CS-Sewer-WWTP-Light Vehides	30,000.00	30,000.00
5300.1.300.43320.4742.00000.00	CS-Water-Light Vehides	15,000.00	15,000.00
1000.1.300.43180.4742.00000.00	Facilities & Grnds - Light Vehides	7,500.00	7,500.00
1000.1.300.41951.4742.00000.00	Cemetery - Light Vehides	7,500.00	7,500.00

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.3.

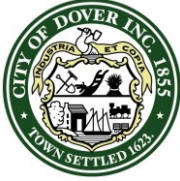
Resolution Number: **R – 2021.05.12 – 066**
Resolution Re: B21081 2022 Ford F550 4X4 Truck

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 – 2021.05.12 – 066**
Resolution Re: B21081 2022 Ford F550 4X4 Truck

RESOLUTION BACKGROUND MATERIAL:

A sealed bid was released for pricing and the delivery timeline for one 2022 Ford F550 4X4 Truck with a dump body for the Community Services Department with options as outlined in the bid solicitation. A new 2021 model year would also be considered through this bid solicitation, however, there were no vendors that provided pricing and or availability.

Bid Information:

A sealed Request for Bid #B21081 was issued and received for a 2022 Ford F550 4X4 Truck for the Community Services Department on May 3, 2021 at 2:00 p.m.

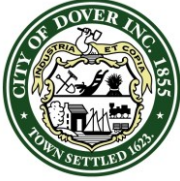
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	142	Number of Responses:	3
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	Until Complete	Estimated Delivery:	December 2021
Recommended Award to:	Robert H. Irwin Motors, Inc.	Fund:	Various CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B21081 Bid Documents and Results](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2021.05.12 – 067**

Resolution Re: Operation and Maintenance of the Closed City of Dover
Landfill Superfund Site Lift Station

WHEREAS: The former municipal landfill located on Tolend Road has a groundwater extraction system which discharges water to the city sewer system via a dedicated pump station and sewer force main which services the landfill and requires frequent cleaning and maintenance on a coordinated schedule with groundwater extraction system; and

WHEREAS: In 2017, the City received a proposal from CES Inc/Blue Granite Environmental Consultants, the contractor performing operations and maintenance at the Tolend Landfill remediation system, to perform operations and maintenance activities on the City's pump station and sewer force main that extends from Tolend Road to County Farm Cross Road and was awarded via council resolution [R-2017.06.28-073](#) in the amount of \$80,200.00. The City again extended the agreement via council resolution [R-2018.07.11-096](#) in the amount of \$93,200.00; and

WHEREAS: The City again seeks to extend this agreement for the period of July 1, 2021 to June 30, 2022 to coordinate the pump station and sewer force main cleaning with the land fill remediation system. In an effort to improve the system performance and meet operation objectives, it is the recommendation to award the operation and maintenance activities of the pump station and sewer force main to Haley Ward, Inc., formerly known as CES, Inc., of Lewiston, ME in the amount of \$93,200.00; and

WHEREAS: Per 5-28.B. Competitive bidding may be waived by the majority vote of the City Council.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Haley Ward, Inc. of Lewiston, ME for operation and maintenance services of the pump station and sewer force main at a cost not to exceed \$93,200.00. 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 and subject to final FY2022 budget adoption.

Financing

Account	Description	Appropriation	Balance
5320.1.300.43250.4341.00000.00	CS - Sewer - Technical Services, FY22	205,802	Anticipated



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2021.05.12 – 067**
Resolution Re: Operation and Maintenance of the Closed City of Dover
Landfill Superfund Site Lift Station

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.4.

Resolution Number: **R – 2021.05.12 – 067**
Resolution Re: Operation and Maintenance of the Closed City of Dover
Landfill Superfund Site Lift Station

RESOLUTION BACKGROUND MATERIAL:

The former municipal landfill located on Tolend Road has a groundwater extraction system which discharges water into the city sewer system via a dedicated pump station and sewer force main which services the landfill and requires frequent cleaning and maintenance on a coordinated schedule with groundwater extraction system.

Haley Ward, Inc., formerly known as CES, Inc., now operates and maintains the sewer pump station and sewer force main that extends from the former municipal landfill on Tolend Road to County Farm Cross Road where it discharges into the city gravity sewer. The sewer force main carries groundwater from the landfill groundwater extraction system. The extracted groundwater has a very high iron content and when the groundwater comes in contact with the atmosphere, iron precipitation occurs. The accumulation of the iron precipitate in the pump station and the sewer force main requires periodic cleaning to restore capacity lost due to clogging.

The landfill remediation system operation and maintenance contractor, Haley Ward, Inc., also performs similar cleaning activities on the remediation system throughout the year.

The proposal from the current contractor, Haley Ward, Inc. and Blue Granite Environmental Consultants, Inc., operating the landfill remediation system is desirable as they will perform cleaning of the pump station and sewer force main on a prioritized maintenance schedule that is coordinated with the maintenance of the remediation system. The total cost to maintain the sewer pump station and sewer force main is \$93,200.00 for the period of July 1, 2021 to June 30, 2022.

Bid Information:

Per 5-28.B Competitive bidding may be waived by the majority vote of the City Council.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	51	Number of Responses:	4 and 2 no bids
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One Year, 6/30/2022	Estimated Delivery:	2021
Recommended Award to:	Haley Ward, Inc.	Fund:	WWTP, Sewer Fund
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring City Council approval.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2021.05.12 – 068**

Resolution Re: Purchase of Voyage Mark II Scale Model Solar System

WHEREAS: As an educational resource for the Dover Schools, as well as the Dover Community, a request through the National Center for Earth and Space Education, a 501(C)3 non-profit will be submitted to fund the purchase and installation of a new Voyage Mark II Scale Model Solar System on the Dover Community Trail starting at Central Avenue/Rutland Street and ending near Fisher Street; and

WHEREAS: Pending final approval of funding via council resolution R-2021.04.28-062, it is the recommendation to award the purchase of the new Voyage Mark Scale II Model Solar System to Exhibitology, LLC, as well as the estimated shipping expense which is factored into the total project cost, in the amount not to exceed \$56,500.00; and

WHEREAS: Per 5-28.B. Competitive bidding may be waived by the majority vote of the City Council.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Exhibitology, LLC of Newark, NJ for the purchase of the new Voyager Mark II Scale Model Solar System, as well as to the shipping vendor that is not identified at this time, in an amount not to exceed \$56,500.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

The amount of this authorization shall be limited so as not to exceed available funding and subject to final approval of council resolution R-2021.04.28-062.

Financing

Account	Description	Appropriation	Balance
3290.1.180.46100.4715.00000.00	Land Improvements	60,000	Anticipated

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.5.

Resolution Number: **R – 2021.05.12 – 068**

Resolution Re: Purchase of Voyage Mark II Scale Model Solar System

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 – 2021.05.12 – 068**

Resolution Re: Purchase of Voyage Mark II Scale Model Solar System

RESOLUTION BACKGROUND MATERIAL:

The School District and City were informed of an opportunity for a new Voyage Mark II Scale Model Solar System by the National Center for Earth and Space Science Education (NCESSE), a 501(C)3 non-profit and the fabricator, Exhibitology, LLC. The cost to purchase, ship and install the model is estimated not to exceed \$60,000.00 and will be funded by way of a transfer from the School Facilities Capital Reserve to a FY2022 Capital Improvements (CIP) project. The School Board voted to approve the use of School Facilities Capital Reserve funds at their April 12, 2021 Board meeting with the request brought forward for City Council approval at the April 28, 2021 Council meeting via resolution R-2021.04.28-062.

Cost Element	Estimated Cost
Voyage Mark II Scale Model Solar System	\$47,925.00
Fabrication of Shipping Crate and Freight	\$3,500.00
Replacement Parts, as needed	\$5,075.00
Subtotal	\$56,500.00
Installation	\$3,500.00
Total	\$60,000.00

Bid Information:

Per 5-28.B Competitive bidding may be waived by the majority vote of the City Council.

Award Information:

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

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:	No
Prices will hold for:	Until Completion	Estimated Delivery:	As Needed
Recommended Award to:	Exhibitology, LLC	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Per 5.32. Purchase to exceed the \$25,000 amount requiring City Council approval.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2021.05.12 – 069**

Resolution Re: Authorization for Paving at Broadway and Red's Shoe Barn

WHEREAS: In an effort to coordinate and complete all of the paving in a single paving operation for efficiency and to minimize overall impacts to area residents and businesses, the City elected to remove contract paving items from the Broadway Street Railroad Culvert Construction agreement with George R. Cairns & Sons, Inc. resulting in a credit in the amount of \$123,625.00; and

WHEREAS: The City received a scope of work from Pike Industries, Inc. to perform the aforementioned paving services at Broadway and Red's Shoe Barn in the amount of \$121,350.00; and

WHEREAS: Per 5-28.B. Competitive bidding may be waived by the majority vote of the City Council.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Pike Industries, Inc. of Belmont, NH for bituminous pavement at Broadway and Red's Shoe Barn in the amount of \$121,350.00. 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
4021.1.300.43121.4751.03143.21	Roadways (Anticipated balance)	2,300,000.00	136,257.78

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.6.

Resolution Number: **R – 2021.05.12 – 069**

Resolution Re: Authorization for Paving at Broadway and Red's Shoe Barn

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.6.

Resolution Number: **R – 2021.05.12 – 069**

Resolution Re: Authorization for Paving at Broadway and Red's Shoe Barn

RESOLUTION BACKGROUND MATERIAL:

Scope of work includes bituminous paving at Red's Shoe Barn and Broadway. As the paving was originally part of a construction project funded by the Clean Water State Revolving Fund, the paving services that Pike Industries, Inc. will perform will also need to follow the same reporting standards such as complying with Federal Labor Standards Act, primarily Davis-Bacon wages.

While Pike Industries, Inc. is the City's current provider for roadway paving for the 2021 construction season, their bid rates do not apply to these additional services. The City elected to remove contract paving items from the Broadway Street Railroad Culvert Construction agreement with George R. Cairns & Sons, Inc. resulting in a credit in the amount of \$123,625.00. The credit reduction allows for the work to be funded through Pike Industries, Inc. in the amount of \$121,350.00.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	N/A
Invitations emailed:	N/A	Number of Responses:	N/A
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Completion	Estimated Delivery:	2021
Recommended Award to:	Pike Industries, Inc.	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2021.05.12 – 070**

Resolution Re: Promulgation of a Land Acknowledgment for Dover

WHEREAS: The City of Dover recently established the ad hoc Committee on Racial Equity and Inclusion; and

WHEREAS: The Committee seeks to ensure that the indigenous peoples that inhabited the land now known as Dover, NH thousands of years before the arrival of European settlers are recognized; and

WHEREAS: The Committee has consulted with representatives of the Abenaki, Pennacook, and Wabanaki peoples to prepare a statement that acknowledges and honors the people, past and present, who have stewarded the land we now call Dover, New Hampshire; and

WHEREAS: The Committee on Racial Equity and Inclusion, on March 25th, 2021 approved a land acknowledgment for Dover; and

WHEREAS: The Committee on Racial Equity and Inclusion recommends that the land acknowledgment be presented at notable civic events, public meetings, and municipal gatherings; and

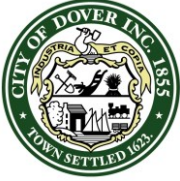
WHEREAS: The Committee on Racial Equity and Inclusion recommends that this preamble be read to precede the land acknowledgment;

Many indigenous peoples have practiced land acknowledgments for millennia. Land acknowledgments are done to recognize and identify the first people who inhabited a place, to show respect, and to honor the land that is, and was, their homeland. It can be the first step towards reconciliation between the first people and the people who came to colonize a land that was already inhabited. Land acknowledgments help prevent the colonial practice of erasure of the first peoples and invite true and accurate history to be taught and learned. Making a formal land acknowledgment fosters an atmosphere of respect, collaboration, and recognition.

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

The City of Dover adopts the following as the City's land acknowledgment statement:

“This (event/meeting) takes place at Cocheco (CO-chi-co) on **N’dakinna** (n-DA-ki-na), now called Dover, New Hampshire, which is the unceded traditional ancestral homeland of the Abenaki (a-BEN-a-ki), Pennacook and Wabanaki Peoples, past and present. We acknowledge and honor with gratitude the land, waterways, living beings, and the **Aln8bak (Al-nuh-bak)**, the people who have stewarded **N’dakinna** (n-DA-ki-na) for many millennia.”



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2021.05.12 – 070**

Resolution Re: Promulgation of a Land Acknowledgment for Dover

AND, FURTHER BE IT RESOLVED THAT:

That the land acknowledgment be read at the beginning of each City Council Regular Meeting and will be posted conspicuously in City Hall where it is visible to the public for review, and will be read at other Board and Commission meetings, at the discretion of the Chair of the boards and Commissions.

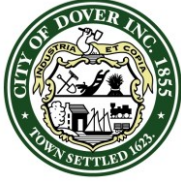
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
by Request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2021.05.12 – 070**

Resolution Re: Promulgation of a Land Acknowledgment for Dover

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:		
Ordinance does does not pass.		

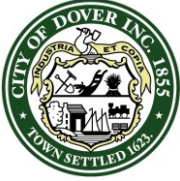
Background Information:

The City Council Ad Hoc Committee on Racial Equity and Inclusion seeks to ensure that our community recognize the history and legacy of the peoples that inhabited the land that we now call Dover, New Hampshire. One means to do this is a public recognition of the indigenous peoples by way of an acknowledgment, such as the one included in this resolution.

The Committee has made the following recommendation for the use of the land acknowledgment:

- Reading the acknowledgment at the beginning of each City Council Regular Meeting
- Reading the acknowledgment at meetings of the Boards and Commissions, at the discretion of the respective Chairs
- Reading the acknowledgment at notable civic events, public meetings, and municipal gatherings where public attendance is planned, allowing the message of the acknowledgement to be heard by the citizens of Dover.

Members of the City Council Ad Hoc Committee on Racial Equity and Inclusion will be available to provide guidance to the Chairs in preparation for, or in attendance at, meetings at which the land acknowledgment will be read.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2021.05.12 – 071**

Resolution Re: Formation of Ad Hoc Committee for Graffiti Management

WHEREAS: Reports of graffiti in the City, specifically graffiti along the Community Trail continue to be reported to the Dover Police.

WHEREAS: This graffiti problem has been ongoing, increasing in the warmer months. There have been enforcement efforts by the Dover PD, yet the graffiti problem persists. Graffiti management in the City requires creative solutions.

WHEREAS: By this resolution, an ad hoc advisory committee is created, to be called the Committee for Graffiti Management, in order to identify and make recommendations to the effective management and control of graffiti in the City of Dover.

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

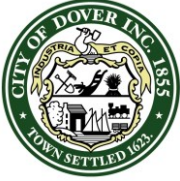
A Committee for Graffiti Management is hereby established and will be an ad-hoc, advisory committee to the City Council composed of seven regular members and three ex officio members as follows:

- (a) One City Councilor recommended by the Mayor and ratified by the City Council;
- (b) One Arts Commission representative;
- (c) One Community Trail Advisory Committee representative
- (d) One Recreation Advisory Committee representative
- (e) Police Chief ex officio, or designee
- (f) Planning Director ex officio, or designee
- (g) Community Services Director ex officio, or designee
- (h) One Representative of Dover Main Street
- (i) Two interested citizens at large

Formation of this Committee will expire after two years unless renewed by the City Council.

AND, FURTHER BE IT RESOLVED THAT:

The Committee for Graffiti Management will meet regularly, as determined by the members, to review data and recommend to the City Council and City Manager an action plan outlining existing and new steps to be taken to work to manage the graffiti problem along the Community Trail and throughout the City.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2021.05.12 – 071**

Resolution Re: Formation of Ad Hoc Committee for Graffiti Management

AND, FURTHER BE IT RESOLVED THAT:

The Committee for Graffiti Management shall not have the authority to commit the City Council to any action or position, but instead will bring recommendations and reports to the City Council.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier

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

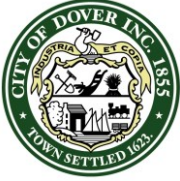
Recorded by: Susan M. Mistretta
City Clerk

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 Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2021.05.12 – 071**

Resolution Re: Formation of Ad Hoc Committee for Graffiti Management

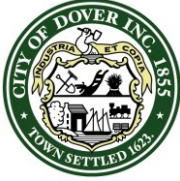
RESOLUTION BACKGROUND MATERIAL:

As the warmer weather begins there is increased reporting of vandalism along the Community Trail. Specifically, this is seen in the form of graffiti. Often the responsibility of handling the graffiti is put upon the police with the expectation that arresting those responsible would eliminate the problem. While the Dover Police have made enforcement efforts, making several arrests for criminal mischief, the problem persists. The graffiti problem along the Community Trail needs to be better addressed.

Municipalities across the nation face similar issues and have tried to curb the problem with creative solutions. There are four primary areas of focus that when taken together work the best for graffiti management: (1) removing of graffiti in a timely manner; (2) supporting areas where “street art” can be done in a controlled and focused way; (3) taking measures to improve security and decrease opportunity for vandalism; and (4) ongoing enforcement.

The Committee for Graffiti Management would be a citizen lead committee tasked with managing graffiti City wide, in addition to a focus on the Community Trail. The intent of this body would be for it to coordinate reporting areas of graffiti, establishing volunteer crews to clean and/or paint over graffiti (CS could provide supplies), determine if allowing areas where street art would be appropriate, recommend where authorized street art should occur, recommend increased safety measures (lighting, signage. etc.) and make any other recommendations that could help control graffiti.

Interest has already been expressed by a community member to allow a portion of their building to be used as a “graffiti wall” where street art can be done in a controlled and focused way.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2021.05.12 – 072**
Resolution Re: B21062 Hot Bituminous Paving (Asphalt) Laid in Place,
Additional Scope of Work #1

WHEREAS: Sealed Request for Bid #B21062 was issued and received for Hot Bituminous Paving (Asphalt) Laid in Place on March 24, 2021 at 2:00 PM. The bid requested unit pricing on various scope of services and products for paving various streets; and

WHEREAS: Two bids were received with the low bid being submitted by Pike Industries, Inc. of Belmont, NH in the total amount of \$958,237.50 which was approved via council resolution [R-2021.04.14-049](#); and

WHEREAS: Additional Scope of Work #1 was requested by the City for additional annual street paving at per unit rates provided in conjunction with Bid #B21062 plus an additional mobilization fee of \$25,000.00 due to a higher level of reclaim for a total increase in the amount of \$320,310.50.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Pike Industries, Inc. of Belmont, NH for Additional Scope of Work #1 for additional laid in place asphalt paving services in the amount not to exceed \$320,310.50. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.300.43121.4715.00000.00	Streets - Land Improvements	1,756,619.00	584,405.58

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.3.

Resolution Number: **R – 2021.05.12 – 072**
Resolution Re: B21062 Hot Bituminous Paving (Asphalt) Laid in Place,
Additional Scope of Work #1

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.B.3.

Resolution Number: **R – 2021.05.12 – 072**
Resolution Re: B21062 Hot Bituminous Paving (Asphalt) Laid in Place,
Additional Scope of Work #1

RESOLUTION BACKGROUND MATERIAL:

A Sealed Request for Bid #B21062 was issued and received for Hot Bituminous Paving (Asphalt) Laid in Place on March 24, 2021 at 2:00 PM. Two bids were received with the low bid being submitted by Pike Industries, Inc. of Belmont, NH in the total amount of \$958,237.50 which was approved via council resolution [R-2021.04.14-049](#). Scope of work includes, but is not limited to, the overlays of streets as laid out in the street paving list. Typically, this involves cold-planing along the curb line, creating cut in joints at intersections and driveways and finally tacking the road and paving. Adjusting utility frames and traffic control is also required.

Additional Scope of Work #1 is being requested by the City for additional annual street paving ([2021 Revised Paving List](#)) at per unit rates provided in conjunction with Bid #B21062 plus an additional mobilization fee of \$25,000.00 due to a higher level of reclaim for a total increase in the amount of \$320,310.50. The additional areas include Old Rochester Road from Hotel Drive to city limit, New Bellamy Lane from Dover Point Road to the Turnpike, Robinwood Avenue from Spruce Lane, and Meridian Drive from Morningside Drive to Garrison Road. New contract total \$1,278,548.00.

Bid Information:

Sealed Request for Bid #B21062 was requested and received for Hot Bituminous Paving (Asphalt) Laid in Place on March 24, 2021 at 2:00 PM.

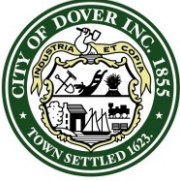
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	108	Number of Responses:	2
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	One Year	Estimated Delivery:	2021
Recommended Award to:	Pike Industries, Inc.	Fund:	Streets
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B21062 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2021.05.12 – 073**

Resolution Re: Approval of Proposed Amendments to City Charter and Authorization to Submit Final Report to the New Hampshire Secretary of State, Attorney General, and Commissioner of the Department of Revenue Administration

WHEREAS: Pursuant to [R-2020.10.28-186](#), the City Council requested that the Ordinance Committee review and study potential amendments to the City's Charter, and return a final proposed set of amendments to City Council no later than May 12, 2021; and

WHEREAS: The Ordinance Committee's Final Report on City of Dover Charter Amendments ("Final Report"), attached to this resolution and incorporated by reference, provides the Ordinance Committee's final recommended amendments and ballot questions;

WHEREAS: RSA 49-B:5, I, provides that the City Council "may determine that one or more amendments [to the City's Charter] are necessary and shall, by order, provide for notice and hearing on them".

WHEREAS: This resolution is intended to constitute the City Council's initial approval of proposed amendments to the City's Charter, to be followed by the other statutory requisites set forth in RSA chapter 49-B.

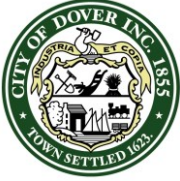
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

For the reasons discussed in the Final Report, the proposed Charter amendments set forth therein are found to be necessary and in the City's best interest.

AND, FURTHER BE IT RESOLVED THAT:

Within seven days following the public hearing and adoption of this resolution, the Final Report shall be completed with the dates of the City Council's final public hearing and adoption of this resolution, and then filed with the City Clerk as provided by RSA 49-B:5, I(a), who is authorized and directed to thereafter provide a certified copy of the Final Report to the New Hampshire Secretary of State, Attorney General, and Commissioner of the Department of Revenue Administration within 10 days as provided in RSA 49-B:4-a, I(b).

REQUIRES PUBLIC HEARING AFTER SEVEN DAYS PRIOR NOTICE PER RSA 49-B:5, I



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2021.05.12 – 073**
Resolution Re: Approval of Proposed Amendments to City Charter and Authorization to Submit Final Report to the New Hampshire Secretary of State, Attorney General, and Commissioner of the Department of Revenue Administration

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Dennis Shanahan
Councilor Lindsey Williams
Councilor Fergus Cullen

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

Recorded by: Susan M. Mistretta
City Clerk

DOCUMENT HISTORY:

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

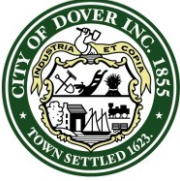
DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor 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.		

Approval of Proposed Amendments to City Charter
and Authorization to Submit Final Report to the New Hampshire
Secretary of State, Attorney General, and Commissioner of the
Department of Revenue Administration

Document Created by: Legal
Document Posted on: May 6, 2021

Page 2 of 4



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2021.05.12 – 073**
Resolution Re: Approval of Proposed Amendments to City Charter and Authorization to Submit Final Report to the New Hampshire Secretary of State, Attorney General, and Commissioner of the Department of Revenue Administration

RESOLUTION BACKGROUND MATERIAL:

The City's Charter ([C11-11](#)) specifies that amendments be conducted in accordance with RSA chapter 49-B.

RSA chapter 49-B defines an "amendment" as any change to the Charter that is not a "revision." See [RSA 49-B:4-f](#). The statute defines a "revision" narrowly to mean specified changes to a municipality's form of government. See [RSA 49-B:4-d](#). The residual category of "amendments" is therefore broad. A single "amendment" may encompass changes to more than one section of the charter, so long as each change grouped therein is germane to the same subject. See RSA 49-B:5, I(c).

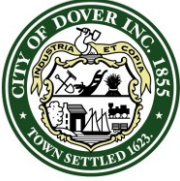
The process for accomplishing amendments is set forth in RSA 49-B:5 and RSA 49-B:6. A majority vote of the City Council is required to advance proposed Charter amendments.

A proposed draft of the "City of Dover's Final Report on Proposed Charter Amendments to be Placed on the Ballot for November 2, 2021 Election" is attached. The Ordinance Committee approved the amendments contained therein on May 3, 2021. The ballot questions listed in the Final Report derive from the prescribed language in RSA 49-B:6.

Below is a brief overview of the steps in the Charter "amendment" process:

1. City Council reviews the City's Charter and determines if and what amendments may be necessary.
2. Each amendment developed must be limited to a single subject, but more than one section of the charter may be changed under the auspices of an "amendment" so long as it is germane to that subject. See RSA 49-B:5, I(c).
3. City Council finalizes proposed amendments and text of same, then provides for public notice/hearing on those proposed amendments.
 - a. Notice must be in newspaper at least seven days prior to hearing;
 - b. Must have a new hearing if any substantive changes are made to the proposed amendments;
4. Within seven days after final hearing, a report must be filed with City Clerk. See RSA 49-B:5, I(a).
5. The City Clerk then seeks approval from three State of New Hampshire bodies: Secretary of State, Attorney General, and Commissioner of DRA pursuant to RSA 49-B:4-a.
6. Within 45 days, the state-level actors shall review amendments and give notice to clerk of approval/disapproval. See RSA 49-B:4-a, I(d).
7. If not approved by state actors, then the disapproved amendment cannot go to voters;
8. If/once approved by all state actors, City Council must, at its next regular meeting, order the proposed amendments to be placed on a ballot at the next regular municipal election. The questions then become part of local ballot preparation, see RSA 49-C:6; [Dover Charter C2-9](#). The methods of listing the ballot questions for amendments are set forth in RSA 49-B:6, II; see also RSA 49-B:5, I(c).

Approval of Proposed Amendments to City Charter
and Authorization to Submit Final Report to the New Hampshire
Secretary of State, Attorney General, and Commissioner of the
Department of Revenue Administration



CITY OF DOVER

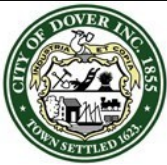
CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2021.05.12 – 073**
Resolution Re: Approval of Proposed Amendments to City Charter and Authorization to Submit Final Report to the New Hampshire Secretary of State, Attorney General, and Commissioner of the Department of Revenue Administration

9. At least two weeks prior to the date of the election where ballot questions will be considered, the City Council must cause the proposed amendments to be printed along with any summary thereof, and must make copies available to the voters in the Clerk's office, and shall also post the amendments and any summary thereof in the same manner that proposed ordinances are posted. *See* RSA 49-B:6, III(b).
10. At the municipal election, voters then have the opportunity to vote on each ballot question. A majority of voters must approve each amendment. *See* RSA 49-B:6, IV.
11. Charter amendments approved by voters take effect on January 1st of the following year or on a date determined by the City Council, whichever occurs first. *See* RSA 49-B:6, IV(b).

In terms of a projected timeline for these events, the process (through Step 8) needs to be commenced and completed in time for proposed amendments to appear on the ballot for the November 2021 municipal election. In order to allow time for preparing and printing ballots, the City Council will need to complete its portion of the process, including its final approval after State-level approvals, by approximately September 1, 2021.



CITY OF DOVER

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

CITY OF DOVER'S FINAL REPORT ON PROPOSED CHARTER AMENDMENTS TO BE PLACED ON THE BALLOT FOR NOVEMBER 2, 2021 ELECTION

Outlined below are proposed amendments to the City of Dover's City Charter to be placed on the ballot for the November 2, 2021 election, subject to prior approval of the State of New Hampshire Secretary of State, Attorney General, and Commissioner of Department of Revenue Administration, and final Order of the City Council upon receiving said State approvals.

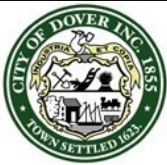
The proposed Charter amendments and ballot questions set forth below were found necessary and initially approved by vote of the Dover City Council Ordinance Committee on May 3, 2021. The amendments set forth in this Final Report were also found necessary and approved by Dover City Council on _____ [*to be completed by City Clerk once approved*] after a duly advertised public hearing on _____ [*to be completed by City Clerk once approved*]. A copy of the final resolution is attached for reference.

The text of each proposed ballot question, along with an explanatory summary of the purpose of each amendment, is set forth below. Certain germane changes are grouped together to form one amendment and ballot question. *See* RSA 49-B:5, I(c); RSA 49-B:6, II. Text appearing in strikethrough format (~~example~~) indicates text that is proposed to be deleted. Text appearing in underline (example) indicates new text that is proposed to be added.

Questions concerning this Final Report can be directed to:

Susan Mistretta
City Clerk
City Clerk and Tax Collection Office, City of Dover
288 Central Avenue
Dover, NH 03820
603-516-6018
s.mistretta@dover.nh.gov

Once the amendments are ordered to be placed on the ballot by City Council, copies of this Final Report shall be made available to the public in the Clerk's Office at least two weeks prior to the November 2, 2021 election.



CITY OF DOVER

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

Proposed Ballot Questions

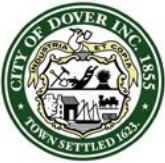
1. Shall the City of Dover approve the charter amendment reprinted below?

- a. *Amend § C3-5 to read: “A vacancy shall exist when any member dies, resigns, is removed for just cause, is permanently physically or mentally incapacitated to the degree they are unable to perform their duties, are judicially declared to be mentally incompetent or, in those instances where residence in the city or in one of its several wards is initially required, they move from the city or ward and establish their residence in some other place. Vacancies occurring in the office of Councilor at any time shall be filled at a special election to be called by the City Council. Said election shall be held no later than 60 days following the creation of the vacancy (with a filing period to be established by the City Clerk) except; ~~however,~~ in cases where such vacancies shall occur less than one year prior to the expiration of the term of office. In such case, the vacancy shall be filled by the election of a qualified person, as set forth in § C3-4 above, by a majority vote of the Council at the second regular meeting of the Council following the creation of the vacancy. Vacancies in the office of the Ward Councilor shall be filled from the same ward as the prior incumbent. ~~The Council shall declare the existence of vacancies among its membership or any other elective municipal office under this section or § C11-3 of this Charter, except as otherwise provided in this Charter.”~~*
- b. *Amend § C4-5 to read: “A vacancy shall exist when any member dies, resigns, is removed for just cause, is permanently physically or mentally incapacitated to the degree they are unable to perform their duties, are judicially declared to be mentally incompetent or, in those instances where residence in the city or in one of its several wards is initially required, they move from the city or ward and establish their residence in some other place. If a vacancy occurs on the School Board, the vacancy shall be filled by the School Board pursuant to RSA 671:33.”*
- c. *Delete § C11-3 in its entirety: ~~Vacancies.~~*
“~~In addition to other provisions of this Charter, a vacancy shall be deemed to exist in any department, office or board whenever an officer, member or employee dies, resigns, is removed for just cause, is permanently physically or mentally incapacitated to the degree they are unable to perform their duties, are judicially declared to be mentally incompetent or, in those instances where residence in the city or in one of its several wards is initially required, he/she moves from the city or ward and establishes his/her residence in some other place. Unless otherwise provided in this Charter, vacancies occurring under this section shall be declared to exist by the Manager in the case of department heads and by the department head in the case of departmental personnel.”~~

Background/Purpose: This amendment is intended to update, clarify, and slightly modify the process for filling vacancies on the City Council and School. The changes to C3-5 and C4-5 make section C3-11 superfluous.

2. Shall the City of Dover approve the charter amendment reprinted below?

- a. *Amend § C4-2 to read: “There shall be a School Board consisting of seven*



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members, One member from each ward and one member elected at large. ~~The term of office shall begin upon the member's election and qualification and end upon the election and qualification of the member's successor.~~ All School Board members shall be elected for terms of two years and shall take office on the first Monday in January following the election. In the event that the first Monday of January is a holiday, the organization meeting shall take place on the Tuesday immediately following the first Monday of January.

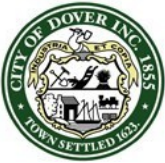
- b. *Amend § C4-4 to read:* ~~"In order to~~ To be qualified to be a candidate for election as School Board Member, a person must be a duly qualified voter in the city and a resident of the city for at least one year immediately preceding the election. ~~In order to~~ To be a candidate for election as a School Board member from a Ward, in addition to the aforementioned qualifications, a person must be a resident of the ward from which they are he or she is seeking election. ~~In the event that the ward boundaries are redistricted in conjunction with the Municipal Election said Ward candidate is elected which may result in removing them from said ward, the elected candidates shall be allowed to serve out their term as the representative of the Ward to which they are elected for one term."~~
- c. *Amend § C3-1 to read:* ~~"Except as otherwise provided in the Charter, all of the powers of the city shall be vested in a Council of nine Councilors, one Councilor from each ward, two Councilors at Large, and one Councilor to serve as Mayor, to be elected as provided in §§ C2-1 and C3-3. All Councilors shall be elected for terms of two years and shall take office on the first Monday in January following the election and shall hold office until their successors are duly elected and qualified."~~
- d. *Amend § C3-4 to read:* ~~"In order to~~ To be qualified to be a candidate for election as Councilor at Large, a person must be a duly qualified voter in the city and must have been a resident of the city for at least one year immediately preceding the election. ~~In order to~~ To be a candidate for election as a Ward Councilor, in addition to the aforementioned qualifications, a person must be a resident of the ward from which he or she is seeking election. A Councilor shall not be eligible to hold any other municipal office except Mayor or Deputy Mayor. In the event that the ward boundaries are redistricted in conjunction with the Municipal Election which may result in removing them from said ward, the elected candidates shall be allowed to serve out their term as the representative of the Ward to which they are elected."

Background/Purpose: This proposed amendment aims to clarify both residency requirements and the beginning and end dates for terms of office for elected officials. This subject impacts and requires changes to several sections of the City's charter for consistency.

3. Shall the City of Dover approve the charter amendment reprinted below?

Amend § C6-5 to read: ~~"The budget shall be adopted not later than April June fifteenth of the fiscal year and not earlier than seven days after the public hearing on the budget unless another date shall be fixed by ordinance."~~

Background/Purpose: This amendment is intended to update the due date for



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initial budget adoption to better align with practices and timing with respect to annual budgeting. The City's final budget is typically adopted in May or June. The City's fiscal year begins July 1.

4. Shall the City of Dover approve the charter amendment reprinted below?

Amend § C7-6 to read: "There is hereby established a Personnel Advisory Board of three (3) citizens holding no other political office, who shall be appointed as follows: One (1) member by the Manager, one (1) by the council and the third by these two (2) appointees. The terms of all members shall be for three (3) years. It shall be the duty of the Personnel Advisory Board to study the broad problems of personnel policy and administration, to advise the Council concerning the personnel policies of the city and to advise the Manager regarding administration of the Merit Plan and to hear appeals from any employee aggrieved as to the status or condition of their employment or retirement. The Board shall promptly issue written reports containing findings of facts and recommendations to the Manager upon such appeals, but the board shall have no power to reinstate an employee unless it finds, after investigation, that disciplinary action was taken against the employee without just cause. The term "employee" as used in this section shall not include department heads and officers of the city (conduct of elected officials and appointed members of boards and commissions shall be addressed by the Ethics Commission as set forth in § C11-4). Nothing herein shall be construed as prohibiting an appeal by an aggrieved employee to the court."

Background/Purpose: This amendment is intended to clarify that the City's Personnel Advisory Board is intended to address solely employee issues or concerns, and not conduct of elected or appointed officials within the City.

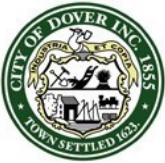
5. Shall the City of Dover approve the charter amendment reprinted below?

Amend § C10-1 to read: "Except as provided by state law, no employee of this city shall hold an elective or appointive office in this city government while they are in the employ of this city or any of its agencies. An employee of a City or the School Department may volunteer on a board or commission provided it is not directly related to their employment or their department, or if they are appointed ex officio."

Background/Purpose: This amendment is intended to enable interested employees—who are otherwise qualified and willing to serve as a volunteer—to serve on City boards or commissions. The City Council's appointments committee screens, interviews, and preliminary approval of appointments to the City Council's bodies and committees.

6. Shall the City of Dover approve the charter amendment reprinted below?

- a. *Amend § C10-2 to read:* "Conflicts of Interest and Disqualification from Decision-Making Process. [Amended 9-5-1990, approved 11-6-1990 by election; 2-12-2003, approved 11-4-2003 by election] No elective or appointive officer or employee of this city shall knowingly take part in a decision concerning the



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business of this city in which ~~he/she~~ they or a member of their immediate family directly or indirectly has a financial interest, aside from ~~his/her~~ their salary as such officer or employee, greater than any other citizen or taxpayer. Any elective or appointive officer or employee of the city who has such financial interest in any such decision shall make full, public disclosure of such interest prior to the city's deliberating on such decision."

- b. ~~Delete § C10-3 in its entirety: "Disqualification from Decision-Making Process. No elective or appointive officer or employee of this city shall take part in a decision concerning the business of this city in which they or a member of their family, directly or indirectly, has a financial interest, aside from his/her salary as such officer or employee, greater than any other citizen or taxpayer."~~

Background/Purpose: This amendment aims to clarify the circumstances under which a conflict of interest exists, as well as the action to be taken when such a conflict exists. The changes to C10 make C10-3 superfluous.

7. Shall the City of Dover approve the charter amendment reprinted below?

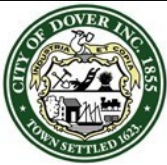
Amend § C11-2 to read: "Written notice of the election or appointment to any city office or board shall be mailed (hard copy or electronic) to the individual involved at their last known physical or electronic address, by the City Clerk, within forty-eight (48) hours after the appointment is made or the results of any vote are certified by the Board of Supervisors of Elections to the City Council. Said notice shall state that within ten (10) days, the individual involved shall file with the City Clerk an acceptance of his/her election or appointment and failure to do so shall be deemed a refusal to serve, and the position shall thereupon be vacant."

Background/Purpose: This amendment is intended to modernize the options for giving notice by recognizing the validity of electronic notification methods.

8. Shall the City of Dover approve the charter amendment reprinted below?

Amend § C11-4 to read: "The City Council shall establish by ordinance a five member Ethics Commission.[1] The Commission will investigate complaints filed against members of the City Council, School Board, and members of standing city boards and commissions. If the Commission believes a complaint warrants further action or censure it will forward its recommendation to the City Council for adjudication or the school board for complaints made against school board members. The Commission may also provide advice to the Council, City Manager, and Superintendent on matters of ethics and shall coordinate where appropriate with the Personnel Advisory Board described in § C7-6. At least one member of the Commission shall be a former Councilor or School Board member."

Background/Purpose: This amendment clarifies and confirms that the City's Ethics Commission may conduct educational or advisory activities in an attempt to be proactive and promote ethical conduct.



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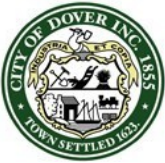
9. Shall the City of Dover approve the charter amendment reprinted below?

Amend § C11-13 to read: "All willful violations of provisions of this Charter, unless otherwise provided, are hereby declared to be violations, and all such violations and all violations of city ordinances for which no other punishment is provided shall be punishable by a fine of up to ~~one thousand dollars (\$1,000) in the discretion of the court~~ \$500, or imprisoned not more than 90 days, or both."

Background/Purpose: This proposed amendment is intended to clarify C11-13 and bring the Charter's default fine provision into alignment with the text of RSA 49-C:31.

10. Shall the City of Dover approve the charter amendment summarized below?

- a. § C2-12: Amend "thirty" to "30."
- b. § C3-6: Amend "the sum of one thousand dollars (\$1,000)" to "the sum of \$1,000."
- c. § C5-3: Amend "at least six (6) days" to "at least six days", revise "at least thirty (30) days" to "at least 30 days", revise "within ten (10) days" to "within 10 days".
- d. § C5-4: Amend "at least six (6) days" to at "least six days"
- e. § C5-6: Amend "at least thirty (30) days" to "at least 30 days", revise "within ten (10) days" to "within 10 days".
- f. § C6-3.1 A. Amend "the average of the thirty-six (36) month changes" to "the average of the 36 month changes".
- g. § C6-3.1 D. Amend "by a two-thirds (2/3) majority" to "by a 2/3^{rds} majority".
- h. § C7-2: Amend "within sixty days" to "within 60 days".
- i. § C7-6: Amend "three (3) citizens holding no other political office, who shall be appointed as follows: One (1) member by the Manager, one (1) by the council and the third by these two (2) appointees. The terms of all members shall be for three (3) years." to "three citizens holding no other political office, who shall be appointed as follows: One member by the Manager, one by the council and the third by these two appointees. The terms of all members shall be for three years."
- j. § C10-10: Amend "within one (1) year after" to "within one year after".
- k. § C11-2: Amend "within forty-eight (48) hours" to "within 48 hours", revise "withinten (10) days" to "within 10 days".
- l. § C11-11 A: Amend "once every ten (10) years" to "once every 10 years".
- m. § C3-9A, Amend as follows: "To the extent that there are no available unappropriated revenues to meet such appropriations, the Council may by such emergency ordinance[,] authorizethe issuance of emergency notes..."
- n. § C5-7, Amend as follows: "There shall be appointed by the Manager[,] such officers as are necessary to administer all departments which the Council shall establish..."
- o. § C6-15, Amend as follows: "The City of Dover may at any time have and incur debt for all purposes, subject in all respects[,] to the limits set forth in the Municipal Finance Act, RSA 33 subsequent amendments thereto."
- p. § C8-4, Amend as follows: "The City of Dover may furnish to the Town of Rollinsford such assistance for the protection against and the extinguishment of

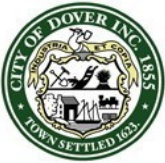


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fires by the extension of its hydrantsystem and through the services of its Fire Department and fire-fighting apparatus[,] as may be agreed upon by said city and town."

- q. § C5-6: Amend "but his pay shall continue" to "but the officer's or departmenthead's pay shall continue"
- r. § C5-8: Amend "or his removal" to "or removal"
- s. § C7-6: Amend "condition of his employment or retirement" to "condition of the employee's employment or retirement"
- t. § C10-10: Amend "with which he or his department" to "with which the officer's or employee's department", revise "by his official action" to "by the officer's or employee's official action".
- u. § C11-1: Amend "duties of his office" to "duties of their office".
- v. § C1-3: Amend within the Ward Two description "Central Avenue Street" to "Central Avenue"; Amend "along the railroad to center line of the Washington Street" to "along the railroad to center line of Washington Street".
- w. § C2-11C: Amend the fifth sentence to read "...Adjudication Proceedings 206.01 through 206.13..."
- x. § C3-2: Amend to include a comma, and the word "and" before "adopting rules" as follows: "The Councilors so chosen shall meet in their capacity as the City Council on the first Monday of January next following their election for the purpose of taking their respective oaths of office[,] and adopting rules for the transaction of business required by law or ordinance to be transacted at such meeting."
- y. § C3-3: Amend "it is the voters intent" to "it is the voters' intent".
- z. § C3-8B: Amend "any regular special meeting of the Council" the "any regular or special meeting of the Council".
- aa. §§ C3-8D and C3-9B: Amend each by adding omitted word "as" and "and" (underlined) to read "All ordinances, including any amendments thereto, shall be recorded in full, uniformly and permanently, by the City Clerk, and each ordinance so recorded shall be approved as to form by the City Attorney, authenticated by affixing the signatures of the Mayor, City Clerk, and City Attorney and City Seal and kept on file in the office of the City Clerk."
- bb. § C3-10: Amend by adding "," and "and" (underlined) to read "Each bound volume shall be duly authenticated by affixing the signatures of all members of the City Council[,] and the City Clerk and the City Seal."
- cc. § C3-10: Amend "City of over" with "City of Dover".
- dd. § C4-2: Remove duplicate word "elected" in the second sentence.
- ee. § C5-3: Amend the word "therefore" to "therefor".
- ff. § C5-5: Amend the word "charted" to "charged".
- gg. § C5-9: Amend "Personnel Board" to "Personnel Advisory Board".
- hh. § C6-17: Amend by adding the word "and" (underlined) to read "Such resolution shall state the estimated cost of the improvement, what proportion of the cost thereof shall be paid by special assessments and what part, if any, shall be a general obligation of the city, and the number of installments in which special assessments may be paid and shall designate the districts or land and premises upon which a special assessment shall be levied."
- ii. §: Amend the first sentence to read "The City shall provide such insurance



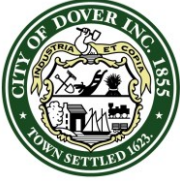
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as authorized by ~~RSA 412:3~~ RSA 31:107”

- jj. §§ C8-1 and C8-2: Amend to improve the clarity of the sections, as follows: § C8-1: “The City of Dover may erect, construct and maintain such dams, reservoirs and buildings as may be necessary for such waterworks and dig ditches, break up ground and place and maintain pipes for conducting water wherever it may be necessary, including the highways and streets, and relay and change said pipes from time to time, due regard being paid to the safety of the citizens and the security of public travel. , and, for the more convenient management of said work, may place the same, either before or after they are constructed, under the direction of a superintendent or a board of water commissioners, or both, and the duties of such officer or officers shall be defined by vote of the City Council.” § C8-2: “The City of Dover is authorized to contract with individuals and corporations for supplying said corporations and individuals with water and to make such contracts, establish such tolls and charge such rate for use of water as shall be deemed reasonable ~~and, for the more convenient management of said work, may place the same, either before or after they are constructed, under the direction of a superintendent or a board of water commissioners, or both, and the duties of such officer or officers shall be defined by vote of the City Council.~~”
- kk. § C8-3: Amend “and” to “to” after the word “taxes”.
- ll. § C10-9 Amend by changing the word “section” to “article”.
- pp. § C11-10: Amend to include a comma and the word “and” so that it reads: "Upon adoption, the Official Charter, duly authenticated by affixing the signatures of all members of the City Council, and the City Clerk and the City Seal, shall be filed with the City Clerk and remain in the Clerk's office as the Official Charter of the City of Dover."

Background/Purpose: This amendment aims to correct technical and grammatical issues in the current Charter. The City has engaged a professional code service (General Code), who conducted an editorial review of the City’s charter and suggested a variety of editorial, grammatical, and formatting changes. Those changes eliminate certain typographical errors, bring the formatting and punctuation conventions used in line with the rest of the City’s Code, and eliminate remaining gendered references. General Code’s suggested editorial changes are embodied in the proposed amendment summarized above.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2021.05.12 – 074**

Resolution Re: Acceptance of Substantial Amendments to the FFY15-19 Consolidated Plan and FFY19 Action Plan for CARES Funds.

WHEREAS: The City Council adopted the FFY 15-19 Consolidate Plan through Resolution # R – 2015.04.08; and

WHEREAS: The City Council adopted the FFY 19 Action Plan through Resolution # R-2019.02.27-029; and

WHEREAS: The current Coronavirus pandemic and the resulting challenges create an urgent need for assistance by local and regional organizations and service providers; and

WHEREAS: The City of Dover will have funds available for appropriation from the CARES Act; and

WHEREAS: The City of Dover is enabled by US Department of Housing and Urban Development to pursue Substantial Amendments to the FFY 15-19 Consolidated Plan, FFY 15-19 Citizen Participation Plan and FFY19 Action Plan; and

WHEREAS: The US Department of Housing and Urban Development has granted a “waiver” to CDBG procedures and spending caps associated with adopted Consolidated Plans, Citizen Participation Plans and Action Plans; and

WHEREAS: The Planning Board has reviewed proposed amendments to the Consolidate Plan and Action Plan and has held a public hearing for the purpose of obtaining citizens' viewpoints, on the recommended amendments; and

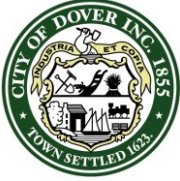
WHEREAS: City Personnel and the Planning Board have reviewed the proposals and derived a recommended expenditure plan; and

WHEREAS: The recommended disbursements of funds have been reviewed for compliance with US Department of Housing and Urban Development statutory requirements and for meeting national objectives;

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

The amendments to the FFY 15-19 Consolidated Plan and FFY19 Action Plan are adopted and the City Manager is authorized to enter into sub-recipient contracts as part of these amendments for expenditure of Federal Community Development Block Grant funds and CARES Act funds.

THIS RESOLUTION REQUIRES A PUBLIC HEARING



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

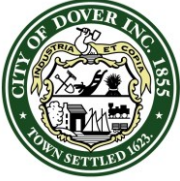
Resolution Number: **R – 2021.05.12 – 074**

Resolution Re: Acceptance of Substantial Amendments to the FFY15-19 Consolidated Plan and FFY19 Action Plan for CARES Funds.

Financing Estimated		
Account	Description	Appropriation
2100.1.180.46311.3311.063xx.20.000.000.R30	CARES ACT – CDBG Allocations	\$172,030.00
TOTAL		\$172,030.00

Financing Appropriations		
Account	Description	Appropriation
2100.1.180.46349.4835.063xx.20.002.000.800	City of Dover: Garrison Shelter - Operations	\$50,000.00
2100.1.180.46349.4835.063xx.20.002.000.800	City of Dover: Emergency Trailers - Operations	\$2,000.00
2100.1.180.46349.4835.06333.20.002.000.800	Community Partners	\$3,500.00
2100.1.180.46349.4835.06361.20.002.000.800	Homeless Center for Strafford County (HCSC)	\$18,500.00
2100.1.180.46349.4835.06342.20.002.000.800	My Friends Place (MFP)	\$12,330.00
2100.1.180.xxxxx.4835.063xx.20.002.000.800	Job Training & Economic Loan Program	\$30,000.00
2100.1.180.xxxxx.4835.063xx.20.002.000.800	MFP Kitchen and Generator Project	\$100,000.00
2100.1.180.46311.4110.06311.20.002.000.800	Gen Administration	\$15,000.00
2100.1.180.46349.4835.06360.20.002.000.800	Welfare – Rental and Utility Assistance – CARES	(\$50,000.00)
2100.1.180.46349.4835.06360.20.002.000.800	Welfare – Security Deposits CARES Funds	(\$3,300.00)
2100.1.180.46349.4835.06367.20.002.000.800	Aids Response Seacoast – CARES Funds	(\$6,000.00)
TOTAL		\$172,030.00

R – 2021.05.12 Substantial Amendment FFY15-19
Consolidated Plan and FFY19 Action Plan for CARES
Funds



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2021.05.12 – 074**
Resolution Re: Acceptance of Substantial Amendments to the FFY15-19 Consolidated Plan and FFY19 Action Plan for CARES Funds.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Dennis Ciotti
Deputy Mayor

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

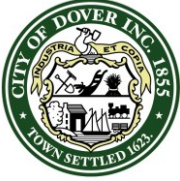
Recorded by: Susan M. Mistretta
City Clerk

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:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2021.05.12 – 074**
Resolution Re: Acceptance of Substantial Amendments to the FFY15-19 Consolidated Plan and FFY19 Action Plan for CARES Funds.

RESOLUTION BACKGROUND MATERIAL:

In response to Coronavirus related impacts and issues, the U.S. Housing and Urban Development (HUD) has granted a “waiver” to CDBG procedures and spending caps that allow jurisdictions such as the City of Dover to amend a Consolidated Plan and Action Plan. These waivers include the ability to exceed the usual 15% funding cap for Activities under the Public Services (PS) category and modifications to the typical notice, public comment period and timeline for amendments to FFY19 Plans in order to facilitate the distribution of funds during the pandemic.

The City of Dover is pursuing these options in order to amend the FFY15-19 Consolidated Plan and FY19 Action Plan to allocate CDBG CARES Act funds.

FFY15-19 Consolidated Plan

Amend the amount of anticipated funding that will be utilized to target the Goals identified in the Consolidated Plan to reflect the \$172,030.00 in new CDBG-CARES funds for FFY19, referred to as CV1 Funds.

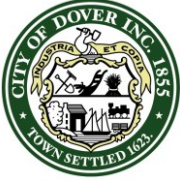
FFY19 Action Plan

Amend the Action Plan to reflect the uses and funding listed below:

Public Services

1. **City of Dover:** **\$50,000.00**
Recommended Allocation: **\$50,000.00**
For costs incurred by the Strafford County Community Action Program (CAP) for the operation of the Garrison Hotel Emergency Shelter during this past winter.
2. **City of Dover:** **\$2,000.00**
Recommended Allocation: **\$2,000.00**
Anticipated costs associated with the operations of the City’s shower, laundry and food trailers.
3. **Community Partners:** **\$3,350.00**
Recommended Allocation: **\$3,500.00**
Purchase of health and sanitation related equipment.
4. **Homeless Center for Strafford County:** **\$18,498.35**
Recommended Allocation: **\$18,500.00**
Operational costs related to staffing, transportation and furniture/sanitation.

R – 2021.05.12 Substantial Amendment FFY15-19
Consolidated Plan and FFY19 Action Plan for CARES
Funds



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2021.05.12 – 074**
Resolution Re: Acceptance of Substantial Amendments to the FFY15-19 Consolidated Plan and FFY19 Action Plan for CARES Funds.

5. **My Friend's Place:** **\$40,000.00**
Recommended Allocation: **\$12,330.00**
Operational costs related to staffing, transportation and furniture/sanitation.

Economic Development

1. **City of Dover - Economic Development Activities:** **\$30,000.00**
Recommended Allocation: **\$30,000.00**
Assistance for Dover businesses that have incurred expenses related to Planning Preparing and Responding to Coronavirus.

Public Facilities

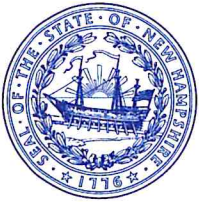
1. **My Friend's Place:** **\$100,000.00**
Recommended Allocation: **\$100,000.00**
Funding for the proposed Kitchen and Generator project at the 368 Washington Street facility.

Administration

1. **City of Dover:** **\$15,000.00**
Recommended Allocation: **\$15,000.00**
Cost associated with management and oversight of the CARES' funds. Funding was not sought for this activity during the first Substantial Amendment.

Reallocations

1. **City of Dover Welfare - Rental and Utility Assistance:** **\$50,000.00**
Due to the availability of other federal disaster related program funds to address this issue, these funds are being reallocated to other identified needs.
2. **City of Dover Welfare - Security Deposits:** **\$3,300.00**
Due to specific CARES program requirements for the use of funds for this type of Activity, the funds have not been utilized and are being reallocated to other identified needs.
3. **AIDS Response Seacoast:** **\$6,000.00**
Due to specific CARES program requirements regarding record keeping and duplication of benefits, the recipient decided not to utilize the funds. As such, the funds are being allocated to other identified needs.



Lindsey M. Stepp
Commissioner

Carolynn J. Lear
Assistant Commissioner

State of New Hampshire Department of Revenue Administration

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City Manager's Office

APR 26 2021

MUNICIPAL AND PROPERTY
DIVISION
James P. Gerry
Director

Samuel T. Greene
Assistant Director

April 23, 2021

Dover, New Hampshire

City of Dover
City Council
288 Central Avenue
Dover, NH 03820

Re: Dover 2018 Partial Revaluation

Dear Municipal Assessing Officials:

The Department of Revenue Administration (DRA), pursuant to RSA 21-J:11, is charged with the responsibility of monitoring revaluations and supporting municipalities with revaluation contract compliance. The Department has checked elements of the 2018 Partial Revaluation for the City of Dover.

On July 18, 2017, the DRA received a signed contract between the City of Dover and Corcoran Consulting Associates Inc. (Corcoran) to complete a Partial Revaluation of all taxable and non-taxable property effective April 1, 2018. The DRA received the list of employees working in the City and the certificate indicating liability insurance. The City did not require a bond be posted. A monitoring conference was not scheduled.

As part of the revaluation process, a portion of the City's inventory was measured and listed over a period of 5 years. The DRA monitored a random sample of properties each year utilizing Monitoring Inspection Reports (MIR). The MIR's were sent to Corcoran for review and comment and forwarded to the Municipal Assessing Officials.

During the revaluation, the DRA monitored a random sample of properties that sold between August 1, 2017 and July 31, 2018. These qualified sales were used in the analysis to establish the new 2018 assessed values. There were a total of 509 qualified sales. The MIR was sent to Corcoran for review and comment and forwarded to the Municipal Assessing Officials.

The City Assessor reported that a parcel-by-parcel desk review and a field review of certain Dover properties was performed. Newly established values were turned over to the Municipal Assessing Officials in accordance with the contract. Upon completion of the final review and approval of the Town's values by the Board of Selectmen the December 2018 tax bill served as notice of the new 2018 values. The City Assessing Office reported that informal hearings are available to taxpayers year-round and are conducted by Corcoran, and sometimes the City Assessor.

TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.

The Uniform Standards of Professional Appraisal Practice (USPAP) Report (Report) was due to the DRA 30-days after the MS-1 was submitted. On November 8, 2018, the Report was delivered to the DRA. The Report includes the rationale for the update, a summary of the analysis performed, copies of sales used, the results of statistical testing of the new values and supporting documentation for the newly established values. A list of the qualified and unqualified sales is contained within the report. On February 4, 2019, a letter of compliance was mailed to the Municipal Assessing Officials.

Time-trending factors were identified from a study of the market. The City Assessing Department reported time-trending was warranted. The time-trending analysis can be found in Section 5 of the Report.

The Report identified neighborhoods for land pricing, primary and secondary site values, excess acreage values and influence factors within the City of Dover. The land values can be found Section 6 of the Report.

The Report identified base building rates along with tables describing elements such as depreciation, effective area factors and quality adjustments. Market analysis was used to establish building base rates and adjustments. The 2019 newly established building base rate values can be found in Section 7 of the Report.

Prior to this update, the median level of assessment according to the Prior Year DRA Equalization Study was 93.3, the coefficient of dispersion (COD) was 7.8 and the price-related differential (PRD) was 1.01.

The 2018 DRA Equalization Study resulted in a median ratio of 93.2, a COD of 7.1 and a PRD of 1.01. These figures fall within the IAAO and ASB recommended ranges and represent an improvement over the prior indicators of assessment level and equity. Note: The primary purpose of a partial update as defined in the Rev. 600 Definitions, is to bring distinct strata closer to the general level of assessment. This was substantially accomplished.

The next revaluation of all properties in the City of Dover to comply with RSA 75:8-a five-year valuation is scheduled for 2019.

I hope this information is helpful and look forward to continuing the support and assistance the Department provides to your community. If I can be of any further assistance, please feel free to contact me at (603) 230-5963 or samuel.t.greene@dra.nh.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Sam Greene", with a stylized flourish at the end.

Sam Greene, Assistant Director
Municipal and Property Division

cc: File
Dover City Assessor, Donna Langley