CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 23, 2022**
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. **APPROVAL AND AUTHORIZATION FOR DEVELOPMENT AGREEMENT BETWEEN CITY OF DOVER, TERRA NOVA, LLC, AND WESTFIELD, LLC**
   SPONSORED BY MAYOR CARRIER BY REQUEST

   B. **SETTING OF PROPERTY TAX EXEMPTIONS FOR ELDERLY, BLIND AND DISABLED FOR FY2023**
   SPONSORED BY MAYOR CARRIER BY REQUEST

8. **PUBLIC FORUM**

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

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

    A. **February 9, 2022**

11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**

    A. **ORDINANCES IN THE 2nd READING**

    B. **ORDINANCES IN THE 3RD READING**

    C. **RESOLUTIONS**

       1. **REPROGRAM UNEXPENDED BOND PROCEEDS FROM FIRE & RESCUE EMERGENCY SHELTER GENERATOR TO SOUTH END FIRE STATION BUILDING IMPROVEMENTS PROJECT**
       (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
       SPONSORED BY MAYOR CARRIER BY REQUEST

2. **FISCAL YEAR 2023 CAPITAL IMPROVEMENTS PROGRAM (CIP) APPROPRIATION AND AUTHORIZATION FOR CLEAN WATER STATE REVOLVING FUND (CWSRF) LOAN FOR WASTEWATER TREATMENT FACILITY (WWTF) SECONDARY CLARIFIER AND ACCEPTANCE OF AMERICA RESCUE PLAN ACT (ARPA) GRANT FUNDING (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
   SPONSORED BY MAYOR CARRIER BY REQUEST

3. **AUTHORIZATION TO ACCEPT AND EXPEND THE NH DEPARTMENT OF ENVIRONMENTAL SERVICES ARPA GRANT FOR PUMP STATION EVALUATION PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
   SPONSORED BY MAYOR CARRIER BY REQUEST

4. **FISCAL YEAR 2023 CIP APPROPRIATION AND AUTHORIZATION FOR CWSRF LOAN FOR HENRY LAW PARK STORMWATER BEST MANAGEMENT PRACTICES AND ACCEPTANCE OF ARPA GRANT FUNDING (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
   SPONSORED BY MAYOR CARRIER BY REQUEST

5. **APPROVAL AND AUTHORIZATION FOR DEVELOPMENT AGREEMENT BETWEEN CITY OF DOVER, TERRA NOVA, LLC, AND WESTFIELD, LLC**
   SPONSORED BY MAYOR CARRIER BY REQUEST

6. **SETTING OF PROPERTY TAX EXEMPTIONS FOR ELDERLY, BLIND AND DISABLED FOR FY2023**
   SPONSORED BY MAYOR CARRIER BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **ACCEPTANCE OF DONATION FOR A CHILDREN'S MEMORY GARDEN FROM JASPER'S HEART**
   SPONSORED BY MAYOR CARRIER BY REQUEST

2. **B21048-RFP22-005 DESIGN ENGINEERING SERVICES FOR THE COCHECO STREET DRAIN LINE REPLACEMENT**
   SPONSORED BY MAYOR CARRIER BY REQUEST

3. **B22027 ARCHITECTURAL EVALUATION OF RENOVATIONS AND REPAIRS OF THE DOVER PUBLIC LIBRARY**
   SPONSORED BY MAYOR CARRIER BY REQUEST

4. **B22034 TELEHANDLER**
   SPONSORED BY MAYOR CARRIER BY REQUEST

5. **B22038 FENCE AT THE FACILITIES, GROUNDS AND CEMETERIES BUILDING**
   SPONSORED BY MAYOR CARRIER BY REQUEST

6. **APPROVAL OF LOT LINE RESTORATION FOR 178 HENRY LAW AVENUE**
   SPONSORED BY MAYOR CARRIER BY REQUEST

7. **APPOINTING THE ENERGY COMMISSION TO SERVE AS THE CITY'S ELECTRIC AGGREGATION COMMITTEE FOR PURPOSES OF THE JOINT POWERS AGREEMENT OF COMMUNITY POWER COALITION OF NEW HAMPSHIRE**
   SPONSORED BY COUNCILOR THIBODEAUX

COMMITTEE REPORTS

1. School Board (Muffett-Lipinski)
2. Planning Board (Cullen)
3. Appointments Committee (Williams)
4. Arena Commission (Hackett)
5. Arts Commission (Nemeth)
6. Board of Health (Williams)
7. Collaborative City Council and School Board (Muffett-Lipinski)
8. Conservation Commission (Williams)
9. Downtown TIF Advisory Board (Hinkel)
10. Energy Commission (Thibodeaux)
11. Graffiti Management Ad Hoc Committee (Nemeth)
12. Heritage Commission (Nemeth)
13. Legislative Liaison (Shanahan)
14. Library Board of Trustees (Thibodeaux)
15. McConnell Center Advisory Committee (Thibodeaux)
16. Ordinance Committee (Shanahan)
17. Parking Commission (Hinkel)
18. Pool Advisory Committee (Hackett)
19. Racial Equity and Inclusion Ad-Hoc Committee (Nemeth)
20. Recreation Advisory Board (Shanahan)
21. Solid Waste Advisory Commission (Muffett-Lipinski)
23. **Transportation Advisory Commission (Williams)**
24. **Waterfront TIF Advisory Board (Shanahan)**
25. **Joint Building Committee – DHS (Carrier)**
26. **COAST (Shanahan)**
27. **Cocheco Waterfront Development Advisory Committee (Carrier)**
28. **Dover Main Street (Carrier)**
29. **Strafford Regional Planning Commission (Williams)**

B. RESOLUTIONS

1. **ACCEPTING THE RECOMMENDATION OF THE AD HOC COMMITTEE TO STUDY STORMWATER AND FLOOD RESILIENCE FUNDING AND STATEMENT OF INTENT TO FORM A STORMWATER UTILITY BY FUTURE ORDINANCE**
   SPONSORED BY DEPUTY MAYOR SHANAHAN

2. **AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE STATE COUNCIL ON THE ARTS GRANT**
   SPONSORED BY MAYOR CARRIER BY REQUEST

3. **AUTHORIZATION TO APPROVE S.U.R. CONSTRUCTION, INC. ALT #1 - COST OF CONNECTIONS TO PRIVATE PROPERTY RESIDENCES**
   SPONSORED BY MAYOR CARRIER BY REQUEST

4. **B22023 JOHN DEERE MODEL 544P LOADER OR EQUIVALENT WITH PLOW AND WING ASSEMBLY**
   SPONSORED BY MAYOR CARRIER BY REQUEST

5. **ACCEPTANCE OF THE FISCAL YEAR 2023 ACTION PLAN AND THE EXPENDITURES FOR FY22 CDBG ENTITLEMENT FUNDS, FISCAL YEAR 2022 PROGRAM INCOME AND FISCAL YEAR 2023 PROGRAM INCOME (TO BE REFERRED TO A PUBLIC HEARING ON MARCH 9, 2022.)**
   SPONSORED BY MAYOR CARRIER BY REQUEST

6. **AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES 2022 LOCAL SOURCE WATER PROTECTION GRANT**
   (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
   (TO BE REFERRED TO A PUBLIC HEARING ON MARCH 9, 2022.)
   SPONSORED BY MAYOR CARRIER BY REQUEST

7. **ACCEPTANCE OF DRINKING WATER GROUNDWATER TRUST FUND (DWGTF) GRANT FOR DESIGN OF DOVER-PORTSMOUTH INTERCONNECTION AND AUTHORIZATION TO EXPEND DWGTF GRANT.**
   (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
   (TO BE REFERRED TO A PUBLIC HEARING ON MARCH 9, 2022.)
   SPONSORED BY MAYOR CARRIER BY REQUEST

8. **AMENDMENT OF FISCAL YEAR 2022 SCHEDULE OF FEES FOR PARKING PERMIT FEES FOR PORTLAND AVENUE LOT, AND BUSINESS PERMIT FEES FOR THIRD STREET, FOURTH STREET, AND SCHOOL STREET LOTS.**
   (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
   (TO BE REFERRED TO A PUBLIC HEARING ON MARCH 9, 2022.)
   SPONSORED BY MAYOR CARRIER BY REQUEST

9. **AUTHORIZATION OF ANNUAL APPRAISAL OF REAL ESTATE FOR FISCAL YEAR 2023 (TAX YEAR 2022).**
   (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
   (TO BE REFERRED TO TWO PUBLIC HEARINGS TO BE HELD ON MARCH 9, 2022 AND MARCH 23, 2022, WITH CITY COUNCIL VOTE TO OCCUR ON APRIL 13, 2022.)
   SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING

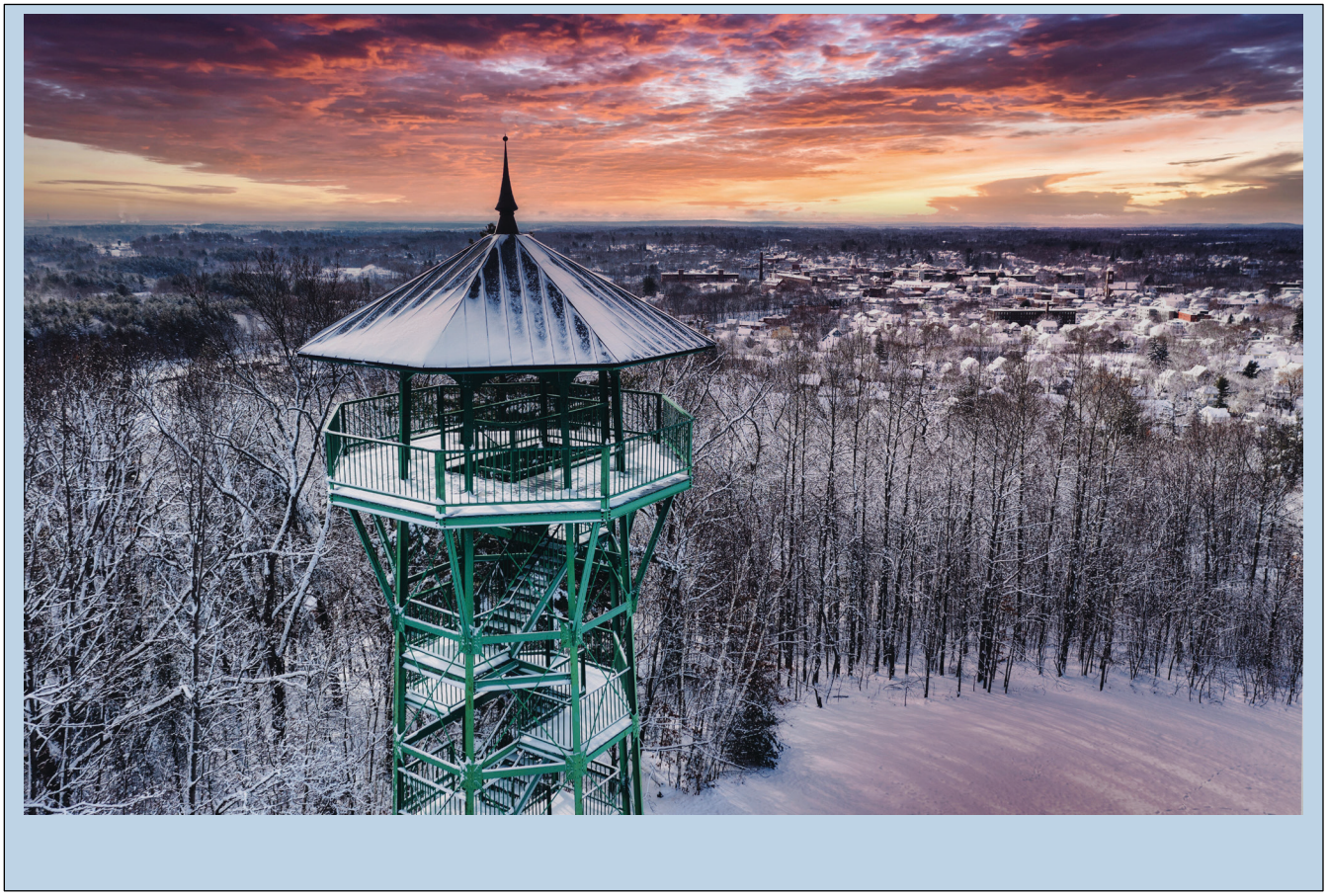
1. **CHAPTER 141 – VEHICLES AND TRAFFIC, SECTIONS 18, 49, 51, and 52**
   (TO BE REFERRED TO A PUBLIC HEARING ON MARCH 9, 2022.)
   SPONSORED BY MAYOR CARRIER BY REQUEST

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN

City Manager's Report



Garrison Hill
January 2022

February 23, 2022

Reporting on: January 2022

J. Michael Joyal, Jr.

City Manager

Report Highlights

Section 1: Customer Focused Outcomes

Ensure overall municipal service delivery remains responsive to needs of community and that response time to citizen concerns is reasonable.

Section 2: Product & Process Outcomes

Ensure overall municipal services meet and/or exceed the highest industry standards given the resources available.

Section 3: Leadership & Governance Outcomes

Effectively continue to communicate with the community at large through various means and support citizen engagement in local governance and community forums, and provide leadership in the implementation of the City's Master Plan.

Section 4: Financial & Benchmark Outcomes

Maintain and strengthen financial stability of municipality to include reporting on any financial concerns and addressing them as they may arise during the course of the fiscal year.

Section 5: Workforce-Focused Outcomes

Continue to recruit, retain and support training of employees and volunteers necessary to fulfill service delivery needs of community.

COMMON ABBREVIATIONS

ACO	Animal Control Officer
CREU	Community Response & Enforcement Unit
DPL	Dover Public Library
F&G	Facilities & Grounds
HSRO	High School Resource Officer
MSRO	Middle School Resource Officer
WFRO	Whittier Falls Resource Officer
POP	Problem Oriented Policing
SIB	Special Investigations Bureau
SCRTOU	Strafford County Regional Tactical Operations Unit
Y2Y	Youth to Youth

City of Dover's Municipal Leadership Team



Michael Joyal
City Manager



Gary Bannon
Recreation Director



David Balian
Public Welfare Director



Donna Benton
Planning & CDBG Director



William Breault
Police Chief



Susan Daudelin
Human Resources Director



Annie Dove
Information Technology Director



Michael Gillis
Media Services Director

TBD
Fire & Rescue Chief, EOC Director



Denise LaFrance
Public Library Director



Daniel Lynch
Finance Director



Christopher Parker
Deputy City Manager



John Storer
Community Services Director



Joshua Wyatt
City Attorney

1. Customer Focused Outcomes

"ENSURE OVERALL MUNICIPAL SERVICE DELIVERY REMAINS RESPONSIVE TO NEEDS OF COMMUNITY AND THAT RESPONSE TIME TO CITIZEN CONCERNS IS REASONABLE."

STATISTICS * RESPONSE

Community Services – Facilities, Grounds & Cemetery: The new year started off with Facilities, Grounds & Cemeteries division handling 80 service calls and 121 work orders. Crews conducted 4 full burials and 1 ash burial in Pine Hill Cemetery.

Facilities & Grounds addressed 84 work orders throughout the month in addition to assisting with storm related and snow removal operations. Thirty-seven work orders were addressed pertaining to buildings.

Fire Department personnel removed the garland from the columns at City Hall and this was packed away and stored in the facility on Court Street. Outdoor lights at the Indoor pool were replaced, eleven fire extinguishers were installed in the Fleet Garage at Public Works, cores were replaced in several doors in the suite of offices for the Planning department and Value Rooter came to snake drains in the Legal office and Parking Bureau at City Hall. Several door issues were addressed in different facilities, as were other minor work requests.

Eleven were pertaining to assorted outdoor grounds issues, with only two involving tree issues. The Christmas tree was taken down and delivered to the recycling center and the flag pole was reinstalled in the Rotary Plaza at Henry Law Park. Also in Henry Law Park, the black fence that was damaged due to a motor vehicle accident where the vehicle came over the curb and knocked down a few sections of the fence was repaired.

Four new picnic tables were constructed to be put out in the spring. Graffiti was cleaned up in three different areas, one being the new wayfinding sign on River Street, where someone took the time to make a stencil expressing their opinion that Dover shouldn't be gentrified. Matt Pepler of Pepler's Landscaping promptly addressed this by cleaning off the sign shortly after the graffiti appeared. This was much appreciated by Facilities & Grounds.

Fifteen work orders addressed traffic signal complaints, with most regarding timing which seems to aggravate motorists. There are three signals where the pedestrian crossing buttons need to be replaced and replacements have been ordered but have not yet arrived. A red lens was replaced. Four issues regarding décor lights were investigated, one being a pole that was struck down during a recent storm.

The weather events are not typically kind to sign posts either, with sixteen signs posts needing replacement after the late January snow storm. Seventeen other signs were replaced and one new sign was made and posted.

Three HVAC issues were investigated with the most serious being in the dehumidifier at the Indoor Pool, where one of the drives became inoperable and will need to be replaced. At City Hall there is still an issue with the ground floor HVAC, which leaves the Parking Bureau with no heat. TRANE has been called in to work on their unit and are waiting on parts to resolve the issue.

Six keys were issued. Elevator inspections and fire extinguisher inspections were conducted. Six work requests to move various items were addressed, as were six requests for delivery of supplies to various locations.

Boiler certificates were posted near the corresponding units as a result of the bi-annual boiler and pressure vessel inspections, conducted in December with Travelers Insurance.

In accordance with the President's Proclamation, Governor Chris Sununu has directed all flags on public buildings and grounds in the State of New Hampshire to fly at half-staff on January 13, in remembrance of Senator Harry Reid of Nevada and in recognition of his day of interment. Senator Reid was a lawyer and a politician who served as a US Senator from 1987 until 2017 for the state of Nevada.

Facilities & Grounds FY2022	Burials Ash	Burials Full	Service Calls	Work Orders
July 2021	13	1	97	176
August 2021	6	1	109	184
September 2021	8	3	97	180
October 2021	9	2	84	177
November 2021	8	3	62	113
December 2021	1	1	85	128
January 2022	1	4	80	121

Community Services – Streets & Stormwater: During the month of January, the Streets Division was kept busy with winter storm operations. Roads were pretreated with a brine solution prior to six winter events. All City streets and parking lots were plowed and snow was removed as needed. Sidewalks in the downtown and along school routes were cleared after each storm. Spot sanding/salting was performed on icy roadways and sidewalks (and straight sand on all dirt roads) after varying temperatures resulted in slippery conditions.

The residential sand/salt pile, located at the beginning of Piscataqua Road, was restocked. Several of the bins in the downtown were refilled. Employees continued to mix sand and salt for upcoming storms. Efforts to remove snow from the streets and sidewalks were ongoing for most of the month.

When not responding to storm-related events, crews were busy washing and cleaning out the vehicles. Various potholes were patched throughout the city with cold patch. The sanders were all calibrated. Equipment was removed from the storage bay so the building could be thoroughly cleaned.

Mailboxes damaged by plows were either repaired or replaced, as needed. Temporary boxes were provided in some cases in order for residents to receive their mail. Permanent boxes will be installed in the spring, and any lawn damages will be repaired at that time as well.

Crews assisted with the removal of the flagpole.

Crushed gravel was added to the shoulders of roads as needed.

Community Services – Utilities: During the month of January, the City's water system produced on average 1.7 MGD (million gallons per day). The Smith well, Cummings well, Bouchard well, Campbell Well and Calderwood well are all on line while Hughes well is on standby mode. Ireland and DPH-1 wells continue to be off line due to the PFAS levels. The crews closed 72 work orders for the month and 1 service request.

The Utilities Division continued to replace meters with two crews. They replaced 167 meters. The Utilities crews closed 18 work orders and 13 service requests. Two service leaks where found and repaired.



Water Service Replacement



Old Screw Press

Pump station crews continued to complete quarterly pump maintenance at all 23 lift stations. The Sewer Jet truck is out as much as possible but due to colder weather conditions it has been kept inside to prevent the sewer cleaning hoses from freezing up. Crews closed 86 work orders and 3 service requests. Two calls for sewer back-ups where called in by residents with one being the homeowner's responsibility and the other was due to the failure of the gravity sewer main due to roots. It was temporarily alleviated for the evening until the gravity main was excavated and repaired the next morning.

The River Street pump station, which receives a majority of the city's sewer before pumping it to the Waste Water Treatment Plant, had a failure with the "Rag Press". The Rag Press is part of a mechanical system that removes products from the sewer that are typically not paper or human waste. The screw press was replaced in order to put the system back in operation. While it was down the pump station has the capability to stay in operation while the repairs where done.

Fire & Rescue: January saw Fire & Rescue responding to 591 calls for service, an average of over 19 calls per 24-hour period in each day of the month. Through the National Fire Incident Management Reporting System, these calls are generally broken down into Fires, Medical Emergencies, Hazardous Conditions (gas leaks; power lines down; etc), False Calls (good intent) and Non-Emergent requests. In the current COVID-19 pandemic, Dover Fire has reduced its' personnel exposure through a reduced amount of non-emergency service calls.

Simultaneous calls – these are emergency calls that occur in an overlapping timeframe. If crews are committed on one emergency call, and another call comes in before the first one has been mitigated, it can create a situation where resources become limited, and crews need to respond to an incident outside of their response district, thus lengthening response times. With the exception of multi-company incidents such as a structure fire, Dover Fire staffing generally allows for 2 calls to be handled simultaneously without reduction in our service delivery. 3 calls can generally be handled, depending on the number of crews that are committed to each call, and the location of the simultaneous calls.

In the month of January, there were 179 times when 2 calls were going on simultaneously, and 65 times when 3 or more calls were going on at the same time.

In addition to the number of emergency and other assistance calls handled by the shift in the course of the month, the Chief Officers provide Command Coverage, 24/7 throughout the year. This Command Coverage ensures that a Chief Officer will be available to assume responsibilities "outside the building" during a fire or other major emergency, while emergency crews are committed inside the building. The Command responsibilities include maintaining accountability of all personnel on scene, maintaining situational awareness of the development of the situation from an exterior vantage point, managing on scene and additional resources as needed to mitigate the emergency, and providing for an overall additional layer of safety and awareness. While performing as an Incident Commander, the Chief Officer is also responsible to assure city-wide emergency services are maintained through the coordination of recalling off-duty personnel and utilizing mutual aid fire and EMS agencies. During "regular" working hours, there is always a Chief Officer(s) available to respond with the duty shift to emergencies that typically warrant this additional layer of supervision. In addition to calls during the regular weekday, at least one Chief Officer is always available to respond from home or from within the City at the time the alarm is received.

In the month of January, a Chief Officer was summoned to respond with the duty shift to 19 emergency calls. 10 of these calls occurred either after regular business hours or on the weekend.

On Wednesday 1/5/21, the fire department responded to Strafford County Corrections for a reported "fire in the jail". Arriving companies were met by Correctional Officers who reported that a fire had been discovered in a room used for shirt printing and storage in a rear portion of the jail.

It was determined that rags had been improperly disposed of or stored within a room about 30 feet in from the loading dock area, and that the off-gassing of flammable cleaning solutions used within the rags eventually led to spontaneous combustion and the overall ignition of the stored rags.

They were ultimately removed to the outside and extinguished on the ground, to minimize the amount of smoke that was spreading throughout the facility.

The fire did not generate enough heat to activate the sprinkler system, and no inmates were displaced.



Assistant Chief Spainhower and Building Official Jim Maxfield meet with Unitil. Unitil is proposing to upgrade an existing natural gas district regulating station at the end of Hawthorne Road. The site is currently home to an existing station that is both above-grade and below-grade. The above ground portion is in the backlot of #55 Applevale Drive (Applevale Station), while the underground vaults are just off the paved surface of Hawthorne Road (Hawthorne Station). They are proposing to remove the underground vaults as well as relocate the existing above ground infrastructure into a new masonry structure situated outside the right of way. They are now at a point where plans are sufficiently complete and requested feedback from Fire &

Rescue and Inspection Services in regard to the proposed location, overall design, & safety features of the project.

On Thursday January 6th, Deputy Chief McShane attended a briefing with NH Homeland Security and Emergency Management to discuss state and local preparedness and response to the anticipated Nor'easter weather event.

On Sunday January 16th, Deputy Chief McShane attended a briefing with NH Homeland Security and Emergency Management to discuss state and local preparedness and response to the anticipated snow & ice weather event.

Below is a summary of Emergency Medical transports, listed by the receiving facility that the patient was transported to by Dover Fire & Rescue:

Facility	January 2022 # of individuals
Wentworth Douglass Hospital	229
Dover ER (Portsmouth Regional)	37
Non Transports/Sign offs/Refusal of Care	146
Frisbie Memorial Hospital	2
Portsmouth Regional Hospital	10
Mass General Hospital (MA)	0
Brigham and Woman's Hospital (MA)	0
Boston Children's Hospital (MA)	0
Maine Medical (ME)	0
York Hospital (ME)	1
Exeter Hospital	0
Elliot Hospital (NH)	0
Total:	425

Inspection Services Division:

Inspection Services in January had a total count of 482 inspections conducted and 61 permits issued. Here is the Inspection Services activity breakdown for January:

Inspections & Permits	
Life Safety Inspections	82
Business Inspections	07
Sprinkler / Alarm Inspections	98
Building Inspections	103
Electrical Inspections	60
Plumbing / Mechanical Inspections	60
Blasting Inspections	00
Health/Housing Standards Inspections	48
School / Daycare Inspections	21
Oil Burner Inspections	03
Woodstove / Fireplace Inspections	00
Building Permits	53
Blasting Permits	00
Certificate of Occupancy Permits	09

The process for implementing permitting software continues as Inspection Services plans to move toward a mostly paperless process.

The trend of construction projects continues with residential permit applications being the majority of applications and inspections.

Planning & Community Development: Planning and Community Development staff addressed enforcement concerns motor vehicle junkyards and junkyards, as well as potential illegal conveyance of land. Staff also assisted customers with zoning inquiries, determinations, potential applications to the Zoning Board, and small development consultations.

Zoning Administrator Kypfer investigated a complaint of temporary signs placed on utility poles along the Central Avenue downtown corridor, ultimately resolving the issue with the company who placed the signage, and having them removed within the requested timeframe.

Zoning Administrator Kypfer investigated an ongoing complaint of pieces of commercial equipment on premise of a residential property along Back Road. In working with the home owner, a satisfactory resolution is in the process of currently being met.

Police Department:

Dover Police Department Patrol Division	Calls for Service	Traffic Stops	Non-Enforcement Contacts	Incidents Handled
January 2021	1,358	1,378	250	2,986
February 2021	1,301	974	226	2,501
March 2021	1,598	972	250	2,820
April 2021	1,500	692	221	2,413
May 2021	1,649	690	238	2,577
June 2021	1,818	764	230	2,812
July 2021	1,776	824	223	2,823
August 2021	1,689	769	202	2,660
September 2021	1,500	460	147	2,107
October 2021	1,855	444	229	2,528
November 2021	1,785	376	180	2,528
December 2021	1,543	333	170	2,046
January 2022	1,557	348	155	2,060

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

Special Investigations Unit (SIU): During the month of January 2022, 10 registered sex offenders were processed by the Dover Police Department's Special Investigations Unit. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

SIU detectives investigated 9 unattended death in January 2022.

SIU detectives conducted an Identity Fraud investigation that resulted in the arrest of two men from the State of New York. The investigation included the execution of multiple search warrants and the case has been adopted by the United States Department of Justice for federal prosecution.

SIU detectives obtained search warrants on three occasions during January 2022 to search vehicles seized by patrol officers. Each vehicle was searched for evidence of felony narcotics crimes.

SIU detectives attended 1 forensic interview at the Strafford County Child Advocacy Center. These interviews are designed to document detailed information about alleged crimes that were experienced or witnessed by children.

SIU detectives referred 35 police reports to the Division of Children, Youth and Families. These informational referrals are for incidents that officers responded to in which children witnessed or were alleged victims of criminal acts or other concerning conduct.

The Special Investigations Unit is responsible for doing background investigations for police department applicants. During January, four of these investigations were on-going.

CREU Commander: During the month of January, Sergeant Mitrushi was appointed CREU Commander. Sergeant Mitrushi continued to perform several duties normally assigned to POP Officer Collis. This included numerous complaints of vagrancy and trespassing at the Dover Public Library, the McConnell Center, and several downtown large-scale apartment complexes.

Sergeant Mitrushi monitored a number of areas throughout the city where campsites were previously located. As of the end of January, there were no large active campsites located on City property. This was likely due in large part to the November 8th opening of the Warming Center of Strafford County.

Sergeant Mitrushi is a suicide prevention instructor and is trained to present the NAMI Connect Program. NAMI is the National Alliance on Mental Illness and the Connect Program is a nationally recognized comprehensive model for planning and implementing suicide prevention and postvention practices. Sergeant Mitrushi attended a monthly suicide prevention meeting with fellow instructors on January 28th. Sergeant Mitrushi taught the following in-person classes in January:

- January 13th: Strafford County Complex, 3-hour training, 7 staff attendees.
- January 25th: Strafford County Jail, 4-hour training, 8 staff attendees.
- January 27th: Strafford County Jail, 4-hour training, 18 staff attendees.

Sergeant Mitrushi is a NAMI Crisis Intervention Team (CIT) member and the department's point of contact for NAMI referrals. The CIT program is a community-based approach to improve the outcomes of encounters between law enforcement officers and people suffering from a mental health crisis. Every quarter departments who participate in the CIT program are asked to report when they have referred someone to a mental health or mental health related service. Sergeant Mitrushi reviewed reports and saw that Dover Police Officers made 23 referrals in the 4th quarter of 2021. This information was reported back to NAMI NH.

Sergeant Mitrushi participated in a Dover Mental Health Alliance virtual meetings on January 20th and January 31st to discuss on-going efforts of the department and community to properly address mental health concerns within the community.

Sergeant Mitrushi represented the department at the January 24th Graffiti Management Ad-Hoc Committee meeting at Dover City Hall.

Sergeant Mitrushi conducted a background investigation for the new Police Social Worker who will be assigned to CREU. The social worker will be responsible for providing referral services to members of the public, to include; assistance with housing, addiction, and mental health. The social worker will monitor police and fire interactions such as domestic disturbances, drug overdoses, suicide attempts, and death investigations in order to refer the involved parties to appropriate assistance. The social worker will also work with school resource officers and guidance counselors when out of school incidents involve children who attend schools in Dover.

Middle School Liaison Officer: During the month of January, Officer Dunne filled in for Officer Shoer for one week at Dover High School. During that time Officer Dunne remotely covered the middle school as well. Officer Dunne assisted DMS and DHS staff with both a variety of calls for service.

While working at DHS on January 4, 2022, Officer Dunne assisted administration with a physical assault that had occurred in the hallway. Officer Dunne assisted with separating the parties and speaking to a witness about the incident. The school completed the investigation and no police action was taken.

On January 6, 2022, DHS administration informed Officer Dunne of a complaint of harassment from the parents of one of the involved parties in the previously mentioned assault. A second involved party was sending mean spirited text messages and would not stop despite being asked to. Officer Dunne contacted Barrington Police Department, where the student lived, and requested they contact the family in person to tell the student to cease communication.

Later in the afternoon on January 6, 2022, Officer Dunne was asked by DHS administration to speak to a student in the Dean's office regarding harassing behavior by the student against a peer. Officer Dunne spoke with the student and counseled her on her behavior to the consequences of continuing to harass her peer.

While at DHS on January 6, 2022, Officer Dunne checked the school for a 17-year-old student who had been reported missing the previous evening by her guardians. The student was at school and dispatch was notified. The child was subsequently located by patrol officers and returned home.

On the morning of January 4, 2022, Officer Dunne met with DHS Dean Waldron and the parents of a student. The student reported sexual harassment by a fellow peer. The actions of the harassing student did not rise to the level of criminal charges. The school established a safety plan for the reporting student. No police intervention was necessary.

DMS Principal Lyndes requested Officer Dunne's assistance on January 18, 2022 regarding the address of a student. The school had received information that a student had moved to Rochester, however her father was still sending her to Dover's schools and was not being cooperative with providing a new Dover address for enrollment. Officer Dunne was able to confirm that the family had moved to Rochester.

On January 21, 2022, Officer Dunne sat with the 5th grade guidance counselor during a Zoom meeting with parents. The parents had questions regarding the New Hampshire truancy laws and how DMS responds to such incidents. Officer Dunne answered their questions.

DMS administration requested a welfare check for two siblings on January 3, 2022. The siblings had been absent since before winter break without a phone call from the parent. A patrol officer responded to their residence and located the siblings. The parent advised the children had told her that they did not have school during the days they were absent.

While working at DHS on January 6, 2022, dispatch received a 911 call from a suicide hotline. It was reported that they had received a text message from a male who said he had cut his wrists in a bathroom and was bleeding. The cellular phone pinged to the vicinity of the high school. Officer Dunne checked all bathrooms in the school and did not locate anyone in distress. The cellular phone number was not associated with any school students or families. Patrol officers circulated the area as it did not appear that the call was associated with the school. The owner of the cell phone was contacted in Berwick, Maine by the Berwick Police Department and confirmed that he was not suicidal.

On January 10, 2022, Officer Dunne requested welfare checks on two students who had a series of unexcused absences. The students were located by patrol officers and confirmed to be in good health.

On January 20, 2022, Officer Dunne was called to the Dean of Special Education's office for a welfare check. A student had come to her reporting that she had been cutting herself with a pair of small scissors. The scissors were handed to Officer Dunne for safe keeping. The student's belongings were searched for further sharp objects as this particular student has a history of bringing scissors to school and threatening to harm herself or others. No other objects were found. Officer Dunne stayed with the student until her parent arrived.

Officer Dunne was met at DMS on January 27, 2022 by Officer Collis and Officer Ryan Anderson. Officer Anderson had recently graduated the police academy and was given a tour of DMS. The purpose of the tour was to familiarize him with the layout of the school in the event he needs to respond for a call for service.

Officer Dunne continued with her involvement with Big Brothers Big Sisters of NH. Officer Dunne brought her Little Sister to the Teen Center for an afternoon of fun and games.

As an additional duty, Officer Dunne is tasked with contacting individuals in the community who recently overdosed in order to follow up on their wellbeing and refer them to addition services. She contacted three individuals.

As part of Officer Dunne's daily duties, she continues to maintain a presence in the hallways, at lunch and recess, and outside during the morning and afternoon drop-off and pick-up.

Dover High School Liaison Officer: During the month of January, Officer Shoer assisted DHS staff with a variety of calls for service.

On January 18th, Officer Shoer was made aware of a past tense physical altercation between two male students. The students had already been separated and were being interviewed by DHS faculty. She later learned that the two students got in a physical altercation in one of the bathrooms over messages being sent to one of the student's younger sisters. Officer Shower mediated the situation and spoke with the parents of the involved students. There were no criminal charges but the school suspended both students.

On January 11th, Officer Shoer spoke with a female student and her guidance counselor regarding a past tense sexual assault involving another student. Officer Shoer spoke with both student and parent. The case has been assigned to a detective for further investigation.

On January 31st, Officer Shoer responded outside to the main entrance for an unruly student from Bellamy Academy. Officer Shoer contacted the student who refused to speak with her, and had just struck a teacher more than once when they attempted to get him back to the building. The student threw snow at Officer Shoer multiple times, and he was then detained in handcuffs, after which he kicked her. The student was released to his guardian once he had calmed down. He was not criminally charged and the matter was handled by the school administration.

On January 18th, Officer Shoer spoke to a very upset parent about her daughter who has been experiencing harassment by another student for years. The parent stated it had been reported to both the middle school and high school, but neither administration had acted. Officer Shoer investigated this and spoke to the administration. Officer Shoer learned that as soon as DHS administration was aware, they spoke to the student, who did not wish to report any kind of harassment. The student did state there was tension with the other party but did not need any assistance. Officer Shoer also spoke with the student who did not want Officer Shoer to speak with the other student and did not report any harassment. The student's parent was notified of the outcome.

On January 11th, Officer Shoer took a report from a Bellamy Academy faculty member regarding concerning statements. A student reporting hearing something about a threat to the school while walking down their road in Barrington. Officer Shoer investigated the incident and it was determined that the threat was not credible.

On January 24th, Officer Shoer assisted a JPPO in locating a student whose case he oversees. Officer Shoer escorted her to the office in order to meet with the JPPO. Officer Shoer later learned that this student admitted to using drugs such as methamphetamine, codeine, Xanax, and marijuana, with another student. Officer Shoer alerted the parents of the other student of the possible drug use.

On January 24th, a teacher reported to Officer Shoer that a student was just in the locker room by the PE gym and overheard and saw possible sexual activity. After DHS faculty, and Officer Shoer investigated, it was determined that a student had been spending their lunch period in one of the shower stalls watching TikTok videos on their phone. There was no sexual activity, pornography, or criminal activity involved.

On January 18th, Officer Shoer was made aware of a student who called 911 stating she had thoughts of harming herself and had brought a knife to school. The phone number was tracked to a student, and Officer Shoer along with DHS faculty were able to immediately locate the student and bring her to the office. Officer Shoer spoke with the student with the school social worker. The student gave Officer Shoer the kitchen knife she had taken from home, and confirmed she had thoughts of self-harm. The student was transported to the hospital by her mother.

On January 27th, Officer Shoer responded to the parking lot near the CTC entrance for a motor vehicle accident. Two students were involved in a head on collision in one of the aisles. One student sustained a

bloody nose from hitting her head on the steering wheel and was brought to the nurse. The other student was uninjured. Both vehicles sustained heavy front end damage but were drivable.

On January 28th, Officer Shoer was contacted in her office by a student who suffers from severe mental health issues. Officer Shoer was able to help the student and bring her to a safe place where she could speak with the school psychologist. Eventually, the student was able to go home with their guardian.

As part of Officer Shoer's daily duties, she continues to maintain a presence in the hallways, at lunch and recess, at Bellamy Academy, and outside during the morning and afternoon drop-off and pick-up

Whittier Falls Liaison Officer: Officer Cooper completed the DARE curriculum and will hold a small graduation ceremony, in each classroom, in February.

A 14-year old male from Addison Place ran away five times in January. Officer Cooper worked with the family and the Juvenile Detective to find a resolution however, it is a work in progress. The family is working with the Juvenile Probation Officer and DCYF who both plan to implement in-home services for the juvenile.

In addition to her DHA Duties, Officer Cooper responded to three calls that were unrelated to DHA and assisted with four oral boards. Officer Cooper assisted with coverage at the Dover High School, attended a Use of Force training, and a training for the new body cameras. Additionally, Officer Cooper attended a virtual Dover Mental Health Alliance meeting.

Traffic Activities: Lieutenant Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) for scheduled meetings on January 20 and 27. Projects under review before Planning Board submission included a residential expansion project on Silver Street, and a municipal water tower project connected to the Smith Well. Following staff review of each project, comments were prepared and disseminated to the Planning Department for further discussion and inclusion in the meeting notes.

Lieutenant Speidel performed 3 child passenger seat inspections during the month of January. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver's vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group. Lieutenant Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the police department provides this service free of charge.

Parking Bureau: Parking Bureau staff dealt with the two major snow storms in January. The first storm on January 7th was challenging due to rain falling and freezing the snow piles before parking staff could improve on the plowing completed by Community Services the night before.

Compliance with the Winter Parking Ban has also been a challenge this season. Even with a blizzard projected days in advance of January 30th, hundreds of cars were interfering with snow removal throughout the city. To help evaluate the situation, the Parking Manager came in on the Saturday night blizzard to assist in getting vehicles out of the way of the plows.

In just the small area circled by Central Avenue - Ham Street – Broadway and Pierce Street, over 30 vehicles were in the way. The Community Services Director, police staff and the Parking Manager have been meeting to discuss ways to improve compliance with the regulations and to streamline removal of vehicles in violation.

The following is a general description of the Police Priority Response System.

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

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

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

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

PRIORITY 5: MOTOR VEHICLE STOPS.

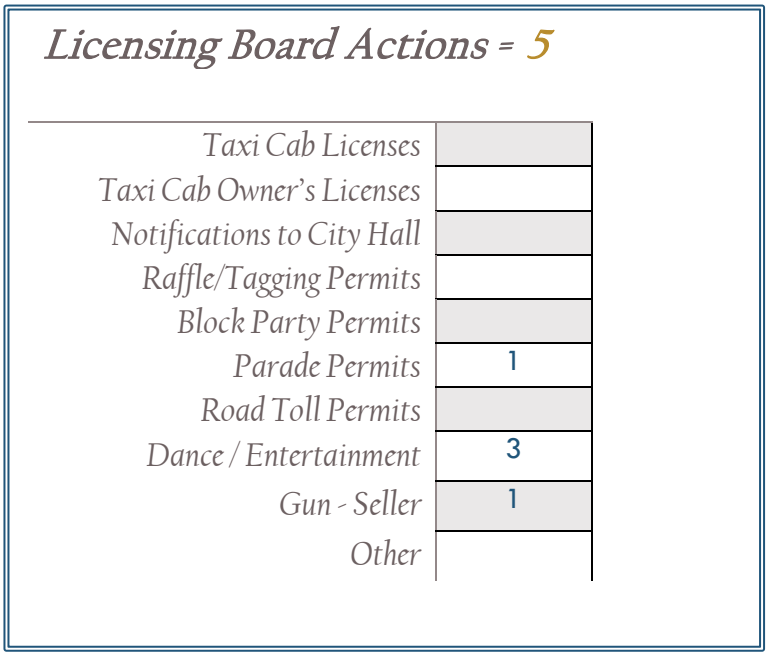
Priority 1:	
Priority 2:	
Priority 3:	**See next paragraph**
Priority 4:	
Priority 5:	

On September 14, 2021, the police department began utilizing a new Computer-Aided Dispatch/Records Management System (CAD/RMS). The previous software, QED, had been in use for roughly 20 years. After going live with the new system, CSI InfoShare, it was learned all calls for service were classified as Priority 3 by the software system. This issue was rectified in early October and calls are now prioritized appropriately. The CAD/RMS vendor is currently creating the ability to track calls for service by priority code and response time. As a result, the counts for the calls for service by priority are still not searchable at this time.

Dispatch Communications	Radio Transmissions	Phone Calls	911 Calls Received	Lobby Customers	Police Alarms Received	Fire & Medical Alarms
January 2021	12,806	7,304	405	141	78	73
February 2021	11,166	6,219	336	145	76	70
March 2021	13,716	7,551	439	204	96	71
April 2021	12,943	7,770	438	190	77	63
May 2021	14,089	8,025	442	212	68	68
June 2021	14,606	7,825	457	214	93	72
July 2021	14,212	7,873	439	258	108	79
August 2021	14,302	7,821	479	224	83	83
September 2021	14,606	7,625	423	200	91	80
October 2021	14,300	7,405	413	210	103	65
November 2021	14,225	7,300	307	220	81	58
December 2021	15,888	9,144	330	138	81	66
January 2022	16,708	7,906	350	154	93	75

Animal Control February 2022	
Total Calls for Service: 40	Breakdown:
Handled by Officers/Dispatch: 29	Found/Loose Animals: 14
Handled by Animal Control Officer: 11	Welfare Checks: 11
	Animal Bites: 02
	Misc/Other: 13

Permit applications submitted and reviewed during the month of January:



Police-Community Engagement Committee:

The Police-Community Engagement Committee met on January 20, 2022. During that meeting, Chief Breault provided several department updates to the group. These included the fact that the department has hired a social worker that will be starting in February. He also informed the group that sworn officers and dispatchers have begun attending the mandatory mental wellness checks that were instituted this past fall.

Chief Breault also updated the group about the progress made on the roll out of the body worn and in cruiser cameras as well as the implementation of our new CAD/RMS (Computer Aided Dispatch/Records Management System).

The Chief also told the group about the recent promotions of Lieutenant Tarmey and Sergeant Tim Keefe as well as the reassignment of Sergeant Mitrushi to the Community Response and Engagement Unit.

He also provided a hiring update. He told the group that the department has several candidates under a conditional offer which means that if they complete all the hiring steps that remain, they will be hired.

Lastly, we provided the draft of the department's strategic plan for them to review and provide input on.

The next meeting of the Police Community Engagement Committee is April 21, 2022.

Public Library:

January library circulation totaled 18,527 items. (7,646 adult + 6,212 children's print items; plus 4,669 items downloaded including 3,782 audiobooks & eBooks, 753 Hoopla streaming music, movies, and books, and 134 eMagazines).

117 new library patrons registered; total active cardholders 12,889.

The Dover Public Library's Book a Librarian service helped 32 community members.

The Dover Public Library's 3D printer produced 17 items requested by our patrons.

The Library's museum passes were borrowed 25 times. Museums are continuing to require registration for a time as they are limiting occupancy.

Outreach efforts via our 2 Little Free Libraries continue to be popular with 99 books added in December.

47 new patrons registered for downloadable audiobooks/ eBooks (total = 6,138) and 26 registered for Hoopla (total = 2,123).

Internet and PC uses by the public totaled 805 on library workstations, plus another 4,756 via Wi-Fi, plus 8 Chromebook loan.

The library's website statistics showed 39,766 page views by 8,201 users in 14,809 sessions.

98 meetings & tutoring sessions were hosted in the library's Lecture Hall, Trustees Room, & Learning Center.

8,928 people visited the library during January, an average of 331 per day (open 27 days).

Public Welfare Department: There were 19 working days in this month where the Public Welfare Department was able to assist individuals. Assistance included:

- 151 Phone calls
- 41 individuals served
- 33 separate contacts
- 32 interviews for assistance of which 10 were new clients
- 32 active cases of which 22 are continuing clients.

Total Permits Issued: January 2022

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
21-077	HOPKINS	444	CENTRAL AVENUE	TENANT FIT-UP BUSINESS USE TENNAN	C	6	2120	10000	125
21-323	AUHI LLC	221	CENTRAL AVENUE	INT. RENO. FOR A MERCHANTILE USE	C	20	5000	50000	525
21-485	LITTLEWORTH, LLC	16	LITTLEWORTH ROAD	CONST. A KIOSK FOR SITE STORAGE BU	C	H	29A3	16000	185
21-489	CITY OF DOVER	32	SAINT THOMAS STREET	CREATE A KITCHEN IN ASSEMBLY ARE	C	9	5700	85000	0
21-491	VC DOVER INVESTEMENTS, L	30	GRAPEVINE DRIVE	INT. RENOVATION/ALTERATIONS	C	H	431	2052000	20545
21-511	RIPARIA AT 100 FIRST ST., LLC	100	FIRST STREET	INSTALL ADD'L BATHRMS TO 1ST FLR C	C	6	300	8207	105
21-538	NAPOLI GROUP	912	CENTRAL AVENUE	PERFORM INT. ALT./RENO. TO ASSEMB	C	38	2100	300000	3025
21-554	BRATTON	5	STORAGE DRIVE	CONST. A UTILITY SHED	C	H	29A1	400000	4025
21-596	NEWICKS LOBSTER HOUSE	431	DOVER POINT ROAD	INSTALL A BAR 16'X20' AND A BAR FOR	C	8	13A1	87316	895
21-603	DOVER HOUSING AUTHORITY	3	GREEN STREET	ROOF REPLACEMENT, & REPLACEMEN	C	1	4200	300000	0
21-637	GREEK CEMETERY ASSOC.	35	FINCH LANE	INSTALL THREE PANEL ANTENNAS & E	C	M	1300	70000	725
21-640	WENTWORTH DOUGLASS HOS	789	CENTRAL AVENUE	PERFORM INT. ALT. FOR SLEEP ROOM O	C	37	100	20000	225
22-011	CITY OF DOVER	288	CENTRAL AVENUE	CREATE 2 OFFICES ON 1ST FLR	C	2	100	15000	0
22-012	CROSSHILL HOUSING ASSOC.	3	WESTGATE DRIVE	UNIT 8, DEMO AFTER FIRE DAMAGE	C/R	H	46D0	12000	145
20-309	WHITE	10	PENNY LANE	CREATE A 3RD BEDRM @ EXISTING LOF	R	21	2660	1000	35
21-284	LITTLE BAY DEVELOPMENT, L	5	LITTLE BAY DRIVE	CONST. A FOUNDATION ONLY FOR TOW	R	8	9	13276	155
21-346	MCCRACKEN	17	PIERCE STREET	PERFORM REPAIRS TO SUPPORT STRUC	R	4	1400	20000	225
21-431	BEGIN	108	MOUNT VERNON STREET	RENOVATE BATHROOM	R	29	9500	6500	95
21-436	LITTLE BAY DEVELOPMENT, L	22 24 26 28	LITTLE BAY DRIVE	CONST. 4-UNIT TOWNHSE EA. W/2 CAR	R	8	9	1815286	18175
21-437	LITTLE BAY DEVELOPMENT, L	30 32 34 36	LITTLE BAY DRIVE	CONST. 4-UNIT TOWNHSE EA. W/2 CAR	R	8	9	1815286	18175
21-438	LITTLE BAY DEVELOPMENT, L	29 31 33	LITTLE BAY DRIVE	CONST. 3-UNIT TOWNHSE W/2 CAR ATT.	R	8	9	1402505	14055
21-471	MCADAM-SILVER PAMELA RE	6	PEARSON DRIVE	CONST. AN ATT. GARAGE W/HABITABL	R	L	46E0	60000	625

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
21-487	LYON	38	FIELDSTONE DRIVE	CREATE HABITABLE AREA W/BATHRM	R	A	39260	90000	925
21-490	INNOVATIVE	3-5	HAM STREET	REMV & REPLC LEFT SIDE REAR DECK	R	27	1700	8000	105
21-496	LITTLE BAY DRVEOPMENT, L	5	LITTLE BAY DRIVE	CONST. 3-STRY MIXED USE W/1 DWELLI	R	8	9	654000	6565
21-564	BROWN	126	EMERALD LANE	ADD BATHRM TO GARAGE PROJECT	R	F	15480	4000	65
21-569	HAMPTON PROPERTIE, LLC	62	COURT STREET	TO REPLACE EXISTING FRONT PORCH	R	20	10500	40000	425
21-573	TOOMEY	30	TOLEND ROAD	TO RENOVATE KITCHEN	R	G	24K2	16000	185
21-593	MCDADE	18	BELLAMY ROAD	PERFORM INT. & EXT. IMPROVMNT WIT	R	14	400	61750	1290
21-597	GREENE	45	MIDDLE ROAD	INSTALL REPLACEMENT WINDOWS	R	K	17A2	4415	65
21-598	GODFREY, SR.	218	DOVER POINT ROAD	ROOF REPAIR, NO STRUCTURAL CHAN	R	L	94C0	5000	75
21-601	PATTI	9	BOYLE STREET	CONST. A REAR DECK & INSTALL A DO	R	20	8101	14400	169
21-605	RICHARDS	12	GLENWOOD AVENUE	INSTALL ROOF MOUNTED 41 SOLAR PA	R	37	3900	86000	885
21-611	DOLAC	3	AUTUMN STREET	KITCHEN RENOVATION	R	34	17A0	25000	275
21-612	WHITLOCK	2	CENTER DRIVE	RENOV. KITCHEN AND BATHRMS	R	L	55D0	50000	525
21-614	MODESKI	20	REDDEN STREET	TO CONST. AN ATTACHED GARAGE	R	36	8E8	37000	395
21-617	SNYDER	19	PEARL STREET	DEMO EXISTING DORMER & REBUILD	R	27	25900	23986	265
21-618	GERDA	2	CRESCENT AVENUE	CREATE MASTER BATHRM	R	37	6500	35000	375
21-619	WILSON	12	FAIRWAY DRIVE	RENO. MASTER & 2ND FLR BATHRMS &	R	N	14I0	123221	1225
21-621	WHALEN	22	LEXINGTON STREET	RENO. A SECOND FLOOR BATHRM	r	10	10900	22000	245
21-630	KURNLAWAN	4	WHITTIER STREET	INSTALL A ROOF MOUNTED 27 PANEL P	R	36	21S0	24000	265
21-631	CASTALDO	12	EDUCATION WAY	INSTALL ROOF MOUNTED 19 PANEL PV	R	E	2800	24115	266
21-632	MELLENCAMP	17	APPLEVALE DRIVE	INSTALL ROOF MOUNTED 22 PANEL PV	R	K	15R0	22000	245
21-633	ROMINY MICHALSKY REVO. T	70	GERRISH ROAD	CONST. FRONT STEPS & RAMP	R	M	47C1	1000	35
21-634	WILKIE	568	SIXTH STREET	CREATE HABITABLE AREA W/BEDRM I	R	B	4J0	89000	915
21-636	SPRINT SPECTRUM LP	38	PARSONS LANE	TO INSTALL THREE ANTENNAS & SIX R	R	A	360LS	70000	725
21-639	SMITH, DAVID	15	BIRCH DRIVE	CONST. REAR DECK	R	I	82Q0	41000	435

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
21-641	SAUL	37	SUMMER STREET	KITCHEN REMODEL	R	12	7400	75000	775
21-642	HOLT	107	BACK RIVER ROAD	CREATE HABITABLE AREA IN BASEME	R	I	48C0	10000	125
22-002	JACKSON	6	WOODLAND ROAD	INSTALL SIDING & WINDOWS	R	17	95C0	42500	455
22-005	SUGAM	25	LUNDY POINT DRIVE	CREATE HABITABLE AREA IN BASMNT	R	G	35E3	50000	525
22-016	JOHNSON	24	NELSON STREET	RENO. KITCHEN & STRUCTURAL MODIF	R	9	5200	50000	525
22-017	BURNS	16	NELSON STREET	KITCHEN RENOVATION	R	M	951	56814	595

Total Permits Issued: 53

Total Construction Value: $10,414,577.00

Total Fees Collected: $102,010.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	5	Change of Use	0
Commercial Renovations	9	Commercial	0
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	3
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	12	Single Family Dwellings	6
Renovations Dwelling Unit	35	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	0		
		Total	9

NAME	STREET NAME		Total Units	Units Built*	Units left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	L0T	EXPIRATION DATE	SCHOOL	Students**
Mixed Use														
Downtown Dover Storage, LLC	14 Broadway		24	0	24		12/14/2021	Site	P21-29	4	5		H	0.72
One First Street LLC	One First Street		58	0	58		8/24/2021	Site	P21-30	6	20		H	1.74
Chinburg	1 Washington	A	36	36	0	6/11/2020	5/26/2020	Site	P17-46A	23	14	6/11/2025	H	1.1
Pointe Place Phase V	Northfield Drive	A	84	30	54	10/13/2020	7/28/2020	Site	P20-32	K	19	10/13/2025	G	2.5
Fakhoury	12 Preble Street	A	12	0	12		7/28/2020	Site	P19-11A	4	76		H	0.4
Soujourn	66 Third Street	A	10	0	10	7/2/2020	1/29/2020	Site	P19-61	31	7	7/2/2025	H	0.3
Salty Sea	52 Old Rochester Rd	A	15	0	15	1/9/2018	12/12/2017	Site	P17-74	40	25	1/9/2023	H	0.5
Little Bay Marina	421 Dover Point Road	A	25	25	0	7/31/2020	2/25/2020	Site	P19-05	8	9,10,11,	7/31/2025	G	0.8
Total: Mixed Use			***182***	***91***	***91***									***5.5***
Multi-Family:														
Dove Development, LLC	51 & 65 Bellamy		31	3	28		1/11/2022	Site	P21-66	H	46 &50		W	10.9
McIntosh Dover, LLC	23 Cataract		128	2	126		1/11/2022	Site	P21-45	13	23 & 34		W	44.8
The Station	Grove St	A	87	0	87	3/23/2021	12/15/2020	Site	P20-56	31	4	3/23/2026	H	30.5
Cottages at Back River	54 Back River Road	A	54	0	54	12/14/2021	3/9/2021	Site	P20-60	I	6	12/14/2026	G	18.9
Marker 44	87 Portland Ave	A	32	0	32	6/11/2019	11/13/2018	Site	P-18034	24	114	6/11/2024	H	11.2
Total: Multi-family			***173***	***0***	***173***									***60.6***
Subdivisions:														
Settlement on Sixth	447 Sixth Street		11	0	11		11.9.2021	Site	P21-43	B	5		H	3.9
Schwartz	26 Bellamy Road	H	5	0	5	7/28/2021	6/25/2021	Site	P21-25	H	14D	7/28/2026	G	1.8
Khavari	Leather's Lane	H	40	5	35	4/27/2021	12/15/2020	Site	P20-71	I	4-A	4/27/2026	G	14.0
Georgakilas/Middle Road	Hayden Drive	H	13	6	7	12/15/2020	10/27/2020	12/15/2020	P20-51	M	102-12	12/15/2025	G	4.6
Lawrence & Cheryl Mulcahy	71 Glenwood Road	H	7	0	7	4/27/2021	1/26/2021		P20-18	D	20	4/27/2026	H	2.5
Porch Light Drive	Cataract Ave	H	10	2	8	12/18/2020	2/25/2020	12/22/2020	P19-80	14	10-G	12/22/2025	W	3.5
RV Paolini Construction, LLC	Cottage Park Drive	M	5	2	3	6/18/2019	12/11/2018	Site	P18-45	M	6	6/18/2024	G	1.8
Singh	County Farm Cross Road	H	4	4	0	3/14/2018	10/24/2017	3/15/2018	P17-58	B	6G	3/14/2023	H	1.4
Quantum	Littleworth Road	H	6	0	6	8/2/2017	6/13/2017	8/3/2017	P17-34	H	29A	8/2/2022	W	2.1
Ayer	Eagan Drive	H	17	11	6	11/17/2017	4/11/2017	1/10/2018	P16-25	N	18	11/17/2022	G	6.0
Arch St	Fresian Drive	H	11	0	11	7/30/2013	10/23/2012	8/1/2013	P12-28	11	16	7/30/2018	W	3.9
Hidden Valley Drive	Hidden Valley Dr	H	10	8	2	7/30/2009	3/24/2009	8/4/2009	P09-03	I	94C	7/30/2013	G	3.5
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	4	5	2/21/2008	10/23/2007	2/21/2008	P07-43	N	8	2/21/2012	H	3.2
Picnic Rock	Back River Rd	H	21	20	1	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	7.4
StoneCroft	Carriage Hill Ln	H	11	10	1	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	3.9
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	30	2	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	11.2
Weeden	Garrison Rd	H	4	3	1	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	1.4
Total: Subdivisions			***205***	***105***	***100***									***71.8***
Elderly:														
Arbor Woods	Cielo Dr	H	72	64	**8**	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			***72***	***64***	***8***									
TOTAL APPROVED UNITS			**632**	**260**	**372**									

** Students are estimated based upon Impact Fee multipliers. THERE IS NO GUARANTEE TO THESE NUMBERS
A:Apt, H:House, C:Condo

* Built or permit issued and unit under construction

FY2022 WEATHER EVENT MANAGEMENT REPORT

Date of Event	Weather Condition	Accumulation Inches	Total OT Hours	Total OT Cost	Contractor Cost	Salt Tons	Salt Cost	Salt/Sand Mix-Yards	Salt/Sand Cost	Sand Only Yards	Sand Only Cost	Salt Brine	Salt Brine Cost	Total Event Cost
FY2022 Amount Budgeted:				**$167,000.00**	**$90,000.00**				**$264,500.00**					**$521,500.00**
12/9 & 12/10	Train Station Only	0	0.00	$0.00	$140.00	$1.50	$78.81	0.00	$0.00	0.00	$0.00	0.00	$0.00	$218.81
12/18 & 12/19	Wet Snow/Rain	1.50	475.10	$16,133.70	$6,023.75	235.25	$12,360.04	67.50	$1,706.40	0.00	$0.00	80.00	$5.60	$36,229.49
12/22/2021	Ice	0.00	44.77	$1,599.59	$280.00	113.25	$5,950.16	22.50	$568.80	24.00	$552.00	0.00	$0.00	$8,950.55
12/25 & 12/26	Wet Snow	4.00	458.20	$15,155.80	$9,685.00	355.25	$18,664.84	250.00	$6,320.00	50.00	$1,150.00	0.00	$0.00	$50,975.64
12/28/2021	Snow	1.00	39.00	$1,318.34	$280.00	82.00	$4,308.28	15.00	$379.20	7.00	$161.00	0.00	$0.00	$6,446.82
1/5 & 1/6	Ice/Sleet/Rain	0.00	48.05	$1,596.58	$280.00	88.50	$4,649.79	246.00	$6,218.88	9.00	$207.00	0.00	$0.00	$12,952.25
1/7/2022	Snow/Icy Roads	5.00	311.97	$10,349.90	$8,161.50	279.00	$14,658.66	89.00	$2,249.92	23.00	$529.00	0.00	$0.00	$35,948.98
1/17/2022	Wet snow/rain	3.00	224.52	$7,162.22	$2,750.00	132.75	$6,974.69	194.00	$4,904.32	17.00	$391.00	8,775.00	$614.25	$22,796.48
1/24/2022	Snow	1.00	78.55	$2,587.41	$210.00	149.00	$7,828.46	21.00	$530.88	8.00	$184.00	3,840.00	$268.80	$11,609.55
1/29/2022	Snow	10.00	757.95	$24,792.34	$3,995.00	93.75	$4,925.63	294.00	$7,432.32	3.00	$69.00	0.00	$0.00	$41,214.29
2/1/2022	Downtown pickup	0.00	129.35	$4,067.22	$3,680.00	6.00	$315.24	0.00	$0.00	0.00	$0.00	0.00	$0.00	$8,062.46
2021-2022 Season-Year to Date:		**25.50**	**2,567.46**	**$84,763.10**	**$35,485.25**	**1,536.25**	**$80,714.58**	**1,199.00**	**$30,310.72**	**141.00**	**$3,243.00**	**12,695.00**	**$888.65**	**$235,405.30**
FY2022 Budget Spent:				50.76%	39.43%				43.50%					45.14%

FY2022 WEATHER EVENT MANAGEMENT REPORT

	Accumulation Inches	Total OT Hours	Total OT Cost	Contractor Cost	Salt Tons	Salt Cost	Salt/Sand Mix-Yards	Salt/Sand Cost	Sand Only Yards	Sand Only Cost	Salt Brine	Salt Brine Cost	Total Event Cost
Through February 2021	**44.25**	**3,078.77**	**$99,926.57**	**$73,962.50**	**2,779.25**	**$135,210.51**	**851.00**	**$21,513.28**	**96.00**	**$1,896.00**	**19,355.00**	**$1,548.40**	**$334,057.26**
Through February 2020	**48.50**	**3,808.13**	**$128,490.45**	**$96,349.43**	**2,825.75**	**$141,711.36**	**1,498.50**	**$37,837.13**	**49.00**	**$818.30**	**37,004.00**	**$2,960.32**	**$408,166.98**
Through February 2019	**43.50**	**3,769.87**	**$121,137.29**	**$38,383.50**	**3,261.25**	**$163,551.69**	**2,598.50**	**$65,612.13**	**125.50**	**$2,127.23**	**32,975.00**	**$2,638.00**	**$393,449.83**
Through February 2018	**54.75**	**4,820.70**	**$150,506.71**	**$35,355.50**	**3,073.25**	**$163,343.24**	**2,741.50**	**$65,631.51**	**100.50**	**$1,582.88**	**9,430.00**	**$1,594.80**	**$418,014.63**
Through February 2017	**61.50**	**5,157.52**	**$162,064.13**	**$20,634.30**	**3,084.25**	**$167,721.52**	**3,070.00**			**$39,142.50**	**22,080.00**	**$1,766.40**	**$391,328.85**
Through February 2016	**33.25**	**3,295.10**	**$104,808.60**	**$25,638.00**	**1,541.00**	**$83,799.58**	**1,877.50**			**$23,938.13**	**4,800.00**	**$384.00**	**$238,568.31**

2019-2020 Parking Bans: 9
2020-2021 Parking Bans: 12
2021-2022 Parking Bans: 6

1 Ban
2 Bans

As of 02.08.2022

2. Product & Process Outcomes

"ENSURE OVERALL MUNICIPAL SERVICES MEET AND/OR EXCEED THE HIGHEST INDUSTRY STANDARDS GIVEN THE RESOURCES AVAILABLE."

PROGRAMS * PRODUCTION

FIRE & RESCUE: Fire & Rescue chief officers held a monthly staff meeting to discuss agency-wide, and agency-division projects. These meetings are held regularly to assure uniformity in mission and efforts are being sustained. Dover Fire & Rescue held its monthly officers' meeting. Each month all chief officers, company officers, and personnel who are on the lieutenant's promotional eligibility list meet to discuss department operations, initiatives, and performance improvement goals.

In addition to the monthly officers' meeting, chief officers met with the four captains on two separate occasions to strategize department goals.

Deputy Chief McShane met with Deputy City Manager Parker to discuss Fire & Rescue's strategic planning process.

Deputy Chief McShane met with the Dover Mental Health Alliance. Deputy Chief McShane was involved in DMHA when the alliance first formed years ago. After a recess from being involved, Deputy Chief McShane is pleased to re-engage with the alliance and to be brought up to speed.

The entire administrative team has worked diligently throughout the latter part of the month, adjusting work-responsibilities and projects to assure business continues to be conducted in an efficient manor with regard to Chief Haas' retirement. One vacant position in Fire & Rescue administration equates to a 20% reduction in workforce. Kuddos to administration team for their diligent work in assuring work progress is not impeded by this temporary reduction.

PLANNING & COMMUNITY DEVELOPMENT: Office Manager Jean Glidden and Director Benton prepared for SRPC volunteers and staff to come for two weeks in February to scan documents to make more accessible to the public online.

In early 2020, the City Council approved a purchase of online permit program for land use and building processed permits. The program is a significant investment for the City and staff is working to ensure that it is an investment that is easily used by stakeholders (internal and external) to ensure buy in by the end users. Between October and December, Planning staff continued to work with IT staff and the vendor to review various permits and the data needed to review and process them. In addition, staff worked on converting historic data into a format that can be brought forward in the new database to create one repository for historic and current data. In January, Planning staff attended numerous training sessions and are currently testing out the new software to work out as many kinks as possible before going live. The intended roll out of the online software is in the winter of 2022.

Planning and Community Development staff continues to work with Media Services and the City Manager's office on developing improved signage in City Hall. These signs will enhance directory needs and flow in City Hall. Included would be ADA enhancements to signs and internal wayfinding. An RFP was released by Media

Services. Planning and the City Manager's office assisted in the review of the responses and identified a preferred vendor. Media Services and the preferred vendor have been working on proofs of signage. Planning staff assisted in reviewing proofs and provided feedback to Media Services on changing needed before manufacturing.

The Deputy City Manager, City Clerk and City Attorney reviewed ward boundaries and the census data indicating population change since 2020. Staff met with the Ordinance Committee three times to review options and parameters for the Committee to use to select a preferred alternative for a new ward map. This new map was presented January 12th to the City Council and discussion continued on January 26th.

The Deputy City Manager worked with Legal, Economic Development staff and the City Manager to review and finalize the Purchase and Sale of property on Venture Drive with American Durafilm. The review included deed review and required subdivision plan approvals. This purchase and sale will be used as a template for future negotiations.

The Deputy City Manager negotiated a conveyance of land off Snow's Court and an easement on Sheffield Drive. The Snow's Court land will allow public access to the Cochecho River, and the easement on Sheffield Drive is necessary for the roundabout at Pointe Place, on Dover Point Road. The Council approved this conveyance on October 13th. Deeds were prepared and will be conveyed in late 2021, or early 2022.

The Deputy City Manager and Director Benton have been working with One First Street LLC on the development agreement and conditions of Planning Board approval for the project at First/Second Street.

The Deputy City Manager and Director Benton met with Our House a group working to provide a safe, secure and positive environment for adults with special needs. They hope to develop a living and care facility in the Dover area.

The Deputy City Manager started the process for each service area to update its Strategic Plan in early November. Materials were provided to the service areas to determine how they want to evolve over the next 5 years. Plans were due to the Manager on January 10th.

The Deputy City Manager and Director Benton reviewed and investigated affordable housing options in place statewide. One such is in Nashua where a housing trust fund has been established. The fund can be used to provide housing finance options for developers and residents. At the same time staff looked at options around the City for affordable housing developments, similar to the approved cottage project on Back River Road. The developer of that project is seeking two additional projects in the region.

The Deputy City Manager and Economic Development staff worked with Strafford Regional Planning economic development staff to review opportunities for Brownfield redevelopment funding from the US EPA. This money could be used for understanding soil conditions and remediating any necessary pre-development conditions.

Zoning Administrator Kypfer worked with the City's Asset Management Administrator to have the MapGeo interactive mapper link directly to the Zoning Ordinance when users click on the Zone description field within the property sidebar.

Director Benton and the City Attorney worked with the Northern New England Passenger Rail Authority on a revised station agreement.

Planning and Community Development staff continued work on the Community Facilities & Utilities Chapter of the Master Plan, with Community Services staff and the project consultant, Resilience Planning & Design. Stakeholder interviews were held over the winter and Director Benton met with the consultant for an update and will be scheduling a committee meeting in early March.

Zoning Administrator Kypfer attended legislative committee meetings for the New Hampshire Planners Association. These meetings were designed to review potential LSRs (bills before the upcoming legislative session) and the impacts of bills adopted last session on municipal land use.

Planning Staff developed two requests for proposals for traffic study peer reviews. The first was for a multi-family project on Rutland Street, the second for the pending waterfront development. Both peer reviews are paid for by the developers, and the vendor is selected by the City.

Director Benton and Zoning Administrator Kypfer met with a representative from the SRPC to discuss the Dover Equity Project and Zoning Administrator Kypfer has volunteered to become a steering committee representative on behalf of the City.

Director Benton met with the Wetland Protection Ordinance Subcommittee on January 24 to discuss the proposed amendments to the Wetland Protection Ordinance. Additional public outreach efforts will be made in February and March. An update will be provided to the Planning Board in February with potential language expected in March.

Police Department:

Teen Center: Total attendance for the month of January was 193 participants on 14 days of programming. The Teen Center is using a 15-participant maximum per afternoon to keep within safe practices of physical distancing. January 2022 provided a possible 225 reservations and 200 were filled (89%), via Sign-Up Genius. These include special events and trips that had separate Sign-Up Genius events created for reservations.

Some program highlights for the month of January 2022 included, but were not limited to:

- Friday Flix & Movie Monday: Movie & Popcorn Afternoons
- 9-Ball Billiards Tournament
- Special Pop-Culture Event: "The Dark Side of Oz"
- Arcade Hoops Hot-Shot Tournament
- Elimination Pool Tournament
- TC Classic Event: "TC Bingo Madness"
- Featured Snack Special Days (Mac n' Cheese, Chili, Pancakes, MYO Pizza, etc.)

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

Continued efforts are made to maintain the TC Facebook bulletin page and Sign-Up Genius scheduling portal with resources, program/schedule announcements, inspirational messaging and best practices. Staff also share photos of TC youth participants to continue to promote all opportunities provided at the TC.

- *TC Youth & Family Outreach*

A weekly email is sent to connected families and youth, to encourage sign-ups for the daily afternoon reservation slots through the Sign-Up Genius online portal. Announcements, webinars, trainings and opportunities are also shared on a weekly basis.

- *TC Zoom Pod Sessions*

Teen Center Interns have been sponsoring weekly Zoom meetings, for the youth participants to log into for discussions, games and overall connection. During the shut-down week (January 3-7), the Teen Center hosted (2) Zoom Pod sessions to connect with youth participants.

As the Teen Center heads into February 2022, there is a lot of excitement for the start of the TC Kitchen Project as well as February Vacation Week trips.

The TC received (2) new registrations in January 2022.

Community Service Program: The youth community service program tracked eight participant in the month January 2022. A total of 4 hours of community service work was completed with none of the participants finishing their assigned community service hours.

Diversion: The Diversion Committee did not meet in January of 2022. There is one case in active Diversion contracts

PUBLIC LIBRARY: The Dover Public Library hosted 69 programs in January which were attended by 607 community members. These programs included passive, virtual and in-person as the Library strives to reach out to the community in various ways. These included: 6 D & D sessions with 44 attendees; 6 Beyond Books Story times with 42 attendees; 2 Shake Your Rattle and Roll with 31 attendees; 3 Family Story times with 24 attendees; 1 Come and Play! with 25 attendees; 2 Knitting Group 19; 5 Book Group 33;1 Take and Make Mini Yarn Hats 22; 1 Creation Station: Odds & Ends 274; 1 presentation with photographer Chris Shane 11.



Pictures from Come & Play



Susan Dunker, Adult Services Librarian, and Carrie Tremblay, Reference Librarian, met with members of the City of Dover's Racial Equity and Inclusion group to discuss the Library's historical website pages. The Library will look at ways to improve our pages as the process of our complete website redesign progresses.

PUBLIC WELFARE DEPARTMENT: This month the Strategic Plan was developed for the Welfare Department.

The Director worked after hours with the Wentworth Douglass ED Social Worker, Monica, to find/provide services for a 72 year old who was wheelchair bound and could not stay at the Willand shelter.

RECREATION DEPARTMENT:

The Cocheco River Park design details for support facilities for Paddlesports discussions are underway with stakeholders and the Park Subcommittee from CWDAC. There are more details to be worked out in how all of the needs can be met for the various user groups and the general public.

Gym: All youth league basketball programs resumed for grades K-12. The department is utilizing the elementary schools for practices as well as Woodman Park for Rec Saturday programming for grades K-4. Games for 5-8 began at the McConnell Center and HS teams were formed. 18+ Men's league has 9 teams and games are on-going on Sundays and Thursdays. The 50+ league has 7 teams and began their games on Wednesday nights. The 35+ Men's Basketball League has 7 teams and began games on Monday nights. All men's leagues are full with over 200 participants. 18+ league wrapped up regular season on January 30th and will begin playoffs on February 2nd. Badminton continues on Friday nights from 6-9pm. Additional sessions of pickleball for both the Senior Center and the general public are being held in the gym during the weekdays. Weekend sessions added on Sundays as the schedule allowed. Interval Strength resumed in January.

Pools: The Indoor pool hosted two swim meets this month. One was a dual meet with Dover and Oyster River, and the other was Dover, Spaulding, and St. Thomas. There were no more than 60 swimmers at each meet with no spectators. This setup seemed to work well for everyone. High school swim season will end in the middle of February. The pool schedule will change to add back Recreation swim during the week.

Staff have seen another increase in lap swim participation Monday through Friday from 11am-1pm. When the pool is crowded, patrons need reminders about circle swim policy. Winter group swim lessons have begun with increased enrollment for midweek classes and weekends. The most popular classes are on Saturday mornings. Spring group lesson registration will begin at the end of February. Adult group lessons will return at the end of February and the demand is high. Staff will run an American Red Cross lifeguard course and recertification course during Dover school vacation week. The dates are February 22-27. Staffing was stable in January and that is expected to continue through remainder of the winter season. Rentals: Seacoast Swim Association, Mighty Seals, Great Bay Masters, Scuba, Reach for the top, Dover, Oyster River, St. Thomas, Berwick, Rochester. Birthday Parties: 1

Ice Arena: January at the Dover Arena is always a busy time of year as both Foster Rink and Holt Rink have programs going non-stop. High School hockey season is mid-way through. Arena is host to several games just about every night. Dover Youth Hockey is mid-season with practices and games every day and looking ahead to playoffs and tournaments. Public Skate remains to be very popular on the weekends and Rock Night remains very popular as well every Saturday night. The Winter COED League started early in the month again it remains full with 112 players and a very long waitlist. The month of February means high school

hockey season is nearing the end with several home playoff games here at the arena. Winter programs will be in full swing. Planning for spring programs will begin. Youth hockey tournaments will also be held. The Heyliger Tournament hosted by Dover Youth will be February 18-20 and the Bay State Girl's Tournament will be 25-27. Adult and Youth Stick Practice: 202 skaters, Birthday Parties: 3

Senior Center: This month continued to hold Chair Yoga and pickleball, as well as daily games and activities. Planning new trips for 2022 including the Painted Canyons of the West and Spotlight on San Antonio - and the calendar is filling up! Some activities such as cooking classes and Ukuleles took a break for the Covid surge and look forward to restarting them soon. Staff look forward to starting brand new Tai Chi classes next month and welcoming back UNH OT in April.

3. Leadership & Governance Outcomes

"EFFECTIVELY CONTINUE TO COMMUNICATE WITH THE COMMUNITY AT LARGE THROUGH VARIOUS MEANS AND SUPPORT CITIZEN ENGAGEMENT IN LOCAL GOVERNANCE AND COMMUNITY FORUMS, AND PROVIDE LEADERSHIP IN THE IMPLEMENTATION OF THE CITY'S MASTER PLAN."

OUTREACH * COMMUNICATION

Media Services Division: In January, Media Services provided live coverage of the inauguration of the incoming School Board and City Council.

In January, Media Services continued to provide updates on the COVID-19 pandemic on a regular basis. In addition to email updates via the COVID-19 newsletter and Dover Download, these updates also included numerous updates on social media. In addition, Media Services produced video updates on the pandemic that included interviews and public information from Dover's emergency management director and the public schools. The January video update, which addressed the surge of cases due to the Omicron variant, generated the highest number of unique views for video updates during the pandemic.

Media Services launched the Fiscal Year 2023 online budget portal, part of the Budget Revealed initiative to help residents understand the budget process. In January, the page was continually updated with information about the proposed school budget, including video coverage of all budget meetings and all budget documents presented to the School Board. Media Services had also generated frequent updates about the budget process for Dover Download, the website and the media, including press releases.

In January, Media Services produced several public service announcements that aired on Channels 22 and 95, and appeared online. These included COVID-19 updates, previews of upcoming meetings, and information about boards and commissions. Media Services also completed an informational video about the city's creative use of tree boxes to help manage stormwater in the urban core.

Media Services also provided coverage of the annual Dover Middle School band and chorus concert, held at the high school on Jan. 26.

In January, Media Services sent out 78 email newsletters, including the weekly editions of Dover Download, special alerts, departmental and project updates. These newsletters are designed to help communicate a wide variety of information to the public, of general interest and for specific projects and topics, and to instill the city's commitment to community stewardship. More than 250 updates were posted to social media and other external communications platforms.

Media Services in January worked to fulfill multiple requests for photo and video media from the media, as well as regional organizations.

Media Services in January distributed 72 news releases across multiple platforms for other city matters, including ongoing projects and special announcements.

Fire & Rescue: Starting on January 12th, the Division of EMS stood up an independent COVID vaccination Clinic in an attempt to fill the needs of the residents of the City. This was coordinated in partnership with the Strafford County Public Health Network and the Dover Public Library.

The clinic is was conducted on Wednesdays, from 2:00-6:00 pm in the Lecture Hall at the Library. The clinic was capable of providing vaccinations for individuals ages 5 & up. Staffing was provided, solely, by Dover Fire & Rescue personnel. As of January 26th, approximately 130 individuals took advantage of the clinic. This clinic is scheduled until February 23rd.

Upon invitation, Division Chief Chabot participated as an oral board panelist for the NH Fire Academy's hiring process. Division Chief Chabot also participated as an oral board panelist for the City of Sanford Fire Department's promotional process. Dover Fire & Rescue is frequently asked to provide evaluators for hiring and promotional process which is a testament to Dover's reputation for professionalism. Dover Fire & Rescue is committed to assisting its partners in emergency services as well as administrative services as both types of services are provided in return when Dover Fire & Rescue is in need.

On January 12th, Division Chief Craig Chabot assisted the NH Division of Fire Standards and Training & EMS with interviews for a Field Training Captain position. The interview process was comprised of three stations that the candidates were required to participate in. The first station was centered around dealing with a problematic and difficult employee. Actors simulated a scenario involving a difficult employee where the end goal was for the candidate to identify the problem and develop a plan to resolve the issue(s). The next station was to provide a 30 minute presentation on a topic relating to the fire service. The candidates were given this information ahead of time so as to prepare a presentation and deliver the information however they saw fit. The last station was an oral board interview where a panel of three members askes a series of questions pertaining to the Field Training Captain position available with the State of New Hampshire. A NHFST Field Training Captain coordinates and supervises fire service training programs for an assigned region while overseeing all fire equipment, props, and burn buildings to ensure they are properly maintained for all fire training programs.

Division Chief Chabot assisted with an interview process for a fire captain position in Sanford, ME on January 19th. D/C Chabot assisted with a table top exercise that evaluated a candidate's ability to effectively manage resources and personnel during a structure fire.

Planning & Community Development: The Planning Board conducted a public hearing to receive comments on the draft FY23 CDBG Action Plan.

The Department of Planning and Community Development continued to update its blog, Facebook page and Twitter feed to communicate with the public. The Department of Planning and Community Development has 747 Facebook (City of Dover NH Planning) friends and 898 followers on Twitter @DoverNHPlanning).

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 2,779 likes and 3,026 followers).

The Department of Planning and Community Development sent 265 new homeowner letters to residents. These letters include information about the zoning of the lot, and how to be involved in the community.

Planning and Media Services staff have created a video preview of Planning Board agenda for the Planning Board meetings. The videos include the plans themselves with a detailed introduction of the plan, and opportunities for engagement.

Planning and Media Services staff continued to develop and enhance an electronic "newsletter" for planning related items. Content included meeting summaries, meeting previews, and various special topics about ongoing improvement in the office, reviewing census data, housing affordability, wishing departing staff and board members well, staff bios and book reviews.

The Deputy City Manager was interviewed by the Workforce Housing Coalition for the Greater Seacoast about the City's efforts to promote diversity of housing, the need to address zoning changes, universally, and the need to continue to attract and retain residents of all ages to communities.

Police Department: Each year the Dover Youth Coalition and Public Health Network collaborate to host the Annual Addiction Summit. Due to the COVID-19 pandemic, the summit was once again held virtually. The event provided people living and working in and around Strafford County with knowledge, skills and tools to address current challenges facing the community as they relate to prevention, treatment, recovery and reduction of harm of substance use and mental health disorders. Attendees heard from experts across the continuum of care as speakers, panelists and presenters discussed programs and practices that have shown to make a positive impact in their organizations and communities. Over 90 people registered for and participated in the event on January 26th and 27th.

During January, Dover Youth to Youth collaborated with DARE Officer Dunne to provide 3 sessions of the January lessons in the PACT parent program. The first session was live and the next two presentations were done via Zoom. The January sessions explained to the parents how the Youth to Youth program works. Following that topic, the parents were provided three scenarios from the Freeze Action Theater program where each scenario depicted a common home conversation about a drug issue. Each theatrical scenario was periodically paused and a moderator would ask the parents to comment on the discussion.



Students from Youth to Youth presenting via Zoom to parents of 5th grade DARE students. The students used theatrical re-creations of teen-parent conversations about drug issues.

During December and January, Dover Youth to Youth collaborated with the Keene-based Monadnock Youth Council to develop and record a 30-minute recruitment presentation for the Monadnock Regional MS. Two Dover Y2Y members and two MYC students collaborated to give and record the presentation. The video presentation was then played over the Dover Y2Y Zoom platform to all 12 classrooms at the 300-student school. The school will now allow students to sign up for this group which will meet twice a week starting in January. This support was provided under our NH Service to Science grant.



Members of Dover Y2Y with students from Raymond, NH. The Dover students provided instruction on presentation techniques on vaping.

On January 25th Dana Mitchell met with 20 youth empowerment specialist from Kentucky during their monthly Zoom meeting and provided a 30-minute session on using the Youth to Youth Toolkit and other resources needed to develop background knowledge on cannabis and underage drinking.

On January 26th, 5 members of Youth to Youth traveled to Raymond, NH to assist their youth advocacy group with learning to present the Samantha Skunk lesson on vaping and tobacco. The Raymond program had 2 staff and 15 youth members present for the training.



Youth to Youth students recently provided a lung health and exercise presentation to almost 100 2nd graders at Horne Street School.

On January 28th twelve members of Youth to Youth provided 2 presentation of Samantha Skunk Loves Her Os at Horne Street School. The presentation provides the audience with a positive message about lung health, exercise, and the effects of vaping or smoking anything. The two back to back sessions covered almost 100 students in the second grade at that school.

Public Library: Dover Public Library staff have been collaborating with the University of New Hampshire on a new library outreach program called Check Out UNH. The DPL staff, New Hampshire Sea Grant, and UNH Marine Docents have been developing a program that combines library story times and Docent marine presentations to enhance the Summer Reading Program theme, *Oceans of Discovery*. This partnership will produce a programming model to be shared with libraries around the state, as they are developing their own summer reading programs. As a result of our

leadership role, DPL will also have preferential access to UNH and NH Sea Grant resources as the program grows.

Library Director, Denise LaFrance, has met with representatives from SOS Recovery, NH Harm Reduction Coalition, the Dover Police Department, Dover Welfare, and the Community Action Partnership of Strafford County to brainstorm ways we can work together to aide our underserved populations, the unhoused and those suffering from substance misuse.

On Tuesday, January 4th Karin Mayer-Gottlob, Assistant Children's Librarian, visited 2 head start classrooms to perform story times for 31 children, and bring them handpicked books.

The Library staff helped 32 community members with technology help through our Book-a-Librarian program.

Through the statewide collaborative NHAIS system, Dover Public Library's Interlibrary Loan Dept. sent 94 volumes to other libraries and borrowed 102 from other libraries for our patrons.

The Dover Public Library has 5,059 subscribers to its two monthly e-newsletters—Children's and Adults.

Library staff posted 218 items to its various social media platforms in January. Total social media platform followers = 12,903.

Public Welfare Department: At the request of the Library and Recreation Departments the Welfare Director facilitated two meetings between SOS and Harm Reduction to talk about the best strategies for handling the increased behavior issues arising out of an increase of homeless people in their facilities.

4. Financial & Benchmark Outcomes

"MAINTAIN AND STRENGTHEN FINANCIAL STABILITY OF MUNICIPALITY TO INCLUDE REPORTING ON ANY FINANCIAL CONCERNS AND ADDRESSING THEM AS THEY MAY ARISE DURING THE COURSE OF THE FISCAL YEAR"

FINANCES * GRANTS * CIP

PURCHASE ORDERS – OVER $5,000 FOR OCTOBER, NOVEMBER & DECEMBER, 2021

Department/Division	PO Date	Vendor Name	Amount
Finance Office	1/28/2022	ADAMS GRAPHIC CORP	$6,372.65
Community Services	1/7/2022	VULCAN INDUSTRIES, INC.	$6,359.00
Community Services	1/17/2022	DONOVAN EQUIPMENT CO, INC.	$7,750.00
Community Services	1/18/2022	HUDSON MOTORS PARTNERSHIP	$24,992.00
Community Services	1/19/2022	WOODARD & CURRAN INC.	$193,122.00
Community Services	1/21/2022	EMERY & GARRETT	$26,000.00
Community Services	1/24/2022	SEACOAST HOUSEWORKS, LLC.	$9,920.60
Community Services	1/27/2022	McFARLAND FORD SALES, INC.	$32,389.00
Community Services	1/27/2022	McFARLAND FORD SALES, INC.	$34,642.00
Community Services	1/28/2022	DOVER LANDFILL BELLAMY TRUST	$694,510.00
Executive	1/6/2022	HAIGHT ENGINEERING DBA MCENEANEY	$5,000.00
Executive	1/6/2022	DRUMMOND WOODSUM	$15,000.00
Executive	1/6/2022	DRUMMOND WOODSUM	$15,000.00
Fire and Rescue	1/13/2022	STRYKER MEDICAL	$20,252.70
Planning	1/6/2022	STALK, LLC.	$5,000.00
Recreation	1/5/2022	TOTAL FITNESS EQUIPMENT, LLC	$19,277.45

BIDS

Department	Bid #	Bid Date	Description
Community Services	B22023	1/4/2022	JD Model 544P Loader or Equivalent with Plow and Wing Assembly
Community Services	B22025	1/5/2022	Ten Wheel Dump Truck with Equipment
Community Services	B22034	1/5/2022	Telehandler
Community Services	B21048-RFP22-005	1/7/2022	Design Engineering Services for the Cocheco Street Drain Line Replacement
Community Services	B22034	1/12/2022	Tires and Related Services
Community Services	B22038	1/13/2022	Fence at the Facilities, Grounds & Cemeteries Building
Recreation	B22044	1/26/2022	Arena Concession Food and Snacks
Finance	Q22-014	1/14/2022	Tax, Water & Sewer, MV & Donation Bulk Envelopes (Re-bid)

Fire & Rescue: On January 21st Assistant Chief Spainhower had a meeting with the Engine Committee to discuss the progress on the design & construction of the Department's new engine. The new engine is scheduled to arrive in June 2022. The committee look over the new equipment list need to go out to bid.

Dover Fire and Rescue applied for the 2021 Assistance to Firefighters Grants. The Assistance to Firefighters Grants Program's objective is to provide funding directly to fire departments and nonaffiliated EMS organizations or a State Fire Training Academy for the purpose of protecting the health and safety of the public and first responder personnel against fire and fire-related hazards. This year we applied for a Wellness and fitness programs. This program includes Periodic Physical Exam/Health Screening improving physical training and equipment. Total project cost is $147,919.82. Last year the department receive an AFG grant for over $ 82,000 for 3 Powerloaders for our ambulances.

Planning & CDBG Department: Planning staff reviewed responses for a project to remodel the first floor bathrooms in City Hall. These bathrooms are intended to be the buildings ADA compliant bathrooms and need to be updated to reflect changes in the law since 1987 when they were last addressed. A vendor was selected and design elements were reviewed in December. Construction is set to begin in mid-February.

Planning and Engineering staff worked with the Purchasing Agent to develop and release an RFP for design services for the 2015 Downtown Pedestrian and Vehicular Access Study. The RFP was shared with the 3 short listed engineering firms pre-qualified for transportation work. After review, one firm did

not bid, a second firm was above the price range staff felt was reasonable for the project, and the final firm was selected. Planning staff forwarded necessary materials to the final firm in January.

Community Trail Phase III of the Community Trail is complete. Director Benton is working with the consultant, NHDOT, and Finance staff to on necessary reimbursement and close out documents.

For phase IV, Planning Staff is working with NHDOT on potential extra funding to be able to expand the feasibility research for a preferred alternative route on the southern side of the Bellamy River and crossing the Bellamy River further into Bellamy Park to then continue to Route 155. The Council authorized the contract for Fuss and O'Neil to design the trail in this area. A change-order would be brought to the City Council after hearing from NHDOT about funding.

Mark II Solar System Director Benton worked with staff from IT/GIS and the City Engineer to put together a site plan for the Voyage Mark II Solar System installation on the Community Trail. Director Benton submitted all the necessary documents to have Dover become one of 10 Generation 1 of Voyage Communities in North America. The solar system should be added to the Community Trail starting at Fisher Street and heading towards Central Avenue this spring. In September, contract documents were drafted by NCESSE and were signed by the City Manager. Installation should occur next summer.

Conservation Funding This project is tied to the funding received through the Transfer of Development Rights Program. Currently, over $1,900,000 has been invoiced with over $1,300,000 received on those invoices.

Public Library: The Dover Public Library is pleased to announce that it has been awarded $22,370 in funding through the Institute for Museum and Library Services' "Grants to States" program. The grant program is part of the American Rescue Act Plan of 2021 and is being facilitated by the N.H. State Library. The Dover Public Library will use this grant award to do a complete redesign of their website and to also design a new logo.

The Dover Public Library's roof replacement project will be completed by Careno Construction Company and is slated to be done by this summer.

Passport application processing fees provide a continuing source of revenue for the Library. We resumed accepting Passport Applications in mid-May and have accepted 27 in January generating $945 in revenue.

Public Welfare Department: Welfare spent $3263 this month assisting clients at an average cost of $386. Welfare assisted with heat, motel costs, rent and cremation expenses. Personnel referred clients to the Share Fund and Community Action Program for rent and utility payments as well as other reasons such as food and car repairs. There was one $25 reimbursement to Welfare made. The Director continues to explore ways to use CBDG and Trust Funds.

Recreation Department: The Skatepark Project is now on hold until spring when the next level of work will begin. We are getting specification and cost estimates for a lighting system to include in the project.

Jenny Thompson Pool Renovation Project is in the initial bidding stages with bid specs for the work being put together to get out to bid for design in February

City of Dover

Revenues of Major Funds
January 31, 2022
(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	$ 96,419,603	14,285,985	49,466,080	51.0%	$ 46,953,523	$ -	$ 46,953,523	49.0%
Licenses & Permits	7,020,899	709,870	4,151,403	59.0%	2,869,496	-	2,869,496	41.0%
Intergovernmental	3,310,543	703	2,726,110	82.0%	584,433	-	584,433	18.0%
Charges for Services	4,476,524	357,379	2,793,310	62.0%	1,683,214	(27,147)	1,710,361	38.0%
Miscellaneous Revenue	535,549	19,391	904,297	169.0%	(368,748)	(1,994)	(366,754)	-68.0%
Education	18,182,086	81,302	11,168,030	61.0%	7,014,056	-	7,014,056	39.0%
Operating Transfers In	414,000	-	-	0.0%	414,000	-	414,000	100.0%
Other Financing Sources	174,900	-	-	0.0%	174,900	-	174,900	100.0%
Sub-total : 1000 General Fund	$ 130,534,104	15,454,630	71,209,230	55.0%	$ 59,324,874	$ (29,141)	$ 59,354,015	45.0%
3213 Parking Activity Fund								
Licenses & Permits	$ 240,000	26,396	224,885	94.0%	15,115	$ -	$ 15,115	6.0%
Parking Income	860,325	52,381	510,872	59.0%	349,453	-	349,453	41.0%
Parking Fines	180,000	16,718	99,187	55.0%	80,813	-	80,813	45.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	$ 1,280,325	95,495	834,944	65.0%	$ 445,381	$ -	$ 445,381	35.0%
3320 Residential Solid Waste Fund								
Intergovernmental	$ 12,380	-	-	0.0%	$ 12,380	$ -	$ 12,380	100.0%
Charges for Services	1,783,105	131,523	975,291	55.0%	807,814	-	807,814	45.0%
Miscellaneous Revenue	0	5,582	6,718	0.0%	(6,718)	-	(6,718)	0.0%
Other Financing Sources	0	-	-	0.0%	0	-	0	0.0%
Sub-total : 3320 Residential Solid Waste	$ 1,795,485	137,105	982,009	55.0%	$ 813,476	$ -	$ 813,476	45.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	$ 726,063	61,221	433,528	60.0%	$ 292,535	$ -	$ 292,535	40.0%
Operating Transfers In	139,664	8,712	60,987	44.0%	78,677	-	78,677	56.0%
Sub-total : 3381 McConnell Center	$ 865,727	69,934	494,515	57.0%	$ 371,212	$ -	$ 371,212	43.0%
3410 Recreation Special Revenue Fund								
Charges for Services	$ 430,420	14,080	184,952	43.0%	$ 245,469	$ -	$ 245,469	57.0%
Miscellaneous Revenue	11,500	360	2,138	19.0%	$ 9,362	-	9,362	81.0%
Operating Transfers In	20,000	-	-	0.0%	20,000	-	20,000	100.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 3410 Recreation Special Revenue Fund	$ 461,920	14,440	187,090	41.0%	$ 274,831	$ -	$ 274,831	59.0%
5300 Water Fund								
Intergovernmental	$ 2,500	-	-	0.0%	$ 2,500	$ -	$ 2,500	100.0%
Charges for Services	6,298,328	229,815	3,404,788	54.0%	$ 2,893,540	-	2,893,540	46.0%
Miscellaneous Revenue	70,500	4,321	80,989	115.0%	$ (10,489)	-	(10,489)	-15.0%
Other Financing Sources	87,500	-	-	0.0%	87,500	-	87,500	100.0%
Sub-total : 5300 Water Fund	$ 6,458,828	234,137	3,485,777	54.0%	$ 2,973,051	$ -	$ 2,973,051	46.0%
5320 Sewer Fund								
Intergovernmental	$ 28,394	-	16,994	60.0%	$ 11,400	$ -	$ 11,400	40.0%
Charges for Services	8,394,291	345,422	4,530,173	54.0%	3,864,118	-	3,864,118	46.0%
Miscellaneous Revenue	57,000	4,751	50,989	89.0%	6,011	-	6,011	11.0%
Other Financing Sources	520,992	-	-	0.0%	520,992	-	520,992	100.0%
Sub-total : 5320 Sewer Fund	$ 9,000,677	350,173	4,598,156	51.0%	$ 4,402,521	$ -	$ 4,402,521	49.0%
6100 Dovernet Fund								
Charges for Services	$ 1,342,533	112,274	786,330	59.0%	$ 556,203	$ -	$ 556,203	41.0%
Miscellaneous Revenue	25,000	-	50,000	200.0%	$ (25,000)	-	(25,000)	-100.0%
Operating Transfers In	-	-	-	0.0%	0	-	0	0.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 6100 Dovernet Fund	$ 1,367,533	112,274	836,330	61.0%	$ 531,203	$ -	$ 531,203	39.0%
Total : REVENUES	$ 151,764,599	16,468,187	82,628,049	54.0%	$ 69,136,550	$ (29,141)	$ 69,165,691	46.0%

City of Dover

Expenditures of Major Funds
January 31, 2022
(General Fund Includes County, School and Debt Service)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
EXPENDITURES								
1000 General Fund								
City Council	$ 489,497	$ 41,297	$ 106,358	22.0%	$ 383,139	$ 24,350	$ 358,789	73.3%
Executive	1,845,857	179,327	1,169,724	63.0	676,133	605,888	70,245	3.8
Finance	2,257,714	157,792	1,270,773	56.0	986,941	634,014	352,927	15.6
Planning	928,962	40,850	463,238	50.0	465,724	175,035	290,690	31.3
Misc General Government	1,126,566	49,708	460,741	41.0	665,825	180,571	485,255	43.1
Police	9,992,496	670,873	5,185,669	52.0	4,806,827	2,193,989	2,612,838	26.1
Fire & Rescue	10,349,292	815,814	6,140,499	59.0	4,208,793	2,287,539	1,921,254	18.6
Community Service Public Works	9,117,013	516,476	3,092,570	34.0	6,024,443	1,996,726	4,027,717	44.2
Recreation	2,824,966	201,506	1,459,011	52.0	1,365,955	701,752	664,202	23.5
Public Library	1,592,164	109,711	853,958	54.0	738,206	424,299	313,907	19.7
Public Welfare	812,413	21,733	195,829	24.0	616,584	74,412	542,171	66.7
Debt Service	6,208,772	10,354	1,868,249	30.0	4,340,523	3,667,133	673,391	10.8
Other Financing Sources/Uses	3,755,288	130,257	911,798	24.0	2,843,490	-	2,843,490	75.7
School	69,685,360	5,580,439	29,668,059	43.0	40,017,301	36,449,917	3,567,384	5.1
Intergovernmental	9,548,144	-	9,548,144	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	$ 130,534,504	$ 8,526,135	$ 62,394,619	47.8%	$ 68,139,885	$ 49,415,625	$ 18,724,260	14.3%
3213 Parking Activity Fund								
Police	$ 1,280,325	$ 58,612	$ 420,875	33.0%	$ 859,450	$ 246,247	$ 613,203	47.9%
Sub-total : 3213 Parking Activity Fund	$ 1,280,325	$ 58,612	$ 420,875	32.9%	$ 859,450	$ 246,247	$ 613,203	47.9%
3320 Residential Solid Waste Fund								
Community Service Public Works	$ 1,963,620	$ 132,993	$ 742,535	38.0%	$ 1,221,085	$ 1,107,477	$ 113,608	5.8%
Sub-total : 3320 Residential Solid Waste Fund	$ 1,963,620	$ 132,993	$ 742,535	37.8%	$ 1,221,085	$ 1,107,477	$ 113,608	5.8%
3381 McConnell Center Fund								
Recreation	$ 865,727	$ 49,630	$ 241,563	28.0%	$ 624,164	$ 511,013	$ 113,152	13.1%
Sub-total : 3381 McConnell Center Fund	$ 865,727	$ 49,630	$ 241,563	27.9%	$ 624,164	$ 511,013	$ 113,152	13.1%
3410 Recreation Special Revenue Fund								
Recreation	$ 461,920	$ 13,827	$ 140,841	30.0%	$ 321,079	$ 58,182	$ 262,897	56.9%
Sub-total : 3410 Recreation Special Revenue Fund	$ 461,920	$ 13,827	$ 140,841	30.5%	$ 321,079	$ 58,182	$ 262,897	56.9%
5300 Water Fund								
Community Service Public Works	$ 6,739,228	$ 414,224	$ 3,195,681	47.0%	$ 3,543,547	$ 1,039,236	$ 2,504,311	37.2%
Sub-total : 5300 Water Fund	$ 6,739,228	$ 414,224	$ 3,195,681	47.4%	$ 3,543,547	$ 1,039,236	$ 2,504,311	37.2%
5320 Sewer Fund								
Community Service Public Works	$ 9,187,322	$ 568,048	$ 4,242,941	46.0%	$ 4,944,382	$ 1,657,770	$ 3,286,612	35.8%
Sub-total : 5320 Sewer Fund	$ 9,187,322	$ 568,048	$ 4,242,941	46.2%	$ 4,944,382	$ 1,657,770	$ 3,286,612	35.8%
6100 Dovernet Fund								
Other Financing Sources/Uses	$ 1,890,978	$ 57,274	$ 601,008	32.0%	$ 1,289,969	$ 590,262	$ 699,707	37.0%
Sub-total : 6100 Dovernet Fund	$ 1,890,978	$ 57,274	$ 601,008	31.8%	$ 1,289,969	$ 590,262	$ 699,707	37.0%
Total : EXPENDITURES	$ 152,923,623	$ 9,820,744	$ 71,980,063	47.1%	$ 80,943,560	$ 54,625,811	$ 26,317,749	17.2%

City of Dover

Arena - General Fund
Revenue & Expenditure Report
(Including Arena Debt Service attributed to the General Fund)
January 31, 2022

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
Revenue	1,207,650	141,737	628,128	52.0	579,522	0	579,522	48.0
Expenditures	1,240,329	94,329	576,319	46.5	664,010	392,785	271,225	21.9
Debt Service								
Principal	25,000	-	-	-	25,000	0	25,000	100.0
Interest	594	-	-	-	594	0	594	100.0
	(58,273)	**47,408**	**51,808**	**6**	**(110,081)**	**(392,785)**	**282,704**	**(174)**

5. Workforce Focused Outcomes

"CONTINUE TO RECRUIT, RETAIN AND SUPPORT TRAINING OF EMPLOYEES AND VOLUNTEERS NECESSARY TO FULFILL SERVICE DELIVERY NEEDS OF COMMUNITY."

*TRAINING * STAFFING*

Employee Anniversaries –February 2022

Employee Name	Department/Division	Years of Service
McCulloch, Jamie	Finance	28
Openo, Phuong	Library	23
Anagnos, James M	Fire	22
Rabideau, Matthew T	F&G	22
Orringer, Scott L	Fire	18
Ambrose, Joshua R	Fire	13
Jerard, Jason E	Police	13
Gillis, Michael P	Executive	12
Weinberger, Christina M	Library	9
Jarvis, Linda L	Recreation	8
Nason, Cody C	Fire	6
Miranda, Luis	Public Works	4
Hamcha, Lisa K	Library	2
Keefe, James V	Police	2
Hicks, Morris III	Public Works	1
Poth, Cole R	Fire	1
Savageau, Timothy R	Public Works	1

JANUARY SEPARATIONS: 04

2 Community Services
1 Fire & Rescue
1 Public Welfare

JANUARY NEW HIRES: 09

2 Community Services
1 Planning Department
3 Police Department
1 Public Library
2 Recreation Department

Community Services: Facilities, Grounds & Cemeteries employees bid farewell to Hunter Zabkar, wishing him well in his new employment with The Works Athletic Club, in his chosen profession. We welcome Andrew Gerrish aboard as a Maintenance Specialist I. Andrew has taken the place of Trevor Chappell, who worked seasonally with us for several years, and then as a full-time employee, before moving on to the Hampton Fire department, also pursuing his life ambition of becoming an EMT in the Fire Service.

Executive Department: Deputy City Attorney Perez attended a Right to Know law webinar by NHMA. Legal Assistant Moniello attended a live webinar entitled Essentials of Primex Coverage". Deputy City Attorney Perez attends monthly Inns of Court events in Durham that consists of professional discussion, networking and continuing legal education credits.

Fire & Rescue: Paramedic Refresher training and Advanced EMT Refresher training took place throughout the month of January. Approximately 30 personnel completed their training requirements and have been re-licensed by the NH Fire Standards & Training and Emergency Medical Services.

Department-wide training was provided to all personnel on the Department's fire apparatus auxiliary breaking systems. The Department's apparatus fleet includes a variety of different types of breaking systems. Assuring vehicle operators fully understand the different breaking systems and how they are integrated into the vehicle's drive train features such as limited-slip and mud/snow traction is vitally important. The Department's Standard Operating Guideline pertaining to the use of vehicle auxiliary systems was updated in January.

Division Chief Irwin assisted the Police Communications Bureau with their hiring process of new Dispatchers, by sitting as a member of the oral board. Several potential candidates were interviewed.

The Division of Emergency Medical Services coordinated the annual EMS refresher with Wentworth Douglass Hospital, successfully meeting the education requirements needed for members to recertify with the National Registry of EMTs. This is required to obtain their New Hampshire EMS License.

Fire & Rescue rung in the new year with the retirement of Chief Haas at the end of January. Chief Haas retired after 24 years of dedicated service to the City of Dover, and Dover Fire & Rescue. Rising through the ranks from Firefighter to Chief of Department, Chief Haas retired from the department as a well-respected firefighter, mentor, leader, and friend.

The Division of Emergency Medical Services coordinated the annual EMS refresher with Wentworth Douglass Hospital, successfully meeting the education requirements for personnel to recertify with the National Registry of EMTs. Certification from the National Registry of EMTs is required to obtain a New Hampshire Bureau of EMS Provider License.

The monthly EMS Training was coordinated with Wentworth Douglass Hospital. All 4 shifts received training on Obstetrical Emergencies & Child-Birth.

Division Chief Irwin successfully completed training requirements and is now a certified Instructor for Basic Life Support (CPR), Advanced Cardiac Life Support, and Pediatric Advanced Life Support.

Planning & Community Development: Director Benton attended a webinar on the Missing Middle Housing on January 25.

Community Development Planner Carpenter attended a webinar training that focused on historical and cultural portions of the environmental review process.

As of January 3rd, Christopher Parker was elevated to Deputy City Manager and moved from the Planning and Community Development Department to the Executive Department and as of January 17th Donna Benton was named Director of Planning and Community Development. On January 10, Natasha Kypfer started as Zoning Administrator/Assistant City Planner.

Police Department: The police department continues to seek qualified candidates for vacancies in the ranks of sworn personnel. In the month of January, Professional Standards conducted several written tests and 4 oral board interviews for the position of police officer. One recently hired officer, Morgan Morse, began attending the NH law package portion of the full-time NH Police Standards and Training Academy beginning in January. Two more new police officers were hired during the month of January, and will begin the New Hampshire full time academy starting on February 7. These officers are:



Officer Erin Driscoll

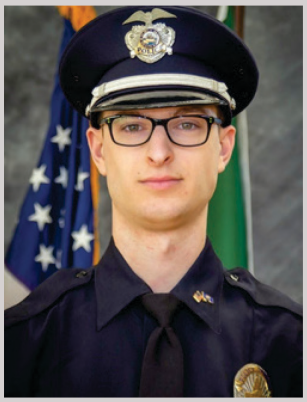
Officer Erin Driscoll has already been with the Dover Police Department for nearly two years as a public safety dispatcher, and decided to pursue a continued career as a law enforcement officer. Officer Driscoll is a Dover native and earned her bachelor's degree in Criminal Justice.

Officer Jacob Watkins recently graduated from the part time police academy for Hampton PD. He earned his Associate's Degree in Criminal Justice from Nashua Community College, during which time he was an intern at the Dover Teen Center. Officer Watkins grew up in Merrimack and is in the process of relocating from that area.



Jennifer Bedsole

Also hired during the month of January was Jennifer Bedsole. Jennifer fills a 32-hour part time secretary position in the Records Bureau. Jennifer lives in Somersworth with her husband and son. Her work history includes many years as an administrative assistant for the Director of Ocean Engineering at UNH. She has two Associate's Degrees. One is in Business Management and the other is in Executive Assistance.



Officer Jacob Watkins

The department is also actively seeking candidates for public safety dispatcher. As of early February, the department will have 4 open full-time dispatcher positions available. One dispatcher is currently in field training, and the agency had administered several written tests for prospective applicants. A background investigation on one applicant is in process.

Between January 10 and 21, Dover Coalition for Youth Coordinator Vicki Harris attended a six hour online course on the topic of Ethics in Prevention. This moderated online course explores the six principles of the Prevention Code of Ethics, brought to life with realistic examples designed to enhance participant understanding. The course also introduces a decision making process to help practitioners apply this code to a variety of ethical dilemmas, and an online discussion area to facilitate discussion with other course participants.

From January 10 through 14, Officers Brynn Dunne and Michael McGee attended Crisis Intervention Team Training (CIT). This interactive training is facilitated by the New Hampshire chapter of the National Alliance for Mental Illness (NAMI-NH) to provide extensive information on people living with mental illness – primarily focusing on those that commonly result in law enforcement contact. The training also provided techniques for de-escalation during these interactions with the safety of all involved being the primary goal. The department has committed to training 100% of officers in CIT. At this point, 41% of all sworn officers have been through the 40 hour training.

On January 10, Detective Molly Martuscello began an intensive 10-week training program in Knoxville, Tennessee. The National Forensic Academy is a program designed to meet the needs of law enforcement agencies in evidence identification, collection, and preservation. Participants will be challenged in the various disciplines through classroom instruction, lab activities, and field practicums in the specialized courses. With the impending of Detective Timothy Burt, Detective Martuscello will take over the role of handling property and evidence.

On January 11, Lieutenant John Tarmey and Sergeant Chris Plummer attended an online course presented by the National Tactical Officers Association, on the topic of Leadership Principles for the Next Generation.

From January 10 to 13, all available sworn officers and certain Records and Dispatch personnel attended training and introduction to the BodyWorn camera system. The training included practical application of the device worn by the officers, and introduction to the AvailWeb computer system which is used to manage the stored video data. As of January 20, all officers have implemented BodyWorn cameras in the field and are working to become more familiar with the system. Representatives of Utility, Inc. (the agency's BodyWorn vendor) and CSI, Inc. (the agency's Records Management System administrator) are working to integrate the new system with the Computer Aided Dispatch system.

On January 25, Detective Burt, Officer David Anderson, and Officer Derek O'Neil attended an 8 hour in-service training course covering topics germane to the Crime Scene Unit.

On January 26 and 27, Coalition Coordinator Vicki Harris and Sergeant Alex Mitrushi attended the 2022 Strafford County Addiction Summit. Attendees learned new ways to create positive practices, systems, and environmental change in your community for the prevention, treatment, recovery, and reduction of harm from substance use and mental health disorders.

On January 27, Administrative Services Bureau Commander Lieutenant Marn Speidel and Records Supervisor Diana Wingren attended the New Hampshire Municipal Association's virtual Right-to-Know Laws for Law Enforcement. NHMA's Legal Counsel offered insights and strategies to assist law enforcement agencies in handling governmental record requests arising under the RSA 91-A, the Right-to-Know Law. The disclosure of police records is governed in part by the Right-to-Know Law and in part by rules imported from the Freedom of Information Act (FOIA). The workshop addressed the release of records compiled for law enforcement purposes, and when release can be denied where disclosure would interfere with enforcement proceedings or based on other FOIA factors. The course also covered disclosure exemptions found in other New Hampshire statutes governing Body Worn Cameras, motor vehicle records, gun licenses, police personnel records, and the retention of police records. Recent New Hampshire Supreme Court decisions on exemptions for internal personnel practices and personnel records were reviewed, and guidance was provided on the retention of governmental records and how claims under the Right-to-Know Law are enforced.

Public Library: The Dover Public Library welcomes our new Library Assistant Josiah Adams. "I had been bound for the circus the last ten years of my life, but never so committed to that dream as to forget about this one. Books have been there to tuck me in some 10,000 nights, the privilege of returning the favor is the ultimate opportunity. To work with calm, kind, intelligent people has already been the experience I hoped for. I look forward to serving Dover for as long as the people want to read."



Josiah Adams

Librarians Aidan Sonia-Bolduc and Susan Dunker attended the Diverse Readers' Advisory workshop with Becky Spratford on January 15. The session covered a range of topics for how librarians can be more supportive of marginalized patrons through their collection management, display creation, and readers' advisories.

On January 19 Reference Librarian Carrie Tremblay attended a webinar on "Library Violence Prevention and De-escalation".

On January 20th Library Director, Denise LaFrance, attended PRIMEX training on Best Practices in Conducting Employee Evaluations.

6. Sustainability-Focused Outcomes

"DEVELOP STRATEGIES AND IMPLEMENT PROGRAMS THAT ENCOURAGE THE EFFICIENT USE AND PRESERVATION OF NATURAL RESOURCES BY MUNICIPAL SERVICES AND THROUGHOUT THE COMMUNITY."

ENVIRONMENTAL * PRESERVATION

Resilience Coordinator Kaspari met with Strafford Regional Planning Commissions Resiliency Subcommittee on January 6th to plan a round table virtual meeting focused on Energy.

Resilience Coordinator Kaspari built out a Resilient Dover section of the City website to share information pertaining to Dover's climate resources, Path to Resilience, Resilience Master Plan Chapter Progress, and green tips providing advice on how citizens can reduce plastic waste.

Resilience Coordinator Kaspari developed vendor communication protocols for the Community Power Coalition of New Hampshire which were formally adopted by the Risk Management Committee at the January 28th meeting.

Resilience Coordinator Kaspari attended a New England Municipal Sustainability Network meeting on January 11th to discuss strategies for engaging community members.

Resilience Coordinator Kaspari attended a Coastal Adaptation Workgroup meeting on January 27th to hear about Seabrook's efforts to improve the resiliency of the coastal waste water treatment facility.

Resilience Coordinator Kaspari contacted the Children's Museum of New Hampshire with Brianna Group, from the NH division of the Nature Conservancy, to discuss next steps for a proposed oyster garden in the Cochecho River off of Henry Law Park for summer 2022.

Resilience Coordinator Kaspari invited Henry Herndon to present to Energy Commission about the role of an Electric Aggregation Committee at its January 19th meeting. Kaspari explained this to the City Council at the Council's January 26th meeting.

Resilience Coordinator Kaspari, Information Technology Director Dove, Purchasing Agent Simmons and Fleet Supervisor Greene met with Livingston Energy Group to inquire about their software solutions and technology corresponding with their EVSE RFP response on January 20th.

Resilience Coordinator Kaspari made progress on two sections of the Resilience Master Plan Chapter.

Resilience Coordinator Kaspari presented background material and helped address questions related to the Council Resolution involving the City's purchase of 10 acres beyond 20 Arch Street.

Resilience Coordinator Kaspari assisted Parking Manager Simmons with a cost analysis to determine appropriate rates for use of the public electric vehicle supply equipment located in the City's parking garage.

Resilience Coordinator Kaspari created an informational video to summarize the contents and uses of three key climate related resources: Stewardship of Resources Master Plan Chapter, Climate Adaptation Master Plan Chapter and CBD Street Tree Plan.

Resilience Coordinator Kaspari participated in a Sustainability Fellows Alumni call where the topic involved effective communication of resiliency related goals to local stakeholders and citizens.

Resilience Coordinator Kaspari worked with City Attorney Wyatt to prepare a resolution involving a hydro group net metering reimbursement opportunity with Standard Power of America. Kaspari also produced a staff memo for the City Manager to provide more information on how the program will not impact ratepayers.

CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 9, 2022**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Hackett led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Shanahan, Councilor Cullen, Councilor Hackett, Councilor Nemeth, Councilor Thibodeaux, and Councilor Williams.
Absent: Councilor Hinkel and Councilor Muffett-Lipinski.
Also Present: Deputy City Manager Parker, City Attorney Wyatt, and City Clerk Mistretta

5. PROCLAMATIONS/AWARDS

Mayor Carrier read a proclamation for the Dover Public Schools.

Mayor Carrier read a proclamation for Black History Month.

6. APPROVAL OF AGENDA

Deputy Mayor Shanahan moved to approve the Agenda; seconded by Councilor Williams.
Deputy Mayor Shanahan moved to substitute as a whole Item 13.A.6., add Item 13.B.5. He moved to have Committee Report #19 to follow Public Forum.
Deputy Mayor Shanahan moved to approve the Agenda as amended; seconded by Councilor Nemeth.
Roll Call Vote: 7/0.

7. PUBLIC HEARINGS

A. CHAPTER 17, SECTIONS 12 & 13 - ELECTIONS
SPONSORED BY MAYOR CARRIER BY REQUEST

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

B. CHAPTER 121, SECTIONS 1 & 5 - SEWER USE
SPONSORED BY MAYOR CARRIER BY REQUEST

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

C. AUTHORIZATION TO ACCEPT AND EXPEND THE NH STATE LIBRARY GRANT FOR PUBLIC LIBRARY WEBSITE IMPROVEMENTS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
SPONSORED BY MAYOR CARRIER BY REQUEST

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

D. REPROGRAM UNEXPENDED BOND PROCEEDS FROM FIRE & RESCUE EMERGENCY SHELTER GENERATOR TO SOUTH END FIRE STATION BUILDING IMPROVEMENTS PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (CITY COUNCIL VOTE TO OCCUR ON FEBRUARY 23, 2022.)
SPONSORED BY MAYOR CARRIER BY REQUEST

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

E. FISCAL YEAR 2023 CAPITAL IMPROVEMENTS PROGRAM (CIP) APPROPRIATION AND AUTHORIZATION FOR CLEAN WATER STATE REVOLVING FUND (CWSRF) LOAN FOR WASTEWATER TREATMENT FACILITY (WWTF) SECONDARY CLARIFIER AND ACCEPTANCE OF AMERICA RESCUE PLAN ACT (ARPA) GRANT FUNDING (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (CITY COUNCIL VOTE TO OCCUR ON FEBRUARY 23, 2022.)
SPONSORED BY MAYOR CARRIER BY REQUEST

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

F. AUTHORIZATION TO ACCEPT AND EXPEND THE NH DEPARTMENT OF ENVIRONMENTAL SERVICES ARPA GRANT FOR PUMP STATION EVALUATION PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (CITY COUNCIL VOTE TO OCCUR ON FEBRUARY 23, 2022.)
SPONSORED BY MAYOR CARRIER BY REQUEST

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

G. FISCAL YEAR 2023 CIP APPROPRIATION AND AUTHORIZATION FOR CWSRF LOAN FOR HENRY LAW PARK STORMWATER BEST MANAGEMENT PRACTICES AND ACCEPTANCE OF ARPA GRANT FUNDING (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (CITY COUNCIL VOTE TO OCCUR ON FEBRUARY 23, 2022.)
SPONSORED BY MAYOR CARRIER BY REQUEST

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

8. PUBLIC FORUM

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

Maryann Cooper, 45 Elm Street: She recognized the City's work for the homeless, but discussed the need for more affordable housing.

Michelle Mastrobattista, 64 Ezra's Way: She spoke against Item 13.B.4.

Sabina Gilmore 27 Wallace Drive: She spoke against Item 13.B.4.

Paul Gibbons, 7 Nicholas Circle: He spoke in favor of Item #13.B.2.

Katherine Surman, 39 Sandra's Run: She spoke against Item 13.B.4.

Gary Dickerman, 39 Sandra's Run: He spoke against Item 13.B.4.

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

Committee Report #19. Racial Equity and Inclusion Committee
Chairperson Lina Shayo gave an overview of the Racial Equity and Inclusion Committee Report to the Council.

9. CITY MANAGER'S REPORT

Deputy City Manager Parker said the City Manager submitted his report in writing.
He gave a COVID update, discussed the Seabrook emergency operations drill that was conducted, and how the City is trying to do a better job in reaching out to and helping homeless people.

Mayor Carrier asked the Deputy City Manager to explain the public/private development project on Littleworth Road.
Deputy City Manager Parker gave an overview of the proposal to the Council, and explained how the agreement includes neighborhood meetings to discuss the project. He said right now the Planning Board hasn't seen any plans.

Deputy Mayor Shanahan moved to accept the City Manager's Report; seconded by Councilor Williams.
Vote: 7/0.

10. APPROVAL OF MINUTES

A. January 26, 2022 – Regular Meeting
B. February 2, 2022 – Workshop Session

Deputy Mayor Shanahan moved to approve the Minutes; seconded by Councilor Hackett.
Vote: 7/0.

11. MAYOR'S REPORT

Mayor Carrier gave an overview of the meetings he has attended the past few weeks.
Deputy City Manager Parker gave an overview of the NH Mayors' meeting with the Council.
Deputy Mayor Shanahan moved to accept the Mayor's Report; seconded by Councilor Hackett.

Deputy Mayor Shanahan moved to suspend the rules and move Item #13.B.2. to this point on the Agenda; seconded by Councilor Williams.
Roll Call Vote: 7/0.

Deputy Mayor Shanahan moved for the adoption of Item #13.B.2.; seconded by Councilor Williams.
Deputy City Manager Parker gave an overview of the Resolution to the Council.
Community Services Director Storer gave an overview of the project to the Council.
Councilor Cullen asked if there was any resistance from residents to this project.
The HOA President, Ms Davis, said there was no resistance.
Finance Director Lynch gave an overview of the financing for residents.
Roll Call Vote: 7/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3RD READING

1. CHAPTER 17, SECTIONS 12 & 13 - ELECTIONS
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Williams.
Councilor Hackett explained why she was opposed this Ordinance.
Roll Call Vote: 6/1; Passed. Councilor Hackett was opposed.

2. CHAPTER 121, SECTIONS 1 & 5 – SEWER USE
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Williams.
Roll Call Vote: 7/0.

C. RESOLUTIONS

1. AUTHORIZATION TO ACCEPT AND EXPEND THE NH STATE LIBRARY GRANT FOR PUBLIC LIBRARY WEBSITE IMPROVEMENTS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilors Williams.
Roll Call Vote: 7/0.

13. NEW BUSINESS

A. CONSENT CALENDAR

1. PURCHASE OF BULLARD NXT 320 GOLD CAMERA PACKAGES - SOLE SOURCE PURCHASE
SPONSORED BY MAYOR CARRIER BY REQUEST

2. **AUTHORIZATION TO PURCHASE ONE (1) NEW 2022 FORD F-250 TRUCK AND ONE (1) NEW 2022 FORD TRANSIT-250 CARGO VAN**
   SPONSORED BY MAYOR CARRIER BY REQUEST
3. **B11001 WRIGHT-PIERCE ADDITIONAL SCOPE OF WORK #11 FOR ENGINEERING SERVICES FOR THE WASTEWATER TREATMENT FACILITY (WWTF) UV DISINFECTION AND BLOWER SYSTEM UPGRADE**
   SPONSORED BY MAYOR CARRIER BY REQUEST
4. **B21084 CURBSIDE WEED CONTROL SERVICES YEAR TWO**
   SPONSORED BY MAYOR CARRIER BY REQUEST
5. **APPROVAL OF PURCHASE AND SALE AGREEMENT BETWEEN THE CITY, THE DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY, AND WEAVE FILTRATION, LLC**
   SPONSORED BY MAYOR CARRIER BY REQUEST
6. **RESIDENTIAL PAY-AS-YOU-THROW TRASH BAGS**
   SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

1. School Board (Muffett-Lipinski)
2. Planning Board (Cullen)
3. **Appointments Committee (Williams)**
4. Arena Commission (Hackett)
5. Arts Commission (Nemeth)
6. Board of Health (Williams)
7. Collaborative City Council and School Board (Muffett-Lipinski)
8. Conservation Commission (Williams)
9. Downtown TIF Advisory Board (Hinkel)
10. Energy Commission (Thibodeaux)
11. Graffiti Management Ad Hoc Committee (Nemeth)
12. Heritage Commission (Nemeth)
13. **Legislative Liaison (Shanahan)**
14. **Library Board of Trustees (Thibodeaux)**
15. **McConnell Center Advisory Committee (Thibodeaux)**
16. **Ordinance Committee (Shanahan)**
17. **Parking Commission (Hinkel)**
18. **Pool Advisory Committee (Hackett)**
19. **Racial Equity and Inclusion Ad-Hoc Committee (Nemeth)**
20. **Recreation Advisory Board (Shanahan)**
21. **Solid Waste Advisory Commission (Muffett-Lipinski)**
22. Stormwater and Flood Resilience Funding Comm. (Shanahan)
23. Transportation Advisory Commission (Williams)
24. Waterfront TIF Advisory Board (Shanahan)
25. Joint Building Committee – DHS (Carrier)
26. COAST (Shanahan)
27. Cocheco Waterfront Development Advisory Committee (Carrier)
28. Dover Main Street (Carrier)
29. Strafford Regional Planning Commission (Williams)

Deputy Mayor Shanahan moved for the adoption of the Consent Calendar; seconded by Councilor Nemeth.
Mayor Carrier asked the Council if they had items they would like pulled for further discussion.
Councilor Cullen pulled Item #13.A.4.
Councilor Nemeth pulled Item #13.A.6.
Mayor Carrier asked for a roll call vote on the remaining items on the Consent Calendar.
Roll Call Vote: 7/0.

Deputy Mayor Shanahan moved for the adoption of Item #13.A.4.; seconded by Councilor Thibodeaux.
Community Services Director Storer gave an overview of the Resolution to the Council.
Roll Call Vote: 6/1; Passed. Councilor Cullen was opposed.

Deputy Mayor Shanahan moved for the adoption of Item #13.A.6.; seconded by Councilor Nemeth.
Community Services Director Storer gave an overview of the Resolution to the Council.
Roll Call Vote: 7/0.

Councilor Williams gave an overview of the Appointments Committee Report and made the following recommendations for appointments:

Change in Status – Alternate to Regular Member:
Quincy Devine – Energy Commission
New Appointments:
Arielle Hayes – Racial Equity and Inclusion Committee, Regular Member
Kathleen Cintavey – McConnell Center Advisory Committee, Alternate Member
Arcadia Lee – Energy Commission, Alternate Member

Deputy Mayor Shanahan moved to accept the Appointments Committee Report; seconded by Williams.
Vote: 7/0.

Deputy Mayor Shanahan gave an overview of the Legislative Liaison Report to the Council.

Councilor Hackett gave an overview of the Pool Advisory Committee Report to the Council.

B. RESOLUTIONS

1. **B22025 TEN WHEEL DUMP TRUCK AND EQUIPMENT**
   SPONSORED BY MAYOR CARRIER BY REQUEST

   Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Williams.
   Roll Call Vote: 7/0.

2. **AUTHORIZATION FOR EMERGENCY INSTALLATION OF SEWER AT NICHOLAS CIRCLE AND JACKSON BROOK TRAIL**
   SPONSORED BY MAYOR ROBERT CARRIER BY REQUEST

   Moved up on the Agenda to follow Mayor's Report.

3. **APPROVAL OF MONITORING FUNDS TO MUNICIPAL ALLIANCE FOR ADAPTIVE MANAGEMENT (MAAM) FOR GREAT BAY PERMIT**
   SPONSORED BY MAYOR CARRIER BY REQUEST

   Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Nemeth.
   Roll Call Vote: 7/0.

4. APPROVAL AND AUTHORIZATION FOR DEVELOPMENT AGREEMENT BETWEEN CITY OF DOVER, TERRA NOVA, LLC, AND WESTFIELD, LLC (TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 23, 2022.)
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer to a public hearing on February 23, 2022; seconded by Councilor Cullen.
Vote: 7/0.

5. SETTING OF PROPERTY TAX EXEMPTIONS FOR ELDERLY, BLIND AND DISABLED FOR FY2023
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 23, 2022.)
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer to a public hearing on February 23, 2022; seconded by Councilor Hackett.
Vote: 7/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

Deputy Mayor Shanahan move to place an email on file - Chris Lawrence, dated February 8, 2022.
Vote: 7/0.

15. COUNCIL MATTERS OF INTEREST

Councilor Thibodeaux talked about her upcoming Coffee with a Councilor on Saturday.

Councilor Nemeth said the Arts Commission is still looking for Artists and Businesses to be part of the Art Beat program.

Councilor Cullen recognized the several City Departments for helping citizens.

Mayor Carrier also thanked Community Services for their hard work with new water/sewer lines on Central Avenue.
CS Director Storer talked about the condition of the roads and plans to pave the roads.

16. ADJOURN

Councilor Williams moved to adjourn; seconded by Councilor Thibodeaux.
Vote: 7/0.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1..

Resolution Number: **R – 2022.01.12 – 015**

Resolution Re: Reprogram Unexpended Bond Proceeds from Fire & Rescue Emergency Shelter Generator to South End Fire Station Building Improvements project

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 $840.00 of unexpended bond proceeds from the Emergency Shelter Generator project as it was completed under budget; and

WHEREAS: The City has identified the need for additional funding for the South End Fire Station Construction project; and

WHEREAS: The City is requesting that the $840.00 of unexpended bond proceeds to be reprogrammed to the South End Fire Station construction project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT: The amount of $840.00 of unexpended bond proceeds is hereby reprogrammed from the Emergency Shelter Generator project as follows:

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
4018.1.220.42230.4741.02259.18	Machinery & Equipment Emergency Shelter Generator	840.00	(840.00)	0.00
4018.1.220.42280.4725.02201.18	Building Improvements South End Station	0.00	840.00	840.00
	Total Available Funding	840.00	0.00	840.00

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

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

Recorded by: Susan Mistretta, City Clerk

Sponsored by: Mayor Robert Carrier, By Request

Document Created by: Finance Department
Document Posted on: February 11, 2022

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1..

Resolution Number: **R – 2022.01.12 – 015**

Resolution Re: Reprogram Unexpended Bond Proceeds from Fire & Rescue Emergency Shelter Generator to South End Fire Station Building Improvements project

DOCUMENT HISTORY:

First Reading Date:	01/12/2022	Public Hearing Date:	01/26/2022 02/09/2022
Approved Date:		Effective Date:	

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does | does not pass.		

RESOLUTION BACKGROUND MATERIAL:

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the Emergency Shelter Generator project.

This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized debt financing the identified project. This resolution reprograms funding from the Emergency Shelter Generator project to the South End Fire Station Building improvements project.

On November 9, 2016 the City Council adopted the FY2018 Capital Improvements Plan (CIP) Authorization for bonding, which included $217,000 for McConnell Center Emergency Generator. The $217,000 was appropriated as City match for an Emergency Management grant from the State of New Hampshire for the generator. The generator project is now completed and there is $840.00 of unexpended bond proceeds the can be reprogrammed to another Fire & Rescue Department CIP project.

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

CITY OF DOVER

Resolution Number: **R - 2022.01.12 – 016**

Resolution Re: FY2023 CIP Appropriation and Authorization for CWSRF Loan for WWTF Secondary Clarifier and Acceptance of ARPA Grant Funding

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 priority need to make improvements and submitted a pre-application to NH Department of Environmental Services (NH DES) for the Waste Water Treatment Facility (WWTF) Secondary Clarifier Project and the project was determined to meet CWSRF eligibility; and

WHEREAS: The City's participation in the CWSRF for the WWTF Secondary Clarifier project provides an opportunity for up to $210,000 in loan principal forgiveness and an ARPA grant in the amount of $900,000 for a total of $1,110,000 in financial assistance; and

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

The amount of $3,000,000 is hereby appropriated for the WWTF Secondary Clarifier capital project with an estimated useful life in excess of the life indicated:

Financing

Account	Description	Appropriation	Balance	Life/Yrs	Fund
TBD	WWTF Secondary Clarifier	3,000,000	3,000,000	20	Sewer

AND, FURTHER BE IT RESOLVED;

To meet the appropriations of this resolution there is authorized, under and pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the issuance and sale of general obligation bonds of the City of Dover in a principal amount not to exceed the total of the appropriations. The full faith and credit of the City is hereby pledged for the principal and interest on said bonds. The bonds are to be signed by the City Manager and countersigned by the City Treasurer, with the Finance Director and City Treasurer having the discretion of fixing the dates, maturities, denominations, place of payment, interest rate or rates and form, and to provide for the sale of the bonds.

AND, FURTHER BE IT RESOLVED;

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 costs up to $2,100,000.00.

AND, FURTHER BE IT RESOLVED;

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R - 2022.01.12 – 016**
Resolution Re: FY2023 CIP Appropriation and Authorization for CWSRF Loan for WWTF Secondary Clarifier and Acceptance of ARPA Grant Funding

In accordance with NH RSA 31:95-b and RSA 21-P:43, the City Manager is authorized to apply for, accept and expend American Rescue Plan Act grant funds allocated to the City of Dover for funding the WWTF Secondary Clarifier project in an amount up to $900,000.00.

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		

DOCUMENT HISTORY:

First Reading Date:	01/12/2022	Public Hearing Date:	01/26/2022 02/09/2022
Approved Date:		Effective Date:	

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does | does not pass.		

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R - 2022.01.12 – 016**
Resolution Re: FY2023 CIP Appropriation and Authorization for CWSRF Loan for WWTF Secondary Clarifier and Acceptance of ARPA Grant Funding

RESOLUTION BACKGROUND MATERIAL:
This resolution makes an appropriation for a FY2022 Capital Improvements Program project in the amount of $3,000,000 for the WWTF Secondary Clarifier. This project is to be financed through either the sale of General Obligation bonds, and/or participating in any Federal or State loan or grant programs to fund the project. The resolution authorizes the City to issue bonds and/or participate in Federal or State loan or grant programs to finance the project. The resolution also authorizes the City to accept and expend a $900,000 ARPA Grant from NH DES to fund the project.

This project will install a third (3rd) secondary clarifier at the Wastewater Treatment Facility (WWTF) to help provide enhanced solids treatment and removal of total suspended solids, especially in response to high-flows received at the WWTF during wet weather events that may be caused by inflow and infiltration. This project will also provide a foundation for any future capacity upgrades or enhanced treatment. This project was slated for FY2028 in the Capital Improvements Program for $4,100,000. Whereas the City is eligible for principal forgiveness of up to $210,000 and $900,000 in an ARPA grant, totaling $1,110,000 which represents 37% of the project's current estimated $3,000,000 cost, the City decided it was advantageous to move the project forward at this time.

Debt Authorization versus Debt Retirement
The following table compares the tentative authorization amount to the amount of debt being retired**:**

	Sewer
Description	**Fund**
Pending Authorization	2,100,000
Prior FY2023 CIP Authorization	1,750,000
FY2023 Principal Retirement	1,544,872
Net Change	2,305,128

Legal Debt Limits
The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2021 and this authorization, against the statutory debt limit.

Description	Sewer Fund
Debt Outstanding	20,465,612
Authorized - Unissued	13,406,000
Total Issued & Unissued	33,871,612
This Authorization	2,100,000
Grand Total	35,971,612
Policy Debt Limit	63,261,140
Under (Over) Policy Limit	27,289,528
Percent Under (Over)	43.14%

Budgetary and Rate Impacts

The $2,100,000 debt obligation is expected to be paid back over a 20-year period. Principal repayments would be $105,000 per year. The annual impact to the City's Sewer Fund budget is based upon annual principal and interest repayment. The interest that would accrue on outstanding principal balances over the 20-year period, based on an interest rate of 2.45%, is estimated to be a total of $664,130 impact to the City's Sewer Fund budget. The annual impact for interest in Year 1 would be approximately $57,750 and appropriately decrease annually over the 20-year repayment period. The combined principal and interest repayment for the debt financing in Year 1 would be a budgetary impact of $162,750 ($105,000 + $57,750). The impact on the sewer rate would be $1.88. For a single-family home with an average annual water usage of 75 HCF the annual impact would be $141.00.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2022.01.12 – 017**

Resolution Re: Authorization to Accept and Expend the NH Department of Environmental Services ARPA Grant for Pump Station Evaluation

WHEREAS: The City has received notice from the New Hampshire Department of Environmental Services (NH DES) of an award of American Rescue Plan Act (ARPA) grant funds in the amount of $100,000 to be utilized for eligible costs for Pump Station Evaluation; and

WHEREAS: The grant application requests engineering/consulting services in the amount of $100,000.00 and lists no match required; and

WHEREAS: In adhering to the requirements established identified by the NH DES and per NH RSA 31:95-b and RSA 21-P:43, authorization by the City Council to apply for, accept, and expend ARPA funds for eligible project costs is needed; and,

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

In accordance with NH RSA 31:95-b and RSA 21-P:43, the City Manager is authorized to apply for, accept, and expend American Rescue Plan Act (ARPA) grant funds allocated to the City of Dover for Pump Station Evaluation project and any funding received is hereby appropriated for said purposes. The City Council, in a majority vote, accepts the terms and requirements of the Grant, and authorizes the City Manager to sign all necessary paperwork for the grant as well as contract with a vendor, consistent with the authority herein.

AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible costs identified in the NH DES ARPA grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The amount of this authorization shall be limited so as not to exceed available funding.

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.

Financing

Account	Description	Appropriation	Balance
TBD	Pump Station Evaluation - NH DES ARPA Grant	100,000.00	100,000.00

Document Created by: Finance
Document Posted on: February 11, 2022

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2022.01.12 – 017**

Resolution Re: Authorization to Accept and Expend the NH Department of Environmental Services ARPA Grant for Pump Station Evaluation

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

DOCUMENT HISTORY:

First Reading Date:	01/12/2022	Public Hearing Date:	01/26/2022 02/09/2022
Approved Date:		Effective Date:	

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does | does not pass.		

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2022.01.12 – 017**

Resolution Re: Authorization to Accept and Expend the NH Department of Environmental Services ARPA Grant for Pump Station Evaluation

RESOLUTION BACKGROUND MATERIAL:

The City of Dover owns, operates, and maintains wastewater collection and treatment facilities that serve the City's approximately 33,000 residents. The collection system includes approximately 130 miles of sanitary sewer (ranging in size from 8-inch to 40-inch) and 23 pumping stations. All sanitary sewer flows are conveyed to the Dover wastewater treatment facility for treatment and subsequent discharge to the Piscataqua River. The City is seeking a comprehensive evaluation of all wastewater pump stations and force mains, to be summarized into a technical report and implemented in a 10-year Capital Improvement Plan (CIP).

The City's wastewater collection system includes 23 pumping stations. Since the majority of the pump stations were originally installed, many stations have undergone upgrades including pump and equipment replacement, electrical improvements, and SCADA control integration. This wastewater collection system infrastructure is critical and many of the pump station equipment assets and building assets may be reaching (or have reached) the end of their useful life. As a proactive means of addressing this aging infrastructure and preparing for potential capital improvements, a comprehensive pump station evaluation of all 23 stations will be performed. (It should be noted that recently upgraded pump stations or pump stations undergoing improvements will be excluded from this process.) This evaluation will be a key part of managing and maintaining the City's infrastructure moving forward.

Pump Station Evaluation

The primary goals of this project are to:

- Complete a detailed review of the existing structures, equipment, processes, and systems.
- Perform an engineering analysis on their condition, efficiency, energy use, and capacity.
- Confirm station flow capacity and available capacity for future flow.
- Develop a long-term capital improvement plan for the City's Wastewater Pump Stations.

The City has been notified by NH DES that a $100,000 ARPA grant is awarded to the City to complete the Pump Stations Evaluation.

This resolution authorizes acceptance of the NH DES ARPA grant in the amount of $100,000 and appropriates that amount to contract with a qualification based selected (QBS) vendor to perform the evaluations. There is no City match required for the grant. Upon a QBS vendor being approved by NH DES, the Purchasing Agent will issue a PO for up to $100,000 for the evaluation scope of work.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R - 2022.01.12 – 018**

Resolution Re: FY2023 CIP Appropriation and Authorization for CWSRF Loan for Henry Law Park Stormwater Best Management Practices and Acceptance of ARPA Grant Funding

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 priority need to address stormwater best management practices (BMP) in Henry Law Park and submitted a pre-application to NH Department of Environmental Services (NH DES) for the Henry Law Park Stormwater BMP Project and the project was determined to meet CWSRF eligibility; and

WHEREAS: The City's participation in the CWSRF for the Henry Law Park Stormwater BMP project provides an opportunity for up to $1,400 in loan principal forgiveness and an ARPA grant in the amount of $106,000 for a total of $120,000 in financial assistance; and

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

The amount of $120,000 is hereby appropriated for the Henry Law Park Stormwater BMP capital project with an estimated useful life in excess of the life indicated:

Financing

Account	Description	Appropriation	Balance
TBD	Henry Law Park Stormwater BMP Project	120,000.00	120,000.00

AND, FURTHER BE IT RESOLVED;

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 costs up to $14,000.00.

AND, FURTHER BE IT RESOLVED;

In accordance with NH RSA 31:95-b and RSA 21-P:43, the City Manager is authorized to apply for, accept and expend American Rescue Plan Act grant funds up to $106,000.00 allocated to the City of Dover for funding the Henry Law Park Stormwater BMP 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.

Document Created by: Finance Department
Document Posted on: February 11, 2022

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R - 2022.01.12 – 018**

Resolution Re: FY2023 CIP Appropriation and Authorization for CWSRF Loan for Henry Law Park Stormwater Best Management Practices and Acceptance of ARPA Grant Funding

AUTHORIZATION

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

Sponsored by: Mayor Robert Carrier, By Request

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

Recorded by: Susan M. Mistretta, City Clerk

DOCUMENT HISTORY:

First Reading Date:	01/12/2022	Public Hearing Date:	01/26/2022 02/09/2022
Approved Date:		Effective Date:	

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does | does not pass.		

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R - 2022.01.12 – 018**
Resolution Re: FY2023 CIP Appropriation and Authorization for CWSRF Loan for Henry Law Park Stormwater Best Management Practices and Acceptance of ARPA Grant Funding

RESOLUTION BACKGROUND MATERIAL:
This resolution makes an appropriation for a FY2023 Capital Improvements Program project in the amount of $120,000 for the Henry Law Park Stormwater Best Management Practices planning project. This project is to be financed through participating in the Clean Water State Revolving Fund. The resolution authorizes the City to participate in the State loan program up to $14,000.00 to finance the project. The resolution also authorizes the City to accept and expend a $106,000 ARPA Grant from NH DES to fund the project.

The goal of the project is to assess stormwater features and structures that exist within the area known as Henry Law Park. Once that assessment is completed best management practices will be developed for the Henry Law Park area. This planning project will provide the City with information to plan for future stormwater management needs within Henry Law Park.

Debt Authorization versus Debt Retirement
The following table compares the tentative authorization amount to the amount of debt being retired**:**

	City
	General
Description	**Fund**
Pending Authorization	14,000
Prior FY2023 CIP Authorization	1,900,000
FY2023 Principal Retirement	4,041,199
Net Change	(2,127,199)

Legal Debt Limits
The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2021 and this authorization, against the statutory debt limit.

	City
	General
Description	**Fund**
Debt Outstanding	38,083,620
Authorized - Unissued	28,855,315
Total Issued & Unissued	66,938,935
This Authorization	14,000
Grand Total	66,952,935
Legal Debt Limit	126,522,280
Under (Over) Legal Limit	59,569,345
Percent Under (Over)	47.08%

Budgetary and Rate Impacts

The $14,000 debt obligation is expected to be paid back in one year period. Principal repayment would be $12,600.00, the net of $14,000 loan amount less $1,400 of principal forgiveness. The impact to the City's General Fund budget is based upon the $12,600.00 principal repayment and any accrued interest on the $12,600.00, which is estimated to be $0.00 due to the one year repayment term. The combined impact of principal and interest repayment for the debt financing would be less than one cent on the property tax rate. For a single-family home with an average assessment of $413,158 the impact would be $1.16.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

Resolution Number: **R - 2022.02.09 – 036**
Resolution Re: Approval and Authorization for Development Agreement Between City of Dover, Terra Nova, LLC, and Westfield, LLC

WHEREAS: The City of Dover is committed to development as part of its economic development goals and objectives in order to create a vibrant city; and

WHEREAS: Terra Nova, LLC ("Terra Nova") and Westfield, LLC ("Westfield") (collectively referred to as "Developers"), are developers, one of whom (Terra Nova) owns a 75-acre (+/-) property located at Tax Map G, Lot 29, and the other of whom (Westfield) owns an 85-acre (+/-) property located at Tax Map G, Lot 2. The Developers are interested in redeveloping their properties to the highest and best use. The two parcels are proximate to each other and have the same zoning; and

WHEREAS: City staff are negotiating a Development Agreement between Terra Nova, Westfield, and the City of Dover in connection with the proposed redevelopment of the aforesaid properties. Development of the properties is expected to significant tax revenues and jobs to the City of Dover. The development is expected to be a planned mixed-use development with residential, commercial and industrial/manufacturing components; and

WHEREAS: Upon Planning Board approval of the development project, satisfaction of conditions precedent, and the Developers' commencement of development of the project sites, the City would reimburse the Developers for the costs to complete the Public Improvements set forth in the Term Sheet in phases, as portions of the private development are completed. The City intends to utilize bond financing for reimbursement costs and the annual cost of bonding will be paid for from the property taxes generated by the new development.

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

The Term Sheet referenced in the background of this resolution and attached is approved and the City Council agrees to and accepts such terms. The City Manager is authorized to enter into the Term Sheet with Terra Nova, LLC and Westfield, LLC. The City Manager is authorized to enter into a resulting Development Agreement with Terra Nova, LLC and Westfield, LLC consistent with the terms and conditions in the Term Sheet. The City Manager is authorized to perform the City of Dover's obligations as stated in the Term Sheet and the resulting Development Agreement, as well as ensure all other parties perform their respective obligations. In connection with the Term Sheet and resulting Development Agreement, the City Manager is authorized accept any deed(s) and/or easement(s), as well as sign and/or execute documents to be recorded with the Registry of Deeds, consistent with the terms of the Term Sheet and resulting Development Agreement.

REFER TO A PUBLIC HEARING

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

Resolution Number: **R - 2022.02.09 – 036**
Resolution Re: Approval and Authorization for Development Agreement Between City of Dover, Terra Nova, LLC, and Westfield, LLC

AUTHORIZATION

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

Sponsored by: Mayor Robert Carrier, By Request

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

Recorded by: Susan M. Mistretta, City Clerk

DOCUMENT HISTORY:

First Reading Date:	02/09/2022	Public Hearing Date:	02/23/2022
Approved Date:		Effective Date:	

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does | does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See attached Term Sheet.

On January 27, 20022, the Dover Business and Industrial Development unanimously recommended that the City enter into the Term Sheet and Development Agreement.

Development Agreement terms between City of Dover, New Hampshire ("City") and Terra Nova, LLC and Westfield, LLC (collectively the "Developer")

1. The Developer seeks to develop certain properties, one known as Map G, Lot 2, consisting of 85 acres more or less, which fronts Littleworth Road, between Industrial Park Drive and Crosby Road, and the second being Map G, Lot 29 consisting of 75 acres +/- (also fronting on Littleworth Road), collectively, the "Project Site." The 2 parcels are proximate to each other and have the same zoning. Development of the Project Site will bring significant tax revenues and jobs to the City of Dover. The Development will be a planned mixed use development with residential, commercial and industrial/manufacturing components.

2. Is it the intent of the parties to enter this agreement for the purpose of promoting private development, which will pay property tax to the City and have the City reimburse the Developer for project infrastructure work (as defined below) once the Project Site development is paying property taxes caused by new development.

3. The development of the Project will require infrastructure improvements to the roadways and infrastructure near and within the Project Site, namely, the following (collectively, the Public Improvements"):

    (i) Designing and construction a connection road and water and sanitary sewer utility extensions between Crosby Road and Industrial Park Drive, on Lot G-2, as per the conceptual designed site plan.
        1. Said connection road shall be designed to be phased in with development as it occurs on the parcel, and may include a full connection or partial "Emergency" connection depending on the traffic impacts of the proposed development.

    (ii) Construction and installation of a traffic control device at the westerly intersection of Industrial Park Drive, Littleworth Road and the main access way to Map G lot 28.

    (iii) New road and water and sanitary sewer utilities construction within Lot G-28

    (iv) The parties expect that certain roadways will be ultimately dedicated to the City by the Developer and, if accepted by City Council, conveyed to the City in fee simple. Both parties expect that any such roadways created will be designed to public standards and will not have encumbrances or encroachments which may inhibit public acceptance by the City, and, if said roadways are intended to be conveyed and dedicated to the public, that the Developer shall ensure said roadways meet the public roadway acceptance criteria currently developed by City staff and in effect as of the date this Term Sheet is executed by all parties. The parties recognize that the roadways and their locations are conceptual and have not yet been finally determined; accordingly, all obligations of the City in this term sheet (and in any resulting Development Agreement) shall be contingent upon the parties mutually agreeing in the future on placement of the roadways, with the goal of eliminating entirely (or minimizing, at the City's sole election) easements or any other encumbrances in the roadways.

    The parties wish to coordinate the improvements for the roadways and utilizes, so that they maximize the development within the Project, but also create a safe and efficient roadway and utility network. It is expected that the Developer shall also convey to the City: (i) upon public acceptance of any roadway, all water, sewer, and/or other utility easements needed to service any roadway conveyed, (ii) as well as any and all water, sewer, or other utility easements needed and/or reasonably requested by the City in relation to providing public water, public sewer, or other such services to the

Developer's properties, subject to approval and acceptance of City Council where required; (iii) any other conveyance or condition as established by the City's Planning Board, subject to approval and acceptance of City Council where required.

4. If, within three years of the date of the LDA, the Developer begins to develop the Project Site, per an approved site plan consistent with the conceptual designed site plan, City agrees to reimburse Developer for the cost to complete the Public Improvements in phases, as portions of the private development are completed and pay real estate taxes to the City. Developer will incur all costs necessary to build approved infrastructure. This work will be completed and property taxes will be paid to the City, before any reimbursement is due to Developer. The City intends to utilize bond financing for reimbursement costs. The annual cost of bonding will be paid for from the property taxes generated by the new development on the Project Site. The annual tax revenue shall be 1.5 annual bond cost. Example: If new development generates $150,000/year in property tax revenue, the City can finance a bond (to reimburse Developer) which costs $100,000/year.

5. The Developer shall provide all invoicing and other requested documents to provide justification for the costs of the Public Improvements. The City shall have the right to request pre-construction cost estimates before construction commences. Approval of said cost estimates shall not be unreasonably withheld and any comments shall be provided, in writing, within ten business days.

6. The City shall be under no obligation to reimburse Developer until there are private improvements on the Project Site generating tax revenue. Forty five days after a certificate of occupancy is issued for a building on the Project Site, the Developer shall receive a lump sum reimbursement for the phase completed. This will continue over time, in an amount equal to 66.7 percent of annual tax revenue to be generated from the new development until the Developer has been reimbursed for all costs of the Public Improvements (including soft costs).

    (i) If a scenario arises where the improvement made to a parcel does not include a building, but economic value (tax assessment, job creation etc) can be documented, a certificate of completion shall be issued and shall equal a certificate of occupancy as outlined above.
    (ii) It is expected that during the forty five day window after a certificate of occupancy, the Developer shall publicly dedicate and convey the fee interest in any right of way by warranty deed along with any related easements or other property rights necessary. Failure to do so, without a mutual extension may delay reimburse payment.

7. Once this term sheet is accepted, approved, and signed off on by Chad Kageleiry, representing the Developer, and the City Manager, the parties will work in good faith to formalize this term sheet within a comprehensive Development Agreement, which may contain additional terms deemed necessary or advisable by the parties. Any resulting Development Agreement will supersede this term sheet.

8. On _____, the City Manager obtained approval from the City Council to execute this term sheet and a Development Agreement consistent with the terms and conditions of this term sheet. Any terms or conditions in the Development Agreement that represent changes or additions to the terms and conditions in this term sheet shall be subject to the consent and approval of the City, acting by and through its City Manager and the Developer. Changes or additions considered material by the City Manager, in the City Manager's sole discretion, shall require the approval by the City Council.

9. Nothing within this term sheet or any resulting Development Agreement shall in any way constitute or imply a required approval by the City Council or any City board, department, office, agency, or employee. Nothing within this term sheet or any resulting Development Agreement shall in any way relieve any of the parties from going through all required process and obtaining all required approvals

from the City Council or any City board, department, office, agency, or employee, including but not limited to land use approvals, requirements for the provision of public utilities or services, or any other administrative, judicial, quasi-judicial, or legislative action.

ACKNOWLEDGEMENT

Negotiated in good faith and accepted by the undersigned on February ___, 2022.

CITY OF DOVER

_____

By: J. Michael Joyal, Jr., City Manager

DEVELOPER

TERRA NOVA, LLC AND WESTFIELD, LLC

_____

By: Chad Kageleiry, Manager

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.6.

Resolution Number: **R – 2022.02.09 - 037**
Resolution Re: Setting of Property Tax Exemptions for Elderly, Blind and Disabled for FY2023

WHEREAS: In Fiscal Year 2018 the City Council last reviewed and adopted property tax exemption qualifying criteria and exemption levels; and

WHEREAS: In order for elderly, disabled and deaf applicants to be eligible for an exemption they must meet certain income and asset criteria and due to changing market values of properties within the City; and

WHEREAS: The City Council desires to provide continued tax relief to the elderly, blind, disabled and deaf in the form of higher exemption levels and qualifying criteria that is consistent with changes in market values and CPI adjusted income and asset levels; and

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

Under the provisions of RSA 72:27-a, the amounts of assessed value that will be exempt from property taxation by category of age, blindness, disability or deafness are changed as follows:

		Current	Revised	
Description	**Type**	**Level**	**Level**	**Change**
Elderly 65-74	Value Exemption	115,000	166,000	51,000
Elderly 75-79	Value Exemption	162,000	234,000	72,000
Elderly 80+	Value Exemption	207,000	300,000	93,000
Blind	Value Exemption	115,000	166,000	51,000
Disabled	Value Exemption	115,000	166,000	51,000
Deaf	Value Exemption	115,000	166,000	51,000

Also under the provisions of RSA 72:27-a, that the qualifying income and asset levels for an exemption for elderly, disabled, and deaf exemptions are changed as follows:

Maximum	Current	New	
Income	Levels	Levels	Change
Single	42,000	47,000	5,000
Married	57,000	64,000	7,000

Maximum	Current	New	
Assets	Levels	Levels	Change
All Applicants	169,800	186,100	16,300

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.6.

Resolution Number: **R – 2022.02.09 - 037**
Resolution Re: Setting of Property Tax Exemptions for Elderly, Blind and Disabled for FY2023

FURTHER BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

In accordance with provisions of RSA 72:27-a, this resolution is effective April 1, 2022.

Also, the City Manager is required to review and recalculate the amounts of exemptions and qualifying criteria every 10 years using the same methodology contained in this resolution. This information will be presented to the City Council.

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A MAJORITY VOTE OF COUNCIL

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Dennis Shanahan 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:	02/09/2022	Public Hearing Date:	02/23/2022
Approved Date:		Effective Date:	

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YEAH	NAY
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does | does not pass.		

RESOLUTION BACKGROUND MATERIAL:

The resolution increases the exemption qualifying criteria for the elderly, disabled, and deaf and increases the amount of assessed value exempt from property taxes for eligible elderly, blind, disabled and deaf persons. The amounts of each exemption level and qualifying criteria were last set for FY2019. Exemption levels were last increased for FY2019. If the applicant qualifies, the exemption amount is deducted from the total assessed value in order to arrive at the net taxable value. The effect of granting exemptions is that the taxpayer receiving the exemption has a reduction in taxes.

In order for elderly, disabled, and deaf applicants to be eligible for an exemption level, they must meet certain income and asset criteria. Income and assets from the previous calendar year is used to determine eligibility. Exemptions for the blind have no income or asset qualifying criteria. Income is defined as the total annual income from all sources including Social Security, but does exclude life insurance proceeds, expenses and cost incurred conducting a business, and proceeds from the sale of assets; these items are accounted for as assets. Assets criteria include all forms of tangible and intangible assets; however, the actual residence (including land up to 2 acres) is not included toward the maximum amount.

CPI COLA adjustments to Social Security benefits over the past 4 years has been 11.6%. This results in recipients receiving more income over the levels that existed in FY2018 when City Council last made modifications to exemption criteria. The proposed income levels have been adjusted by the CPI COLA adjustments made to Social Security benefits.

The City recertifies all credits and exemptions once in every five years. The City assessing office has seen some pending applications where the situation exists that some taxpayers who qualified for an exemption 5 years ago would no longer qualify because of the COLA adjustments made to their Social Security income over the past 4 years. Since the qualifying criteria limits would be exceeded, these elderly taxpayers could receive an increase in taxes this fall of approximately $2,616 up to $4,709 depending upon their exemption level. City officials believe this would result in a hardship for these taxpayers least able to adjust to such a significant increase in their property taxes.

The proposed asset levels have been adjusted by 9.6%, being the CPI-U Boston Area annual average from each of the past four years:

CPI-U BOSTON	
2018	3.3
2019	1.9
2020	1.1
2021	3.3

In order to become effective for the taxes due in December 2022, this resolution must be passed with an effective date of April 1, 2022. In accordance with RSA 72:27-a, the City Council can set the effective date for the adoption of this resolution. An identified effective date later than April 1, 2022 would result in this resolution actually being effective for the tax year beginning on April 1, 2023. An effective date of April 1, 2023 could result in pending recertification applications being denied and an elderly resident property owner facing a property tax increase in the fall of $2,616 up to $4,709 depending on their exemption level.

Exemption Levels

The new levels for exemptions were calculated by taking set percentages of the FY2022 average assessed value for a single-family home of $413,518. It is currently projected that in FY2023 the average single-family home assessment will increase 10%, to an average value of $454,869. The average single family home assessment is used as a basis because 68% of individuals receiving exemptions live in single-family homes. The percentages used are 36.5% for age 65-74, 51.5% for age 75-79, and 66% for age 80 plus. The proposed increase for exemptions for FY2023 (TY2022) would be as follows:

1st Tier (ages 65-74) $166,000 which is $454,869 x 36.5%;
2nd Tier (ages 75-79) $234,000 which is $454,869 x 51.5%;
3rd Tier (ages 80+) $300,000 which is $454,869 x 66.0%.

This would have an estimated impact of $0.09 increase to the FY2023 estimated tax rate of $22.75, resulting in an estimated rate of $22.86.

Current Level of Exemptions	Current	Current	Current	New	Amount with	
Exemption Levels	#	Level	Amount	Level	Current #	Increase
Elderly 65-74	55	115,000	6,325,000	166,000	9,130,000	2,805,000
Elderly 75-79	41.5	162,000	6,723,000	234,000	9,711,000	2,988,000
Elderly 80+	109.83	207,000	22,734,810	300,000	32,949,000	10,214,190
Blind	15	115,000	1,725,000	166,000	2,490,000	765,000
Disabled	45	115,000	5,175,000	166,000	7,470,000	2,295,000
Disabled - 100%	1	370,100	370,100	370,100	370,100	0
Deaf	2	115,000	230,000	166,000	332,000	102,000
Total Exemptions to Value	269.33		43,282,910		62,452,100	19,169,190

Exemption Application Filing

All applications for exemptions must be made to the local assessing officials by April 15th, 2022, so that exemptions are effective for tax rate setting in October 2022.

Estimated Tax Levy FY2023			
Tax Levy	City	37,898,951	
	School - Local	48,324,403	
	School - State	5,076,041	
	County	10,308,597	
	Total	101,607,992	
	Less: Vet Credits	(1,030,750)	
	Net Tax Levy	100,577,242	
		Tax Rate Information	
		Current Levels	New Levels
Values	Gross	4,513,310	4,513,310
	Exemptions	(43,282)	(62,452)
	Net	4,470,028	4,450,858
	Utilities	(96,512)	(96,512)
	Net w/o Utilities	4,373,516	4,354,346
Rates	City	8.48	8.51
	School - Local	10.80	10.86
	School - State	1.16	1.17
	County	2.31	2.32
	Total	22.75	22.86

Exemption for the Elderly

RSA 72:39-b To qualify for an exemption for the elderly, a person must be 65 years of age or older and meet income and asset limitations. The amount of a qualified elderly exemption is based on the applicant's age. Applicants for elderly exemptions must also have been a resident of New Hampshire for at least three consecutive years preceding April 1st of the year in which the exemption is claimed. Only one elderly exemption is allowed on the primary residence.

Exemption for the Blind

RSA 72:37 To qualify for an exemption for the blind, the person must be legally blind as determined by the administrator of Blind Services Program, Bureau of Vocational Rehabilitation of the Department of Education. There are no income or asset restrictions for a blind exemption. Applicants for blind exemptions must be a resident of New Hampshire as of April 1st of the year in which the exemption is claimed. Blind exemptions can be received in conjunction with an elderly exemption.

Exemption for the Disabled

RSA 72:37-b To qualify for an exemption for the disabled, a person must be eligible under Title II or Title XVI of the Federal Social Security Act for benefits to the disabled and meet income and asset limitations. Applicants for disabled exemptions must also have been a resident of New Hampshire for at least five years preceding April 1st of the year in which the exemption is claimed. Disabled exemptions are received until age 65, at which time the property owner may apply for an elderly exemption.

Exemption for the Deaf or Severely Hearing Impaired

RSA 72:38-b To qualify for an exemption for the deaf, a person must have a 71 Db hearing loss or greater in the better ear as determined by a licensed audiologist or qualified otolaryngologist and meet income and asset limitations. Applicants for deaf exemptions must also have been a resident of New Hampshire for at least five consecutive years preceding April 1st of the year in which the exemption is claimed. Applicants must meet income and asset limitations. Deaf exemptions can be received in conjunction with an elderly exemption.

Exemption for Certain Disabled Veterans – 100% Exemption

RSA 72:36-a To qualify for a total tax exemption for certain disabled veterans a person must be discharged from military service of the United States under conditions other than dishonorable, or an officer who is honorably separated from military service and is 100 percent permanently and totally disabled; or as a result of service connection is a double amputee, paraplegic, or has blindness in both eyes with visual acuity of 5/200 or less and who owns a specially adapted homestead acquired with VA assistance. The surviving spouse of such a person is also eligible to receive this credit. The credit applies to the person's primary residence.

Tax Rate Impact

The adoption of the proposed changes to the exemption levels and qualifying income levels is expected to not increase the number of taxpayers eligible for exemptions. The changes are proposed in an effort to allow elderly taxpayers to continue to receive their exemptions and at a level consistent with recent market changes. The estimated increase in tax impact for these proposed changes is $0.09 on the tax rate. The estimated value to be exempted from assessed tax value is $62,452,100. The tax equivalent impact of the exemptions is approximately $1,444,259, which represents approximately $0.32 of the City's estimated tax rate. The table below provides a breakdown of existing elderly, blind and disabled exemptions granted by the City.

	Projected (TY22/FY23)		
Level	Actual	Levels	Total
65-74	55	166,000	9,130,000
75-79	41.5	234,000	9,711,000
80+	109.83	300,000	32,949,000
Blind	15	166,000	2,490,000
Disabled	45	166,000	7,470,000
Deaf	2	166,000	332,000
100% Disable Veteran	1		370,100
Total	269.33		62,452,100
Imputed Tax Levy Effect			1,444,259
Estimated Tax Rate Impact			0.32

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2022.02.23 – 038**
Resolution Re: Acceptance of Donation for a Children's Memory Garden from Jasper's Heart

WHEREAS: The City of Dover, through the Cemetery Board, maintains and operates municipal cemeteries, including placing of signs and monuments.

WHEREAS: Throughout the years, different organizations and groups have provided donations and bequests to the City for the benefit of municipal cemeteries.

WHEREAS: Jasper's Heart designed and wishes to donate a Children's Memory Garden to be placed in the Pine Hill Cemetery.

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

The generous donation of a Children's Memorial Garden from Jasper's Heart exemplifies community stewardship and represents a significant contribution to the City of Dover and the Pine Hill Cemetery and is hereby accepted and sincerely appreciated.

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor Robert Carrier By Request
Approved as to Legal Form and Compliance:	Joshua M. Wyatt City Attorney		
Recorded by:	Susan M. Mistretta City Clerk		

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2022.02.23 – 038**
Resolution Re: Acceptance of Donation for a Children's Memory Garden from Jasper's Heart

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

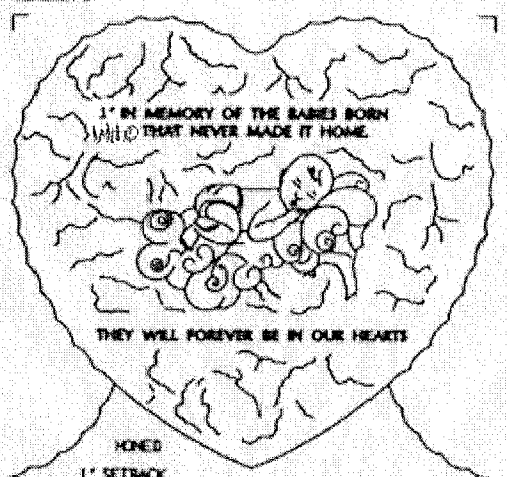
VOTING RECORD Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does | does not pass.		

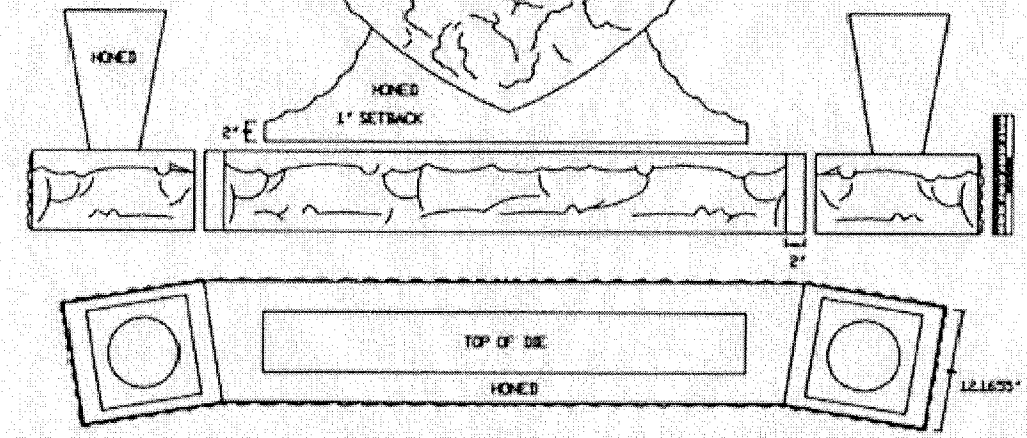
RESOLUTION BACKGROUND MATERIAL:

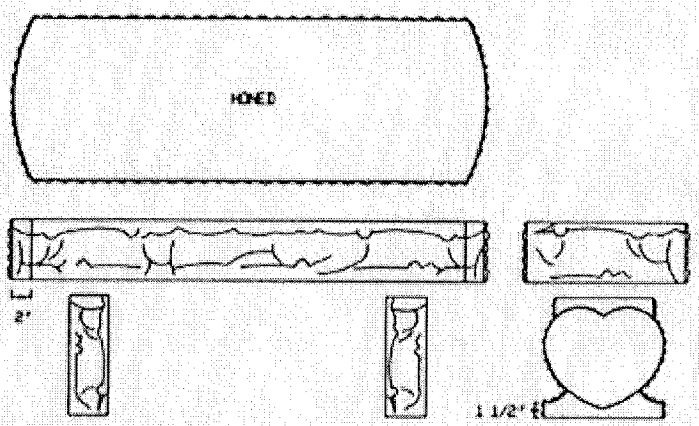
On February 8, 2022 the Cemetery Board met and unanimously approved the design for the Children's Memory Garden to be installed in the Pine Hill Cemetery. The Memory Garden includes a heart shaped monument bearing the inscription, "In memory of the babies born who never made it home. They will be forever in our hearts" and two benches. The Children's Memory Garden will be a place where people can go and sit in reflection or to remember these souls, but not where people can place markers or permanent memorials.

The approved design for the Children's Memorial Garden is attached for reference.

VERSION 3







HONED BACK/ BRP

LAMONTAGNE VERMONT STONE SCULPTURING, INC. (COPYRIGHTED)
DIE 4-0 X 0-6 X 4-0
HEART SHAPE/ ROCK SPLIT IFACE/ BELOW HEART-1" SET BACK/ HONED BACK/ BRP
S/B LETT. FRONT & BACK W/ BLACK LITHO
HAND CARVING
BARRE GREY

BASE 5-8 X 1-0 X 0-8
HONED TOP/ 2" TAPED ON ENDS/ BRP
BARRE GREY

2 (BOOK END) BASES 1-4 X 1-0(12.1655") X 0-8
HONED TOP/ BRP
BARRE GREY

2 VASES 0-10 X 0-10 X 1-2
HONED S/ 2 1/2" REVERSE TAPER
7" CORE HOLE
BARRE GREY

VERMONT STONE SCULPTURING, INC.
A SIGNED CAD DRAWING CONSTITUTES
YOUR FINAL APPROVAL. PLEASE CHECK
ALL ASPECTS OF THIS CAD DRAWING.
APPROVED_____
DATE_____

2 BENCHES 4-0 X 1-4 X 0-6
HONED TOP/ 2" CONVEX ENDS/ BRP
BARRE GREY

4 LEGS 1-0 X 0-4 X 1-0
HONED 2/ HEART SHAPE/ BRP
S/B OUTLINE OF HEART
BARRE GREY

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

CITY OF DOVER

Resolution Number: **R – 2022.02.23 – 039**
Resolution Re: B21048-RFP22-005 Design Engineering Services for the Cocheco Street Drain Line Replacement

WHEREAS: A sealed (RFQ) Request for Qualifications #B21048 was solicited and received for on-call specialized municipal engineering services on an as-needed basis on May 13, 2021 at 3:00 p.m. for services to commence on or about July 1, 2021 for a four-year period. On July 28, 2021, City Council approved to award to several vendors in various engineering service areas for on-call specialized municipal engineering services via resolution R-2021.07.28-135; and

WHEREAS: A project was identified meeting the criteria of RFQ #B21048, a sealed Request for Proposal #B21048-RFP22-005 was solicited to eight vendors who were finalists under four of the five service areas approved via resolution R-2021.07.28-135 for Design Engineering Services for the Cocheco Street Drain Line Replacement project on January 31, 2022 at 2:00 p.m.; and

WHEREAS: The City received three replies, with only one cost proposal submitted by Kleinfelder Northeast, Inc., which was reviewed for understanding of project scope, approach for completing the work, commitment to timeline and proposal costs. It is the recommendation to accept the cost proposal submitted by Kleinfelder Northeast, Inc. in the amount not to exceed $85,892.00.

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 Kleinfelder Northeast, Inc. of Manchester, NH for Design Engineering Services for the Cocheco Street Drain Line Replacement project in the amount not to exceed $85,892.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance	Charge
4023.1.300.43155.4715.03205.23	Cocheco River Outfall Stormwater - Land Improv	500,000.00	500,000.00	85,892.00
			Total	85,892.00

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

Document Created by: Purchasing
Document Posted on: February 17, 2022

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2022.02.23 – 039**
Resolution Re: B21048-RFP22-005 Design Engineering Services for the Cocheco Street Drain Line Replacement

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 Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does | does not pass.		

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2022.02.23 – 039**
Resolution Re: B21048-RFP22-005 Design Engineering Services for the Cocheco Street Drain Line Replacement

RESOLUTION BACKGROUND MATERIAL:

The City solicited a Statement of Qualifications and Proposals #B21048 from engineering firms, following the guidelines set forth by Purchasing Code 5-41 Professional Services, to establish on-call agreements with firms for the following engineering service areas:

1) Highway/Transportation Engineering
2) Traffic Management
3) Water Supply, Treatment & Distribution Engineering
4) Wastewater Collection & Treatment Engineering
5) Dam & Structural Engineering

On January 7, 2022, the City requested proposals from eight firms selected under the Highway/Transportation Engineering, Water, Supply, Treatment & Distribution Engineering, Wastewater Collection & Treatment Engineering and Dam & Structural Engineering service areas via RFP#B21048-RFP22-005 for Design Engineering Services for the Cocheco Street Drain Line Replacement project. Proposals were requested for consulting services to design a replacement drain line from the Cocheco River to the retaining wall. The construction of this project will be done in two phases. The first phase will be to the northern side of Cocheco Street, and the second phase will be from that point to the base of the proposed retaining wall.

The original bid reply submitted by Kleinfelder Northeast, Inc. was proposed in the amount of $50,497.00. After review of the proposals, it was identified that environmental permitting was not included in their cost proposal and scope of work. Kleinfelder provided an updated cost proposal and scope of work to include environmental permitting and coordinating activities with the City, NHDES and the Conservation Commission, as well as specialized work for review and assessment of scour at the outfall in the amount not to exceed $85,892.00. The two other replies received indicated being unable to meet the requested timeline of 100 days, thereby, declined to submit a proposal.

Bid Information:

A sealed Request for Proposal #B21048-RFP22-005 was solicited to eight firms selected under the *Highway/Transportation Engineering*, *Water, Supply, Treatment & Distribution Engineering*, *Wastewater Collection & Treatment Engineering* and *Dam & Structural Engineering* service areas approved via resolution R-2021.07.28-135 for Design Engineering Services for the Cocheco Street Drain Line Replacement on January 31, 2022 at 2:00 p.m.

Award Information:

A purchase order will be issued to Kleinfelder Northeast Inc. to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	**Advertised:**	No/RFQ#B21048
Invitations Mailed:	8	**Number of Responses:**	3 (2 – No Bid)
Warranty:	N/A	**Terms:**	Net 30, FOB Dover
Work Bonded:	No	**Contract:**	Yes
Prices will hold for:	Until Completion	**Estimated Delivery:**	100 calendar days following NTP
Recommended Award to:	Kleinfelder Northeast, 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.

B21048-RFP22-005 Bid Documents

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2022.02.23 – 040**
Resolution Re: B22027 Architectural Evaluation of Renovations and Repairs of the Dover Public Library

WHEREAS: A sealed Request for Qualifications #B22027 was issued and received for Architectural Evaluation of Renovations and Repairs of the Dover Public Library on December 16, 2021 at 2:00 p.m. A mandatory pre-proposal meeting was held on December 2, 2021 at 10:00 a.m. with four vendors attending; and

WHEREAS: The City received four bid replies which were reviewed for understanding of the project, qualifications and experience with a Carnegie library, possession of a satisfactory record of performance, and schedule. Of the four bid replies, the selection committee ranked all submissions and negotiated the scope, schedule and fees with the highest ranked firm; and

WHEREAS: A cost proposal was requested and received from the highest ranked firm, SMP Architecture of Concord, NH, it is the recommendation to accept the proposal in the amount of $46,600.00 plus an alternate service of an energy analysis in the amount of $3,000.00, and an estimate for reimbursable expenses in the amount of $1,000.00 for a total amount of $50,600.00.

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 SMP Architecture of Concord, NH for Architectural Evaluation of Renovations and Repairs of the Dover Public Library in the amount not to exceed $50,600.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance	Charge
4022.1.390.45500.4725.01109.22	Library Renovations/Upgrades	1,938,665.00	1,049,105.81	50,600.00
			Total	50,600.00

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 – 2022.02.23 – 040**
Resolution Re: B22027 Architectural Evaluation of Renovations and Repairs of the Dover Public Library

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does | does not pass.		

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2022.02.23 – 040**
Resolution Re: B22027 Architectural Evaluation of Renovations and Repairs of the Dover Public Library

RESOLUTION BACKGROUND MATERIAL:

The City solicited Statements of Qualifications for architectural design services for renovations, repairs and improvements at the Dover Public Library.

The scope of services in the conceptual design phase includes, but is not limited to, review of existing plans and reports; facilitate goal setting with library staff and committees; assemble a program of spaces based on functional requirements; develop conceptual sketch options for review; perform additional investigations on the existing building conditions; perform a preliminary building code review to determine the required number of restrooms, etc.; develop options for building envelope improvements; support and assist the City on selection of a Construction Manager (CM) and work with CM selected to produce a total project budget including construction, equipment, furniture and associated soft costs; and attend and or facilitate review meetings and public presentations.

Bid Information:

A sealed Request for Qualifications #B22027 was issued and received for Architectural Evaluation of Renovations and Repairs of the Dover Public Library on December 16, 2021 at 2:00 PM.

Award Information:

A purchase order will be issued to SMP Architects to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	**Advertised:**	Yes
Invitations Mailed:	284	**Number of Responses:**	4
Warranty:	N/A	**Terms:**	Net 30, FOB Dover
Work Bonded:	No	**Contract:**	Yes
Prices will hold for:	Until Complete	**Estimated Delivery:**	As Needed
Recommended Award to:	SMP Architects	**Fund:**	CIP
Other Approvals Required:	No	**References Checked:**	Satisfactory
Previously Worked for City:	No	**Reason for Council Approval:**	Purchase to exceed the $25,000 amount requiring Council approval subsequent to a bid solicitation.

B22027 Bid Documents

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2022.02.23 – 041**
Resolution Re: B22034 Telehandler

WHEREAS: A sealed Request for Bid #B22034 was issued and received for one (1) new Telehandler on February 3, 2022 at 2:00 p.m.; and

WHEREAS: Two bid responses were received and reviewed for necessary qualifications, experience, project understanding, possession of a satisfactory record of performance, as well as cost and delivery timeline; and

WHEREAS: It is the recommendation to accept the lowest cost proposal submitted by Alta Equipment Co. of Concord, NH in the total amount of $78,250.00. The direct purchase has also been approved by the NH Department of Environmental Services.

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 Alta Equipment Co. of Concord, NH for one (1) new telehandler in the amount not to exceed $78,250.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance	Charge
5320.1.300.43256.4741.04597.12	Sewer-Sludge Dewatering Machinery & Equipment	4,000,000.00	268,609.72	78,250.00
			Total	78,250.00

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.4.

Resolution Number: **R – 2022.02.23 – 041**
Resolution Re: B22034 Telehandler

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does | does not pass.		

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2022.02.23 – 041**
Resolution Re: B22034 Telehandler

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requested bids for the purchase of a telehandler for use at the new Catch Basin and Wet Well Cleaning Facility. Alta Equipment Co., the vendor that submitted the low bid meeting specifications, provided an onsite demonstration of the unit for evaluation and it was found to adequately meet the needs of the department. The unit is a JCB Model 505-20 TC with a 92" bucket w/BOCE and 48" hydraulic pallet forks.

In addition, the NH Department of Environmental Services reviewed the telehandler direct purchase request and provided their authorization on February 9, 2022 to proceed with the purchase a 505-20 TC JCB telehandler from Atlas Equipment.

Bid Information:

A sealed Request for Bid #B22034 was issued and received for one (1) new Telehandler on February 3, 2022 at 2:00 p.m.

Award Information:

A purchase order will be issued to Alta Equipment Co. to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	**Advertised:**	Yes
Invitations Emailed:	130	**Number of Responses:**	2
Warranty:	Per Manufacturer	**Terms:**	Net 30, FOB Dover
Work Bonded:	No	**Contract:**	No
Prices will hold for:	Until Complete	**Estimated Delivery:**	June 1, 2022
Recommended Award to:	Alta Equipment Co.	**Fund:**	Fund 5320-Sewer
Other Approvals Required:	Yes, NHDES approval rec'd 2/9/2022	**References Checked:**	Satisfactory
Previously Worked for City:	No	**Reason for Council Approval:**	Purchase to exceed the $25,000 amount requiring Council approval subsequent to a bid solicitation.

B22034 Bid Documents

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

CITY OF DOVER

Resolution Number: **R – 2022.02.23 – 042**
Resolution Re: B22038 Fence at the Facilities, Grounds and Cemeteries Building

WHEREAS: A sealed Request for Proposal #B22038 was issued and received for new fence located at the Facilities, Grounds and Cemeteries building located at 145 Court Street on February 2, 2022 at 2:00 p.m.; and

WHEREAS: Five bid responses were received and reviewed for necessary qualifications, experience, project understanding, possession of a satisfactory record of performance and proposal costs. It is the recommendation to accept the lowest cost proposal submitted by GC/AAA Fences, Inc., a vendor that the City has worked with previously, in the amount of $25,700.00.

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 GC/AAA Fences, Inc. of Dover, NH for new fence located at the Facilities, Grounds and Cemeteries building in the amount not to exceed $25,700.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance	Charge
4020.1.300.41951.4725.01105.20	Building Improv-Chapel	600,000.00	420,810.19	25,700.00
			Total	25,700.00

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.5.

Resolution Number: **R – 2022.02.23 – 042**
Resolution Re: B22038 Fence at the Facilities, Grounds and Cemeteries Building

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does | does not pass.		

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2022.02.23 – 042**
Resolution Re: B22038 Fence at the Facilities, Grounds and Cemeteries Building

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requested proposals for the purchase and installation of approximately 366 linear feet of fencing along the newly constructed Facilities, Grounds and Cemeteries building located at 145 Court Street, as well as an additional 90 linear feet to surround the gas tank on the property. The fencing was specified to be 6' high black chain link on galvanized pipe with a total of three gates.

Bid Information:

A sealed Request for Proposal #B22038 was issued and received for new fence located at the Facilities, Grounds and Cemeteries building on February 2, 2022 at 2:00 p.m.

Award Information:

A purchase order will be issued to GC/AAA Fences, Inc. to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	**Advertised:**	Yes
Invitations Emailed:	61	**Number of Responses:**	5
Warranty:	Per Manufacturer	**Terms:**	Net 30, FOB Dover
Work Bonded:	No	**Contract:**	Yes
Prices will hold for:	Until Complete	**Estimated Delivery:**	April 15, 2022
Recommended Award to:	GC/AAA Fences, 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.

B22038 Bid Documents

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2022.02.23 – 043**
Resolution Re: Approval of Lot Line Restoration for 178 Henry Law Avenue

WHEREAS: RSA 674:39-aa allows property owners whose property has been involuntarily merged by a municipality prior to September 18, 2010 to apply to the City Council to unmerge the lots, provided certain statutory criteria have been met; and

WHEREAS: Elaine Lord and Juanita Lord Bundza, owners of 178 Henry Law Avenue (Tax Map K, Lot 2-B), have applied for a lot restoration of their property for two former lots that had historically existed—Lot #8 and Lot #12 as shown on the following documents submitted by the applicants: (1) the 1955 plan entitled "Revised Plan for Mt. Pleasant Heights, Dover, New Hampshire" (recorded with the Strafford County Registry as Plan 59, Pocket 3, Folder 1) and attached hereto (hereinafter "the 1955 Plan"), and (2) as also shown on a "Proposed Conditions Plan S.E.C. & Associates 2, Inc." dated December 30, 2021 and attached hereto (hereinafter "the 2021 Plan"); and

WHEREAS: City staff have reviewed the application and found no or insufficient evidence of voluntary lot merger that might otherwise preclude restoration of these lots.

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

Pursuant to RSA 674:39-aa, the lot restoration application of Elaine Lord and Juanita Lord Bundza is approved, and the former lot line for 178 Henry Law Avenue (Tax Map K, Lot 2-B) separating Lot #8 and Lot #12, as shown on the 2021 Plan submitted by the applicants, is hereby restored to its premerger status. This resolution neither relies upon, endorses, approves, nor expresses any view or opinion about other matters shown on the aforesaid plan aside from restoring the prior lot line between lots as shown on the 2021 Plan.

AUTHORIZATION

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

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

Recorded by: Susan M. Mistretta, City Clerk

Sponsored by: Mayor Robert Carrier, By Request

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2022.02.23 – 043**
Resolution Re: Approval of Lot Line Restoration for 178 Henry Law Avenue

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does | does not pass.		

RESOLUTION BACKGROUND MATERIAL:

Attached is a package containing the Lot Restoration Application and the materials submitted by the applicants, which include the 1955 Plan and the 2021 Plan. City staff researched the property and found insufficient evidence of voluntary merger as to the proposed restoration of lots.

By way of background, RSA 674:39-aa allows property owners whose property has been involuntarily merged by a municipality to apply to the City Council to unmerge the lots. A copy of portions of that statute appear below:

> I. In this section:
>
> > (a) "Involuntary merger" and "involuntarily merged" mean lots merged by municipal action for zoning, assessing, or taxation purposes without the consent of the owner.
> >
> > (b) "Owner" means the person or entity that holds legal title to the lots in question, even if such person or entity did not hold legal title at the time of the involuntary merger.
> >
> > (c) "Voluntary merger" and "voluntarily merged" mean a merger under RSA 674:39-a, or any overt action or conduct that indicates an owner regarded said lots as merged such as, but not limited to, abandoning a lot line.
>
> II. Lots or parcels that were involuntarily merged prior to September 18, 2010 by a city, town, county, village district, or any other municipality, shall at the request of the owner, be restored to their premerger status and all zoning and tax maps shall be updated to identify the premerger boundaries of said lots or parcels as recorded at the appropriate registry of deeds, provided:
>
> > (a) The request is submitted to the governing body.
> >
> > (b) No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners shall be estopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.
>
> …
>
> V. The restoration of the lots to their premerger status shall not be deemed to cure any non-conformity with existing local land use ordinances.
>
> …

RSA 673:39-aa.

City of Dover, New Hampshire
APPLICATION FOR LOT RESTORATION

[Revision Date: July 27, 2017]

RECEIVED
Planning Office
NOV 17 2021
Dover, New Hampshire

Office Use Only Date Received

In accordance with RSA 674:39 aa, lots or parcels that were involuntarily merged by municipal action for zoning, assessing, or taxation purposes prior to September 18, 2010 shall be restored to their premerger status provided that request is submitted to the City Council prior to December 31, 2021 and no owner in the chain of title voluntarily merged his or her lots.

APPLICANT AND OWNER INFORMATION

Name of Applicant: Elaine Lord & Juanita Lord Bundza c/o Francis X. Bruton, III, Esquire, Bruton & Berube, PLLC Telephone # (603) 749-4529

Address of Applicant: 601 Central Ave., Dover, NH 03820 E-Mail Address FX@brutonlaw.com

Name of Property Owner (*if different from applicant*): Same Telephone #

Address of Property Owner: 125 Henry Law Ave, Dover, NH E-Mail Address

PROPERTY INFORMATION

Assessor's Map # K Lot # 2-B Zoning District(s) R-12

Please provide:

- A Copy of the deed for the parcel(s)/lot(s)
- A Copy of any recorded plans or surveys which may depict the premerger configuration of any lots.
- If any part of the existing map/lot is improved by a structure, the applicant must provide a signed & stamped as-built survey which reflects the location of the structure.
- If the applicant is someone other than the property owner, a letter from the property owner authorizing the applicant to submit this application and make the request to restore the property owner's lot(s) to pre-merger status.

REQUEST CERTIFICATION

I/we hereby verify by signing this application that I/We understand that the restoration of the lots to their premerger status shall not cure any non-conformity with existing land use ordinances. It is further understood that the above described lots shall no longer be assessed as one lot for property tax evaluation purposes.

Signature of Property Owner: Attorney for Owners Date: 11/10/21

Signature of Applicant (*if different from owner*): Date:

==========

(For Office Use Only)

In accordance with RSA 674:39 aa, we have found no evidence of voluntary lot merger.

Tax Assessor Date 2/1/2022

Zoning Administrator Natasha M. Kepfer Date 2-1-2022

FRANCIS X. BRUTON, III
CATHERINE A. BERUBE
JOSHUA P. LANZETTA

OF COUNSEL
JAMES H. SCHULTE

Bruton & Berube, PLLC

ATTORNEYS AT LAW

601 Central Avenue
Dover, NH 03820

TEL (603) 749-4529
(603) 743-6300
FAX (603) 343-2986

www.brutonlaw.com

November 10, 2021

RECEIVED
Planning Office
NOV 16 2021
Dover, New Hampshire

VIA ELECTRONIC MAIL c.parker@dover.nh.gov

Christopher G. Parker, AICP
Assistant City Manager
Director of Planning and Strategic Initiatives
City of Dover
288 Central Avenue
Dover, New Hampshire 03820

RE: 178 & 182 Henry Law Avenue, Dover, NH

Dear Mr. Parker:

Enclosed please find an Application for Lot Restoration along with the following attachments:

- A copy of the deeds for the subject parcels, recorded at Book 582, Page 99, Book 650, Page 428, and Book 950, Page 158;
- A copy a plan entitled, "Proposed Development Loan of Guy H. Merrill, Dover, New Hampshire," dated June 1950, and recorded in the Strafford County Registry of Deeds as Plan 35, Pocket 3, Folder 1 (hereinafter referred to as the "1950 Plan");
- A copy a plan entitled, "Revised Plan for Mt. Pleasant Heights, Dover, New Hampshire," dated June 1955, and recorded in the Strafford County Registry of Deeds as Plan 59, Pocket 3, Folder 1 (hereinafter referred to as the "1955 Plan");
- Portion of City of Dover Tax Maps showing Lot 8 and Lot 12 as one lot;
- A letter of authorization from the owners of record, Elaine Lord and Juanita Lord Bundza.

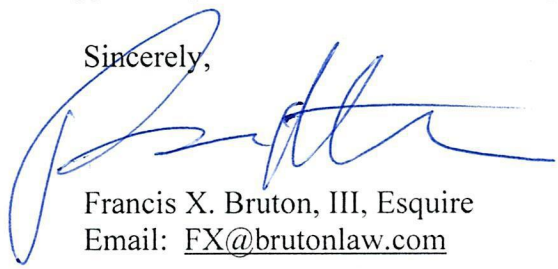
In addition to the enclosed documents, our title review has shown that Lot 8 and Lot 14 were conveyed from Guy H. Merrill to Cecelia M. Lord pursuant to a deed dated June 22, 1950, recorded at the Strafford County Registry of Deeds at Book 582, Page 99. Lot 8 and Lot 14 are also depicted on the 1950 Plan. At that time, Lot 14 was twice the size as what is subsequently referred to as Lot 12 (200' x 100' as opposed to the current size of 100' x 100'). Lot 8 and Lot 12

are depicted on the 1955 Plan. Pursuant to a deed from Cecilia M. Lord to Guy H. Merrill dated September 9, 1955, recorded at the Strafford County Registry of Deeds at Book 650, Page 428, half of Lot 14 was conveyed, leaving the current configuration of Lot 12, as depicted on the 1955 Plan. The remainder of Lot 14 (100' x 100') was conveyed by Cecelia M. Lord to herself and Juanita Lord Bundza, as joint tenants with rights of survivorship, pursuant to a deed dated July 31, 1974, recorded at the Strafford County Registry of Deeds at Book 950, Page 158 (copies of the aforementioned deeds are enclosed herein).

Lot 8 and Lot 12 are now depicted on the Dover Tax Maps as one lot, which is Map k, Lot 2-B (a copy of the tax map and tax card are enclosed herein). Pursuant to NH RSA 674:39-aa, our client requests that Lots 8 and 12 be restored to their original configuration, as depicted on the 1955 Plan.

Thank you for your consideration of the enclosed application and we look forward to hearing from you once the City has had an opportunity to review the information provided.

Sincerely,



Francis X. Bruton, III, Esquire
Email: FX@brutonlaw.com

FXB/mas
Enclosures

Know All Men by These Presents

THAT I, Guy H. Merrill, single person, of Dover, in the County of Strafford and State of New Hampshire

for and in consideration of the sum of one dollar and other valuable considerations
to me in hand before the delivery hereof, well and truly paid by Cecelia M. Lord of said Dover

the receipt whereof I do hereby acknowledge, have granted, bargained and sold, and by these presents do give, grant, bargain, sell, alien, enfeoff, convey and confirm unto the said Cecelia M. Lord, her heirs and assigns forever,

(U. S. Rev.)
($1.10)
(6/22/50)

A certain tract or parcel of land situated in said Dover on the Northerly side of Henry Law Avenue and known as Lot numbered 8 on a plan of land to be known as Mount Pleasant Heights prepared for Guy H. Merrill by Grant L. Davis, C. E., bounded and described as follows: Beginning on the Northerly side of said Henry Law Avenue at an iron pipe at the Southwesterly corner of the lot herein conveyed; thence running North 52° 04' East along Lot No. 7 in said plan a distance of Two Hundred and no tenths (200.0) feet to an iron pipe at other land of the grantor herein; thence turning and running South 51° 50' East a distance of One Hundred (100) feet to an iron pipe on the Westerly side line of a proposed street; thence running South 52° 04' West a distance of One Hundred Eighty-four and thirty-five one hundredths (184.35) feet along said proposed street to an iron pipe driven in the ground; thence running a distance of Twenty-six and Fifty-six one hundredths (26.56) feet along said proposed street on a curved line to an iron pipe at the Northerly side of Henry Law Avenue; thence running North 51° 50' West a distance of Eighty-four and Thirty-five One Hundredths (84.35) feet along said Henry Law Avenue to the point of beginning.

Also another tract or parcel of land adjoining the lot hereinabove conveyed, bounded and described as follows: Beginning at an iron pipe at the Northwesterly corner of said lot No. 8 and running North 52° 04' East a distance of Two Hundred (200) feet, more or less, to an iron pipe driven in the ground; thence turning and running South 51° 50' East a distance of One Hundred and no tenths (100.0) feet more or less to an iron pipe at the Westerly side line of said proposed Street; thence running South 52° 04' West along said proposed street a distance of Two Hundred (200) feet more or less to an iron pipe at the Northeasterly corner of said Lot No. 8; thence running North 51° 50' West a distance of One Hundred and no tenths (100.0) feet along said Lot No. 8 to the point of beginning.

TO HAVE AND TO HOLD the said granted premises, with all the privileges and appurtenances to the same belonging, to her the said Cecelia M. Lord and her heirs and assigns to them -and their only proper use and benefit forever. And I the said Guy H. Merrill and my heirs, executors and administrators, do hereby covenant, grant and agree to and with the said Cecelia M. Lord and her heirs and assigns that until the delivery hereof I am the lawful owner of the said premises and seized and possessed thereof in my own right in fee simple; and have full power and lawful authority to grant and convey the same in manner aforesaid; that the premises are free and clear from all and every incumbrance whatsoever except
and that I and my heirs, executors and administrators shall and will WARRANT AND DEFEND the same to the said Cecelia M. Lord and her heirs and assigns, against the lawful claims and demands of any person or persons whomsoever.

~~And I, wife of the said in consideration aforesaid, do hereby relinquish my right of dower in the before mentioned premises.~~

And we, and each of us do hereby release, discharge and waive all such rights of exemption from attachment and levy, or sale on execution, and such other rights whatsoever in said premises, and in each and every part thereof, as our Family Homestead, as are reserved or secured to us, or either of us, by Chapter 260, Revised Laws of the State of New Hampshire, or by any other statue or statutes of said State.

IN WITNESS WHEREOF, I have hereunto set my hand and seal, this 22nd day of June, A. D. 19 50.

Signed, sealed and delivered in the presence of ~~us~~:

James A. Pierce

Guy H. Merrill (SEAL)

STATE OF NEW HAMPSHIRE, COUNTY OF Strafford

On this 22nd day of June 19 50, before me, the undersigned officer, personally appeared Guy H. Merrill known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein contained.

In witness whereof I hereunto set my hand and official seal.

James A. Pierce
Justice of the Peace
Title of Officer.

Received 3 P. M. June 22, 1950. Examined by Anna Marie Dube Register.

650
428

Know All Men By These Presents

THAT I, Cecelia M. Lord of Dover, in the County of Strafford and State of New Hampshire,
for consideration paid, grant to Guy H. Merrill of Dover, in the County of Strafford and State of New Hampshire,
with warranty convenants, ~~XX~~ a certain tract or parcel of land situated in Dover, in the County of Strafford and State of New Hampshire, lying Northeasterly of Henry Law Avenue, bounded and described as follows; viz: Beginning at a marker at the Northwesterly corner of the lot herein conveyed; thence running South 51° 50' East a distance of one hundred and no tenths (100.0) feet, more or less, to an iron pipe at the Westerly side line of a proposed street; thence running South 52° 04' West along said proposed street a distance of one hundred (100) feet to a marker at other land of the grantor herein; thence turning and running Northwesterly by said other land of the grantor herein a distance of one hundred (100) feet, more or less, to a marker at other land of the grantee herein; thence turning and running Northeasterly by said other land of the grantee herein a distance of one hundred (100) feet, more or less, to the point of beginning.

Being the Northerly half of the second described parcel of land in the deed from Guy H. Merrill to Cecelia M. Lord, dated June 22, 1950 and recorded in Strafford County Registry of Deeds, Book 582, Page 99.

And I, Armand A. Lord, ~~XXX~~ (husband of said grantor, release to said grantee all rights of ~~XXXXX~~ (curtsey and homestead and other interests therein.

Witness ~~our~~ hand ~~s~~ and seal ~~s~~ this 9th day of September, 1955.

WITNESS:

Jean E. Prince
Jean E. Prince

Cecelia M. Lord
Armand A. Lord

STATE OF NEW HAMPSHIRE COUNTY OF STRAFFORD

On this the 9th day of Sept., 1955, before me, the undersigned officer, personally appeared Cecelia M. Lord and Armand A. Lord known to me (or satisfactorily proven) to be the person ~~s~~ whose name ~~s~~ are subscribed to the within instrument and acknowledged that they executed the same for the purposes therein contained.

In witness whereof I hereunto set my hand and official seal.

Jean E. Prince
Justice of the Peace.
Title of Officer.

RECEIVED 9:18 A. M. Sept. 15, 1955 EXAMINED BY Emma Morin Dube Register

DEED OF WARRANTY

Cecelia M. Lord, widow

of Dover, Strafford County, State of New Hampshire, for consideration paid, grant to Cecelia M. Lord of Dover, New Hampshire; Elaine Lord of Albany, New York; and Juanita Lord Bundza of Lancaster, Massachusetts, as joint tenants with rights of survivorship

~~of~~ (Town or City) (Street Address) ~~County, State of~~

with WARRANTY covenants, the following

(Description of land or interest being conveyed: incumbrances, excepting reservations, if any)

A certain tract or parcel of land situated in said Dover on the Northerly side of Henry Law Avenue and known as Lot No. 8 on a plan of land to be known as Mount Pleasant Heights prepared for Guy H. Merrill by Grant L. Davis, C.E., bounded and described as follows: Beginning on the Northerly side of said Henry Law Avenue at an iron pipe at the Southwesterly corner of the lot herein conveyed; thence running North 52° 04' East along Lot No. 7 in said plan a distance of Two Hundred and no tenths (200.0) feet to an iron pipe at other land of the grantor herein; thence turning and running South 51° 50' East a distance of One Hundred (100) feet to an iron pipe on the Westerly side line of a proposed street; thence running South 52° 04' West a distance of One Hundred Eighty-four and thirty-five one hundredths (184.35) feet along said proposed street to an iron pipe driven in the ground; thence running a distance of Twenty-six and Fifty-six one hundredths (26.56) feet along said proposed street on a curved line to an iron pipe at the Northerly side of Henry Law Avenue; thence running North 51° 50' West a distance of Eighty-four and Thirty-five One Hundredths (84.35) feet along said Henry Law Avenue to the point of beginning.

Also another tract or parcel of land adjoining the lot hereinabove conveyed, bounded and described as follows: Beginning at an iron pipe at the Northwesterly corner of said Lot No. 8 and running North 52° 04' East a distance of Two Hundred (200) feet, more or less, to an iron pipe driven in the ground; thence turning and running South 51° 50' East a distance of One Hundred and no tenths (100.0) feet more or less to an iron pipe at the Westerly side line of said proposed street; thence running South 52° 04' West along said proposed street a distance of Two Hundred (200) feet more or less to an iron pipe at the Northeasterly corner of said Lot No. 8; thence running North 51° 50' West a distance of One Hundred and no tenths (100.0) feet along said Lot No. 8 to the point of beginning.

For title see deed of Guy H. Merrill to Cecelia M. Lord dated June 22, 1950 and recorded in Strafford County Registry of Deeds, Book 582, Page 99.

Consideration less than one hundred dollars ($100.00)

wife / husband of said Grantor release to said Grantee all rights of homestead and other interests therein.

1974 JUL 31 AM 11:27 STRAFFORD COUNTY Marjorie C. Holmes

WITNESS my hand and seal this 31st day of July, 19 74.

Witness: Juanita T. Cecelia M. Lord

STATE OF NEW HAMPSHIRE
ss.

July 31, 19 74.

Cecelia M. Lord

Personally appeared and acknowledged the foregoing instrument to be her voluntary act and deed.

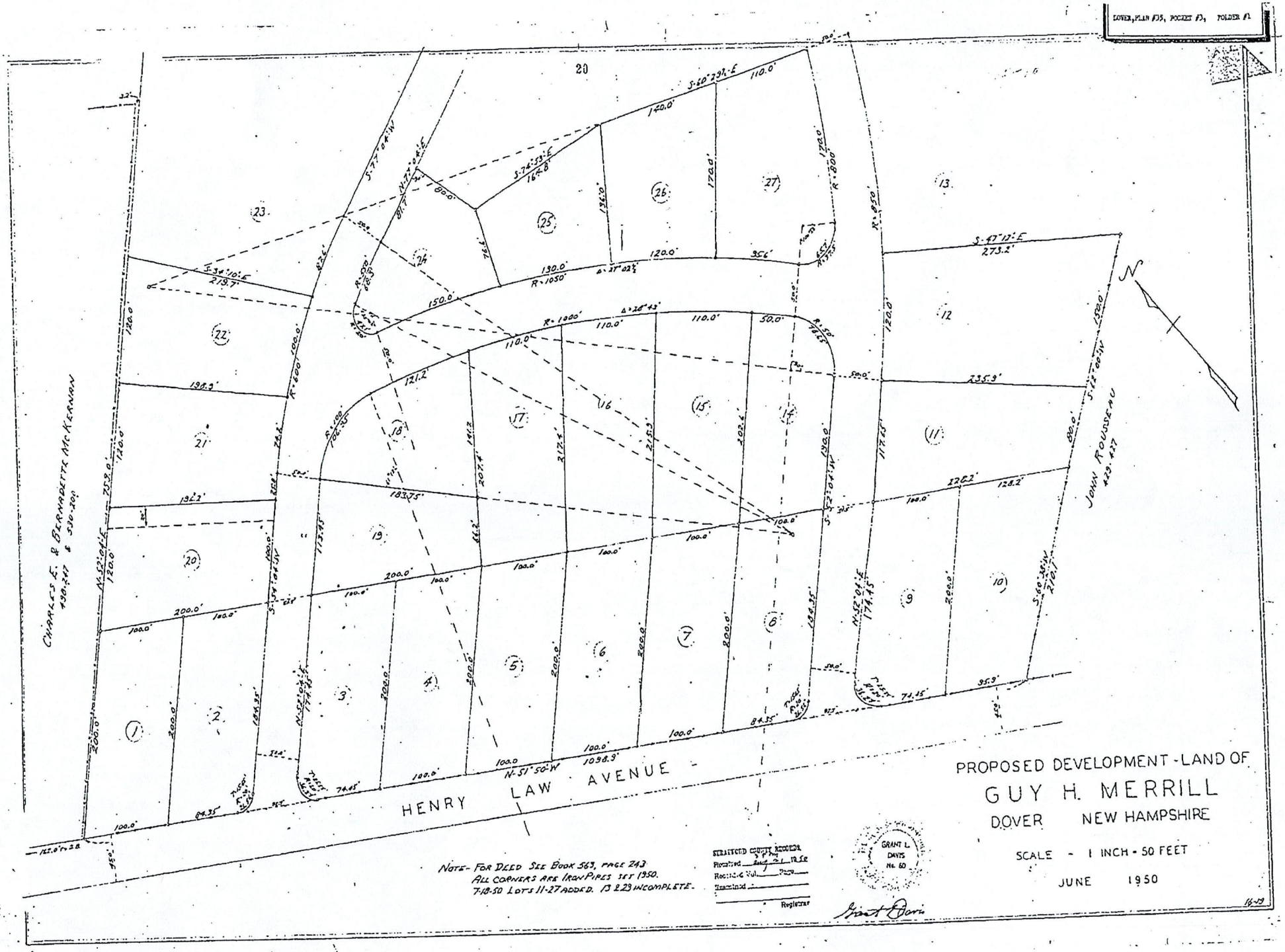
Before me, Juanita T. Cecelia

~~Justice of the Peace~~ Notary Public

REGISTER OF DEEDS
STRAFFORD COUNTY
Marjorie C. Holmes

BK- 950 PAGE-158

COVER, PLAN #35, POCKET #3, FOLDER #1



PROPOSED DEVELOPMENT - LAND OF

GUY H. MERRILL

DOVER NEW HAMPSHIRE

SCALE - 1 INCH - 50 FEET

JUNE 1950

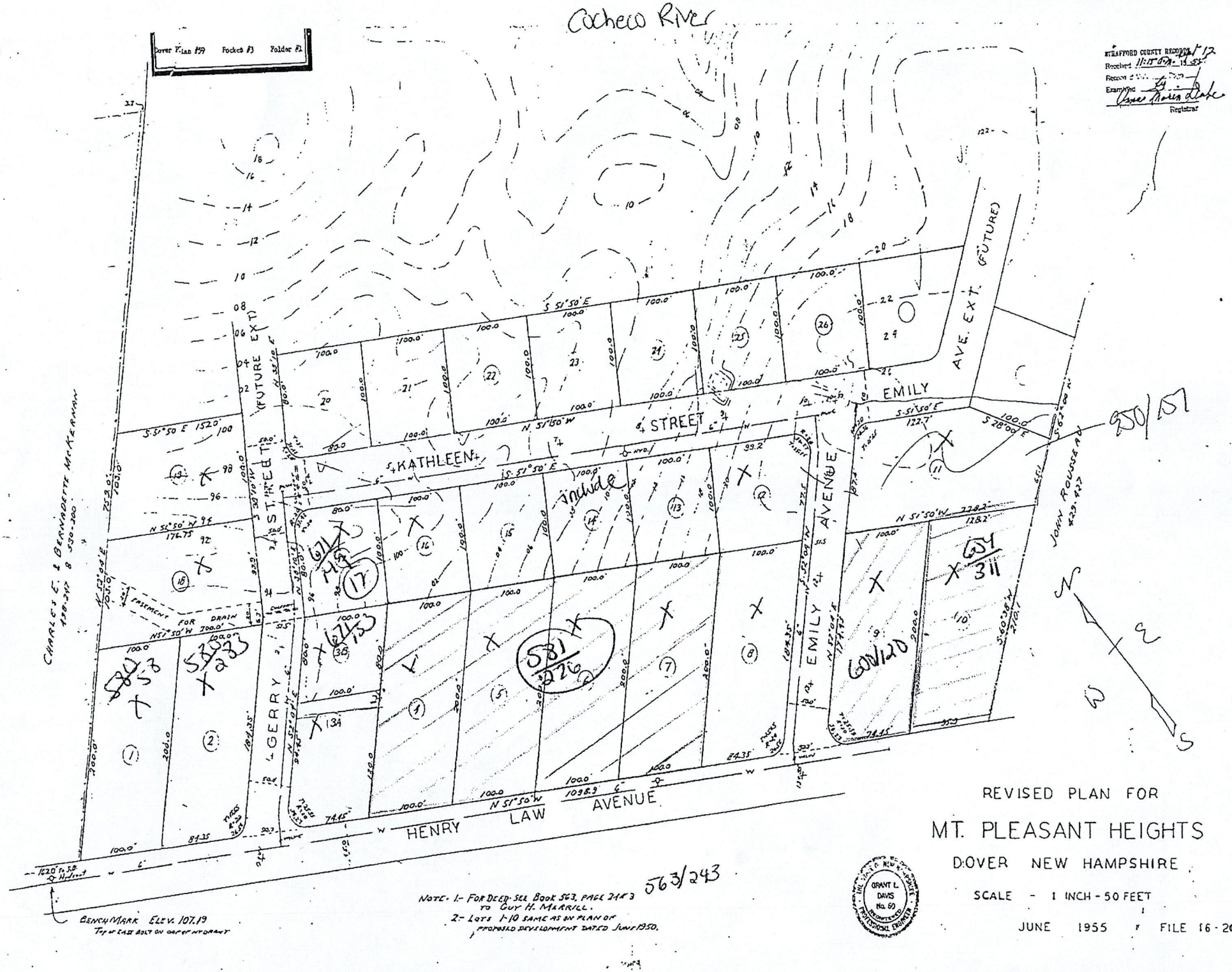
NOTE- FOR DEED SEE BOOK 563, PAGE 243
ALL CORNERS ARE IRON PIPES SET 1950.
7-18-50 LOTS 11-27 ADDED. 13 & 23 INCOMPLETE-

STRAFFORD COUNTY RECORDER
Received ... Register

GRANT L. DAVIS No. 60

Grant Davis

16-49



REVISED PLAN FOR

MT. PLEASANT HEIGHTS

DOVER NEW HAMPSHIRE

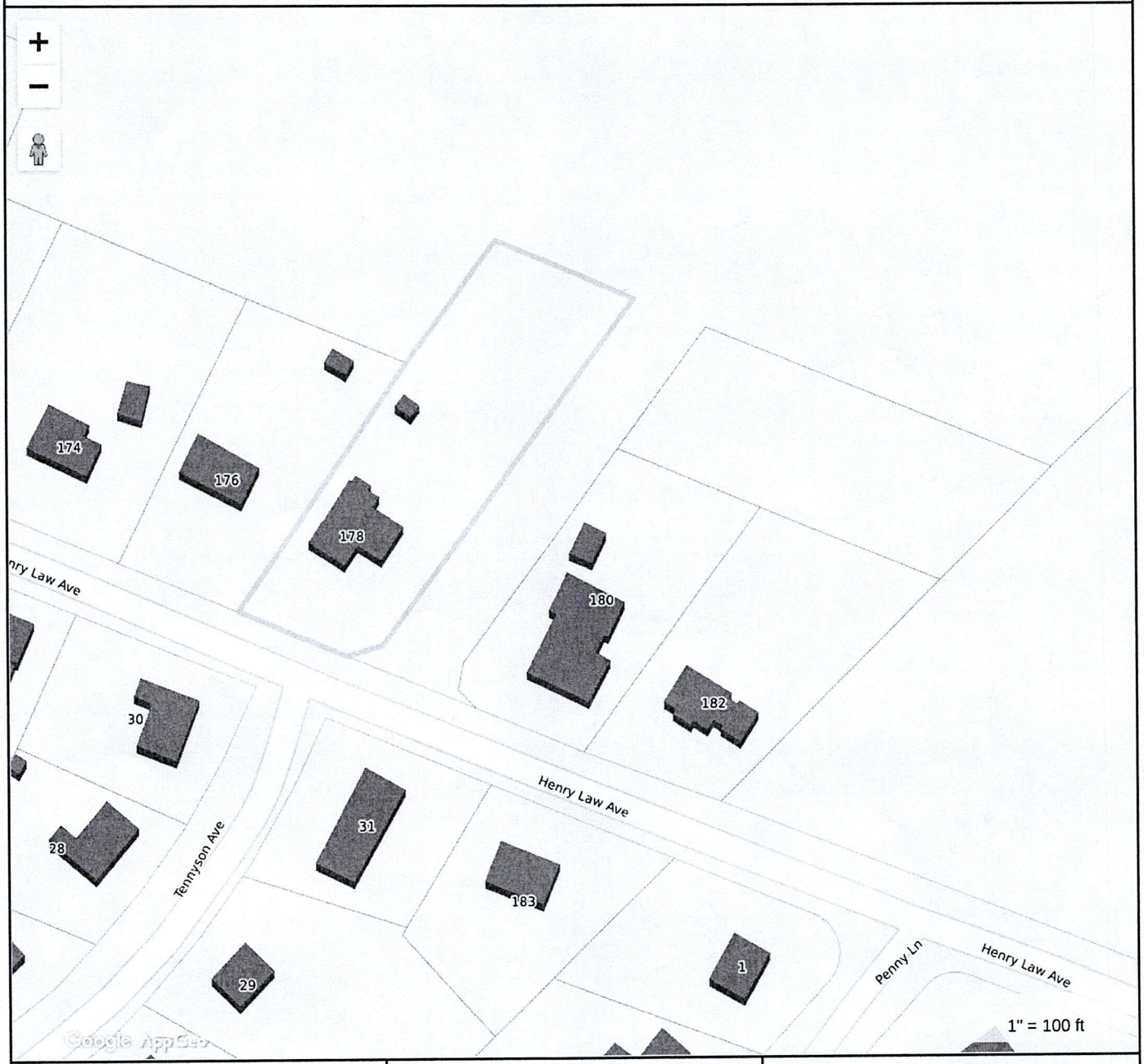
SCALE - 1 INCH - 50 FEET

JUNE 1955 FILE 16-20

GRANT L. DAVIS No. 60 REGISTERED PROFESSIONAL ENGINEER

NOTE- 1- FOR DEED SEE BOOK 563, PAGE 243 TO GUY H. MARRILL.
2- LOTS 1-10 SAME AS ON PLAN OF PROPOSED DEVELOPMENT DATED JUNE 1950.

BENCH MARK ELEV. 107.19
TOP W. EAST BOLT ON ONE HYDRANT



Property Information

Property ID	K0002-B00000
Location	178 HENRY LAW AV
Owner	LORD ELAINE &
Land Use	101

MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

City of Dover, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 5/3/2021
Data updated Daily

Print map scale is approximate. Critical layout or measurement activities should not be done using this resource.

ELAINE LORD
JUANITA LORD BUNDZA
126 HENRY LAW AVENUE
DOVER, NH 03820

Nov 5, 2021

Christopher G. Parker, AICP
Assistant City Manager
Director of Planning and Strategic Initiatives
City of Dover
288 Central Avenue
Dover, New Hampshire 03820

RE: 178 & 182 Henry Law Avenue, Dover, NH

Dear Mr. Parker:

Please accept this correspondence as our written authorization for Francis X. Bruton, or any other representative from the law firm of Bruton & Berube, PLLC of Dover, New Hampshire to act on our behalf with respect to the application for lot restoration. This representation may include, but shall not be limited to, discussions with City officials, meetings before any regulatory boards, telephone conferences, signing of any applications, and any and all other actions reasonably necessary to restore the above referenced property.

Should there be any questions regarding this authorization, please feel free to contact me.

Sincerely,

By: Elaine Lord
Elaine Lord

By: Juanita M Lord
Juanita Lord Bundza

Juanita Lord Bundza
(name changed in 1975)

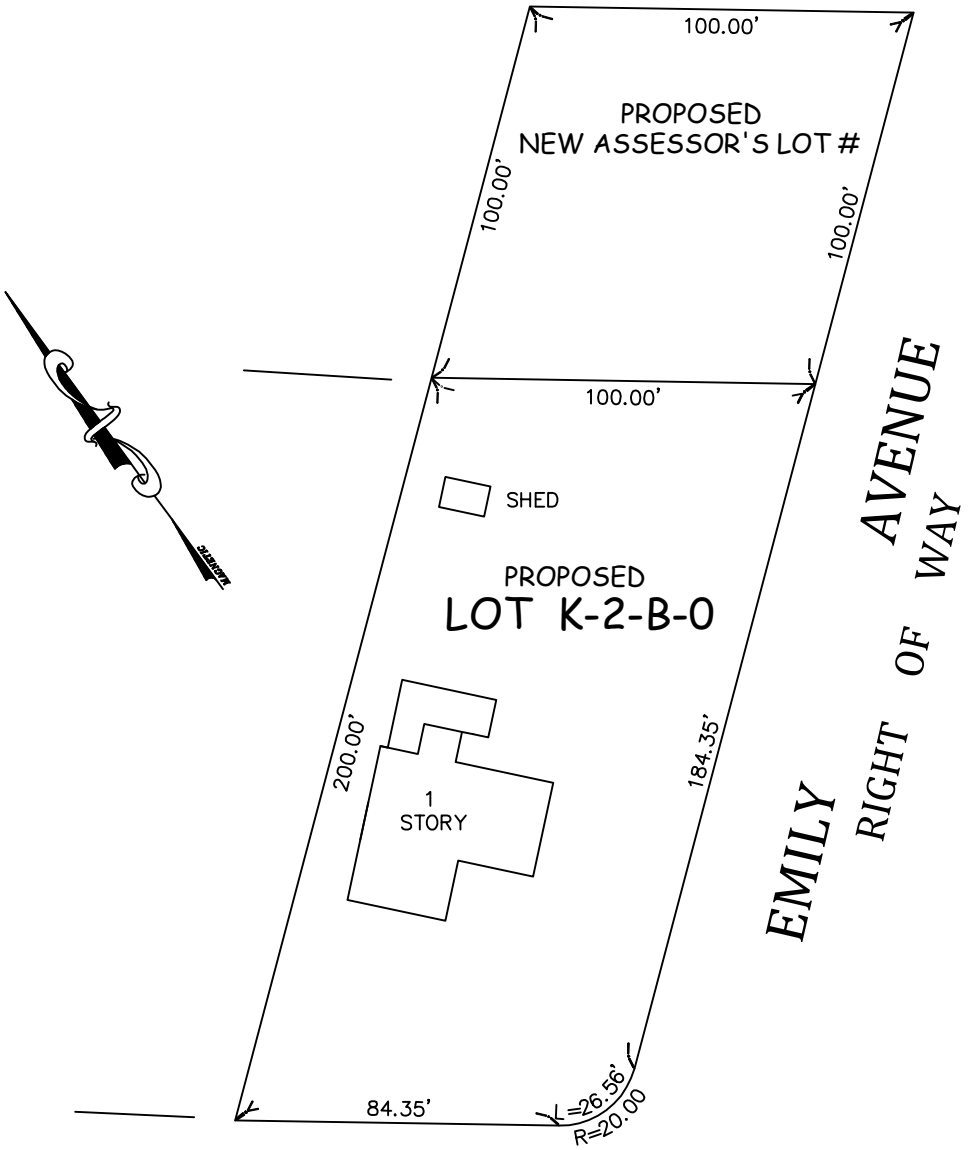
PROPOSED CONDITIONS PLAN

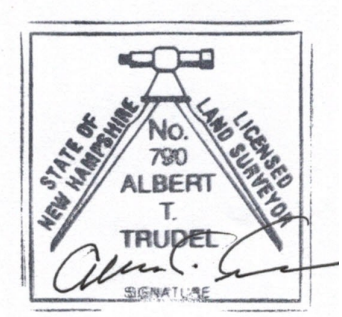
S.E.C. & ASSOCIATES 2, INC.

PHONE 978–469–1985

OWNER: CECELIA M. LORD & JUANITA LORD BUNDZA
ADDRESS OF PRINCIPLE BUILDING: 178 HENRY LAW AVE. DOVER, NH

DEED REF. BK. 950 PG. 158
PLAN REF. VFOLDER: 1 POCKET: 3 PL. 59
DATE OF INSPECTION: DEC. 30, 2021
SCALE 1" = 50'





The approximate location of the principle structure/s conform with the horizontal building setback requirements in effect when constructed.

The principle structure on this plan is not located within a special flood hazard area as scaled from FIRM Map # 33017C–0340 E
Date: 9/30/2012

Prepared for: BRUTON & BERUBE, PLLC

Job No. 211021

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2022.02.23 – 044**

Resolution Re: Appointing the Energy Commission to Serve as the City's Electric Aggregation Committee for Purposes of the Joint Powers Agreement of Community Power Coalition of New Hampshire

WHEREAS: On October 1, 2021, the City of Dover entered into a Joint Powers Agreement of Community Power Coalition of New Hampshire ("Joint Powers Agreement"), along with the other 11 founding members of the Community Power Coalition of New Hampshire; and

WHEREAS: The City needs to develop an Electric Aggregation Plan ("EAP"), which by statute may be drafted and presented by a local Electric Aggregation Committee ("EAC"); and

WHEREAS: An EAP needs to be drafted for local adoption; and

WHEREAS: The City's Energy Commission voted on January 19, 2022 to propose serving as the City of Dover's EAC for advisory purposes, to develop a proposed EAP for review and approval by the City Council; and

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

The City of Dover's Energy Commission is appointed to, and shall serve as, the City's Electric Aggregation Committee for purposes of developing a proposed Electric Aggregation Plan. The Energy Commission shall act in an advisory capacity only and shall develop a proposed Electric Aggregation Plan for future review, consideration, and approval by the City Council.

AUTHORIZATION

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

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

Recorded by: Susan M. Mistretta, City Clerk

Sponsored by: Councilor Deborah Thibodeaux, Ward 3

Document Created by: Department
Document Posted on: February 17, 2022

CITY OF DOVER	CITY OF DOVER - RESOLUTION
	Agenda Item#: 13.A.7.
	Resolution Number: **R - 2022.02.23 – 044** Resolution Re: Appointing the Energy Commission to Serve as the City's Electric Aggregation Committee for Purposes of the Joint Powers Agreement of Community Power Coalition of New Hampshire

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does | does not pass.		

CITY OF DOVER	CITY OF DOVER - RESOLUTION **Agenda Item#: 13.A.7.** Resolution Number: **R - 2022.02.23 – 044** Resolution Re: Appointing the Energy Commission to Serve as the City's Electric Aggregation Committee for Purposes of the Joint Powers Agreement of Community Power Coalition of New Hampshire

RESOLUTION BACKGROUND MATERIAL:

A copy of the executed Joints Powers Agreement is attached for reference.

The City's Energy Commission exists by virtue of Dover Code § 9-22 and RSA chapter 38-D. The Energy Commission is intended to undertake "the study, planning, and utilization of energy resources for municipal buildings and built resources of such city or town." RSA 38-D:2. Pursuant to the Dover Code and RSA 38-D:4, the Energy Commission has the following duties:

I. The commission shall:

(a) Research municipal energy use and cost and make such information available to the town on at least an annual basis.

(b) Make recommendations to local boards and committees pertaining to municipal energy plans and sustainable practices such as energy conservation, energy efficiency, energy generation, and zoning practices.

II. The commission may appoint subcommittees as it may from time to time require.

With respect to Electric Aggregation Plans and Electric Aggregation Committees, RSA 53-E:6 currently provides as follows:

53-E:6 Electric Aggregation Plan. –

I. The governing body of a municipality or county may form an electric aggregation committee to develop a plan for an aggregation program for its citizens. A municipality or county may join other municipalities or counties in developing such plans. A county plan may provide an aggregation program for all or a subset of municipalities within the county that request to participate by a majority vote of their respective governing bodies.

II. The plan shall provide universal access, reliability, and equitable treatment of all classes of customers subject to any differences arising from varying opportunities, tariffs, and arrangements between different electric distribution utilities in their respective franchise territories, and shall meet, at a minimum, the basic environmental and service standards established by the commission and other applicable agencies and laws concerning aggregated service.

III. The plan shall detail:

(a) The organizational structure of the program.

(b) Operation and funding.

(c) Rate setting and other costs to participants, including whether energy supply services are offered on an opt-in basis or on an opt-out basis as an alternative default service.

(d) The methods for entering and terminating agreements with other entities.

(e) The rights and responsibilities of program participants.

(f) How net metered electricity exported to the distribution grid by program participants, including for group net metering, will be compensated and accounted for.

(g) How the program will ensure participants who are enrolled in the Electric Assistance Program administered by the commission will receive their discount.

(h) Termination of the program.

IV. The committee shall approve a final plan which the committee determines is in the best, long-term interest of the municipality or county and the ratepayers.

V. The committee shall solicit public input in the planning process and shall hold public hearings.

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JOINT POWERS AGREEMENT

OF

COMMUNITY POWER COALITON OF NEW HAMPSHIRE

Effective October 1, 2021

Among the Following Parties:

City of Lebanon, Town of Hanover, City of Nashua, Cheshire County, Town of Harrisville, Town of Exeter, Town of Rye, City of Dover, Town of Warner, Town of Walpole, Town of Plainfield, Town of Newmarket, Town of Enfield, and Town of Durham

This Joint Powers Agreement ("Agreement" or "JPA") is made and entered into pursuant to the provisions of New Hampshire Revised Statutes Annotated ("NH RSA") 53-A:3, as it may be amended, providing for the joint exercise of powers among the parties set forth in Attachment B ("Parties"). The term "Parties" shall also include a municipality, county, or a group of such entities operating jointly pursuant to RSA 53-E:3, II(b) added to this Agreement in accordance with Article IV, Section 4. Parties to this Agreement shall also be known as "Members."

RECITALS

WHEREAS, the Constitution of New Hampshire declares that "Free and fair competition in the trades and industries is an inherent and essential right of the people and should be protected against all monopolies and conspiracies which tend to hinder or destroy it";

WHEREAS, in 1996, the New Hampshire General Court enacted NH RSA 374-F, the Electric Utility Restructuring Act to "to reduce costs for all consumers of electricity by harnessing the power of competitive markets . . . for wholesale and retail electricity services";

WHEREAS, in 1996, the NH General Court also enacted NH RSA 53-E, "Aggregation of Electric Customers by Municipalities and Counties" and in 2019, the General Court enacted SB 286 (Chapter 316, NH Laws of 2019) to better enable municipalities and counties to create Community Power Aggregations ("CPAs") as a competitive means for local governments to achieve their local policy goals and assume the responsibility of providing electricity service to their residents and businesses that do not choose an alternative supplier;

WHEREAS, electric aggregation will allow communities to promote renewable and distributed energy development, energy efficiency programs, price stability, access to innovative energy products, services, and rates, and local economic benefits through local control;

WHEREAS, local communities have substantial responsibilities and authority for land use planning, including adoption of master plans that may address transportation, utility and energy planning among other needs pursuant to NH RSA 674:2, zoning, development review, building and fire code administration, adoption of "stretch" codes pursuant to NH RSA 155-A:2, V, and creation of energy commissions pursuant to NH RSA 38-D for the study, planning, and utilization of energy resources and making recommendations on sustainable practices;

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WHEREAS, the Members desire to establish a separate legal entity, known as Community Power Coalition of New Hampshire ("CPCNH" or the "Corporation"), under the provisions of NH RSA 53-A, in order to jointly support the implementation and operation of their respective CPAs and related energy programs and to offer membership on the same mutually-advantageous terms to all municipalities and counties throughout the State of New Hampshire; and

WHEREAS, by establishing the Corporation, the Members seek to create an independent enterprise that is financially sustainable, mutually beneficial, responsive to local priorities, well managed, and overseen by both elected officials and members of the public to promote the common good and general welfare by supporting the economic vitality and prosperity of local communities.

AGREEMENTS

NOW, THEREFORE, in consideration of the mutual promises, covenants, and conditions hereinafter set forth, it is agreed by and among the Members as follows:

ARTICLE I
DEFINITIONS AND ATTACHMENTS

SECTION 1. Definitions. Capitalized terms used in the Agreement shall have the meanings specified in Attachment A, except when defined in context (such as where the term is set off by quotation marks or is part of the section or article heading that defines the term) or where the context requires otherwise.

SECTION 2. Documents Included. This Agreement consists of this document and the following attachments, all of which are hereby incorporated into this Agreement:

Attachment A: Definitions

Attachment B: Articles of Agreement of the Corporation

Attachment C: Corporation By-Laws

Attachment D: List of Members

Attachment E: Signatories

Attachment F: List of Project Contracts

Attachment G: Notices to Corporation

SECTION 3. Revision of Attachments. The Members agree that Attachments D, E, F, and G to this Agreement describe certain organizational and administrative matters that may be revised from time to time upon approval of the Board or Membership, without such revision constituting an amendment to this Agreement. The Corporation shall provide written notice to the Members of revision of any such attachment.

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ARTICLE II
FORMATION OF CORPORATION

SECTION 1. Creation of Corporation. The Corporation will be formed by the filing of the Articles of Agreement of the Corporation in the form set forth in Attachment B with the New Hampshire Secretary of State.

SECTION 2. Purpose. The purpose of this Agreement is for Members to make the most efficient use of their powers on a basis of mutual advantage through a corporation separate from, and for which, the Members are not liable for the debts, liabilities, or obligations of the Corporation, except to the extent they may have contracted with the Corporation to be liable thereafter. The Members will form the Corporation to regulate and manage the affairs of the Corporation not inconsistent with the laws of New Hampshire or the Articles of Agreement, in order to study, promote, develop, conduct, operate, and manage energy-related programs, and to exercise all other powers necessary and incidental to accomplishing this purpose. Without limiting the generality of the foregoing, the Members intend for the Corporation to jointly exercise certain powers, privileges, and authorities granted to municipalities and counties pursuant to NH RSA 33-B, NH RSA 53-E, NH RSA 53-F, and NH RSA 374-D (and by reference NH RSA 33), all in accordance with NH RSA 53-A**;** to assist Members in exercising their authorities under, and complying with, the provisions of NH RSA 53-E in developing and implementing Electric Aggregation Plans and Programs, known as CPAs; to provide supportive services and technical assistance to CPAs serving member municipalities and counties; and to support and promote public education and civic engagement by the residents and businesses of member communities in developing and implementing energy and climate policies and actions and the role of CPAs in advancing such policies and actions for the common good. The Corporation will be a non-stock, non-profit voluntary corporation.

ARTICLE III
POWERS

Powers under this Agreement shall be the same as provided for the Corporation as reflected in the Articles of Agreement of the Community Power Coalition of New Hampshire, with the initial text as set forth in Attachment B.

ARTICLE IV
MEMBERSHIP

SECTION 1. Members to Agreement. Each Member certifies that it intends to, and does, contract with every other Member and, in addition, with such other Members as may later be added. Each Member also certifies that the withdrawal or termination of any Member from this Agreement does not affect this Agreement, each Member's obligations under the Agreement, and each remaining Member's intent to contract with the other Members then remaining. Members acknowledge that membership in the Agreement may change by the addition and/or withdrawal or termination of Members. Prior to the initial Members Annual Meeting, each eligible entity upon delivery of a certified authorization of participation in, and an executed, Agreement shall become a Member as provided for in Sections 2 and 3 below.

SECTION 2. Membership Eligibility. Membership in the Agreement will be pursuant to the same terms for Membership in the Corporation as reflected in the By-Laws.

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SECTION 3. Additional Members. Any eligible entity may become a Member of the Agreement pursuant to the same terms for Membership in the Corporation as reflected in the By-Laws.

SECTION 4. Voluntary Withdrawal of Member. Voluntary withdrawal of a Member from the Agreement shall be pursuant to the same terms for voluntary withdrawal of membership in the Corporation as reflected in the By-Laws.

SECTION 5. Involuntary Termination of Member. Involuntary Termination of Member from the Agreement shall be pursuant to the same terms for involuntary termination of membership in the Corporation as reflected in the By-Laws.

SECTION 6. Continuing Obligations. Any withdrawn or terminated Member shall continue to be liable for its obligations under any Project Contract and Cost Sharing Agreement(s) for the remaining term of any such Project Contract or Cost Sharing Agreement . The Member's equity or deficit position while a participant in any Project Contract will continue to be reflected in the records and reports of the Corporation. The Corporation may withhold funds otherwise owing to the Member or may require the Member to deposit sufficient funds with the Corporation, as reasonably determined by the Board, to cover the Member's liability for the costs described herein. Any amount of the Member's funds held on deposit with the Corporation above that required to pay any liability or obligation shall be returned to the Member.

ARTICLE V
COST SHARING PRINCIPLES

SECTION 1. Fiscal Year. The fiscal year shall be the calendar year, subject to the Board's discretion to amend the Fiscal Year. Before changing the Fiscal Year, the Board shall confer with the Treasurer and may confer with the auditor.

SECTION 2. Budget. The budget will be established pursuant to the terms reflected in the By-Laws.

SECTION 3. Cost Sharing Agreements. An agreement shall be entered into between the Corporation and each respective Member, uniform in all material respects, except with regard to the scope of Member services and Project Contracts that each Member selects to participate in and pay for, to ensure that the costs, expenses, debts, and liabilities ("Costs") directly or indirectly incurred by the Corporation on such Member's behalf are recovered through said Member's CPA revenues, or from revenues from grants or other third-party sources. Such Costs shall be classified as:

(a) CPA Member Services Costs: Costs incurred to provide the Complete Service Bundle, or such services that CPCNH offers, shall be recovered directly from Member(s) for the period they contract to receive such service(s). The Complete Service Bundle will include those services CPAs will require to undertake and provide Electric Aggregation Plans and Programs, such as: power supply procurement and management, data and billing, and customer service;

(b) General and Administrative Costs: Costs described in Article V, Section 4 are incurred for the common objectives of all Members of the Corporation, and are not incurred specifically in connection with a particular Project, Project Contract, or Member Service and shall be allocated to, and recovered from, each Member on a *pro rata* basis in accordance with the

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following formula: Member CPA's Annual Retail Electricity Load divided by all Member CPAs' Annual Retail Electricity Load; and

(c) Direct Project Costs: Costs incurred for a particular Project pursuant to a Project Contract shall be recovered directly from the Member(s) that participate in a particular Project or pursuant to the Project Contract that governs Member cost responsibility for the Project.

SECTION 4. General and Administrative Costs. General and Administrative Costs include those that have been incurred for the general operation and administration of the Corporation, and other expenses of a general character, including but not limited to Costs relating to: administrative offices that serve the Corporation; Corporation-wide financial management, business services, budget and planning, and personnel management; operations of the Corporation's central management information systems; general management of the Corporation, such as strategic direction and member affairs, Board functions, accounting, procurement, and legal services; operation and maintenance expense; depreciation and use allowances; and interest costs.

General and Administrative Costs do not include Costs that relate solely to, or are incurred by, the Corporation for CPA Member Services or as a result of any specific Project or Project Contract. The intent of the Members is to ensure that all Costs incurred by the Corporation that are directly related to CPA Member Services will only be paid by the Members receiving such services or for any specific Project will be paid only by the Project Participants of that specific Project. As such, when an activity or cost generally included within the General and Administrative Cost category benefits CPA Member Services, a specific Project or Project Contract, or is performed or budgeted for a specific Project or Project Contract, an appropriate adjustment shall be made to assure that the proper portion of the Cost of such activity is categorized and allocated as CPA Member Services costs to a Member receiving such service, or as a Direct Project Cost to the Project Participants, subject to Cost allocation under the applicable Project Contract. The Members intend that all Costs of the Corporation that are not directly assigned for recovery to CPA Member Services, a specific Project or Project Contract will be recovered as General and Administrative Costs.

SECTION 5. Member Advances, Contributions and Repayment. Upon the request or approval of the Board, any Member may make payments, advances, or contributions to the Corporation for any and all purposes set forth herein, and may contribute personnel, equipment or property, in lieu of other contributions or advances, to assist in the accomplishment of one or more of such purposes. All such payments, advances or contributions, whether in cash or in kind, shall be made to, and may be disbursed or used by, the Corporation. Except as otherwise specified in contracts with Members by the Board, the approved advances will be treated as indebtedness of the Corporation and shall be payable and repaid as such.

SECTION 6. Refunds. No Member that withdraws or is terminated shall be entitled to a refund of any payments made in connection with General and Administrative Costs.

SECTION 7. Funding of Initial Costs. Any Members that have funded activities necessary to implement the Corporation may request that the Board consider reimbursing said Members for said costs over a reasonable time period and shall provide such documentation of costs paid as the Board may request.

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ARTICLE VI
MEMBERSHIP MEETINGS

SECTION 1. Annual Meeting of the Members. Membership meetings in the Corporation as reflected in the By-Laws shall substitute for, and fully satisfy, all membership meeting requirements under this Agreement.

SECTION 2. Expenses. Each Member shall bear its own expenses, including the expenses of its designated representative (s), for attendance at all regular and special meetings.

ARTICLE VII
BOARD OF DIRECTORS

SECTION 1. Powers and Duties. The business and affairs under the Agreement shall be managed by a Board of Directors of the Corporation, which shall have and may exercise all the powers of the Corporation, except as otherwise provided by law, by the Articles of Agreement, by the Corporation By-Laws, or by this Agreement. All matters pertaining to the Board of Directors shall be as specified in the Articles of Agreement, the Corporation By-Laws, and this Agreement.

SECTION 2. Compensation. There shall be no compensation of participating Members under the Agreement as provided in the Corporation By-Laws.

ARTICLE VIII
EMPLOYEES AND AGENTS

SECTION 1. Chief Executive Officer. The Board of Directors shall appoint a Chief Executive Officer, or such other position as determined by the Board, in accordance with the terms of the Articles of Agreement and the Corporation By-Laws.

SECTION 2. Employees and Other Agents. The Board of Directors may appoint, from time to time, such employees and other agents as it shall deem necessary, in accordance with the terms of the Articles of Agreement, the Corporation By-Laws, and this Agreement.

ARTICLE IX
COMMITTEES

SECTION 1. Establishment. The Board of Directors may, by resolution adopted at any meeting, create any standing committee. The Board of Directors or Executive Committee may establish any special or ad hoc committee. A majority of members of any committee shall constitute a quorum. Unless the Board otherwise designates, committees shall conduct their affairs in the same manner as provided in this Agreement and the By-Laws for the Board to the extent applicable.

SECTION 2. Appointment. Except as otherwise provided in this Agreement, the Chair shall appoint the members and chairs of each committee, subject to approval or modification by the Board, or, in the case of a special or ad hoc committee, by the Executive Committee. Appointments to standing committees shall be for one-year terms, with each term beginning at the conclusion of the Annual Meeting, or as close to thereof as practicable, and ending at the conclusion of the following year's Annual Meeting.

SECTION 3. Committee Meetings. Meetings of committees may be called at any time by the

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respective chairperson of each committee, or by the Chair, provided that notice is given to all members of the committee in person, by telephone, or by electronic mail at least 24 hours in advance of the meeting. All committee meetings shall comply with New Hampshire's Right-to-Know Law, NH RSA 91-A, and as it may be amended. Reports of committee meetings shall be presented to the Board at its next regular meeting, and each committee shall furnish copies thereof to the Secretary to be maintained with the records of the Corporation. Any committee member may participate in a meeting of the committee by means of a conference telephone, video or similar communications equipment allowing all persons participating in the meeting, including the public, to hear each other at the same time, to the extent allowed by NH RSA 91-A, and participation by such means shall constitute presence in person at a meeting. Unless the Board shall otherwise provide, the standing committees shall have the power to establish their own rules of procedure and to determine the time and place of their meetings.

SECTION 3. Executive Committee. At such time as Membership in the Corporation exceeds 11 (eleven) Members, there shall be an Executive Committee consisting of the Chair, the Vice Chair, the Treasurer, the Secretary, and the Immediate Past-Chair. If there is no Immediate Past Chair or the Immediate Past-Chair is no longer a Director of the Board or declines to serve on the committee, another Director may be appointed to serve on the committee. The Chair, Vice Chair, Treasurer, and Secretary shall serve on the committee during their terms in office. Other members shall be appointed for one-year terms and may serve consecutive terms. The Executive Committee shall have authority to exercise all powers of the Board between meetings of the Board but shall exercise such authority only when action is required before the next scheduled Board meeting. All actions taken by the committee shall be reported to the Board at the next meeting of the Board. Further, the committee shall have no authority to take any of the following actions:

(a) Elect or remove any Director or officer, including the filling of a vacancy.

(b) Terminate, hire, or take any other action with respect to the employment status of the Chief Executive Officer.

(c) Adopt or materially amend the Corporation's budget.

(d) Amend or terminate the Agreement.

(e) Repeal or adopt any amendment to the Corporation's Articles of Agreement or By-Laws; or

(f) Approve any merger, reorganization, liquidation, dissolution, or disposition of substantially all the Corporation's assets.

SECTION 4. Finance Committee. There shall be a Finance Committee consisting of at least two Directors or alternates, one of whom shall be the Treasurer, who shall serve as chairperson of such Committee. The committee shall advise the Treasurer and the Board as to the investments, budget, and general fiscal policy of the Corporation.

SECTION 5. Audit Committee. There shall be an Audit Committee consisting of no fewer than two and no more than six Directors or alternates. The committee shall oversee the quality and integrity of the Corporation's accounting, auditing and reporting practices, shall cause an independent financial report of the accounts and records of the Corporation to be made by a certified public accountant or public accountants each fiscal year, which shall be provided to Directors and to Members at the Annual Meeting. The Corporation shall consider the budget amount necessary for such financial reports as determined by the Audit Committee. The specific

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powers and responsibilities of the Audit Committee shall be specified in an Audit Committee Charter, which shall be adopted from time to time by the Members at the Annual Meeting.

SECTION 6. Regulatory and Legislative Affairs Committee. There shall be a Regulatory and Legislative Affairs Committee consisting of no fewer than two Directors along with a number of Members determined at the Annual Meeting. The committee shall be responsible for monitoring and advising the Corporation and Members in regard to regulatory and legislative engagement and shall have specific powers and responsibilities as specified in a Regulatory and Legislative Affairs Committee Charter, which shall be adopted from time to time at the Annual Meeting. This committee shall also appoint representatives of the Corporation to serve on statutory commissions, study commissions, and other boards and commissions created by the state legislature.

SECTION 7. Risk Management Committee. There shall be a Risk Management Committee consisting of the Chair, the Treasurer, and such other Directors and members as the Board determines. The committee shall develop and recommend to the Board within one year of the Effective Date of this Agreement, and at least biennially thereafter, an Enterprise Risk Management Policy, and shall perform such tasks as, reviewing major risk exposures and monitoring the steps taken to control said exposures. The Risk Management Committee shall commission an independent agent to conduct and deliver to the Board and to the Members at the Annual Meeting an evaluation of the operational performance of the Corporation relative to the Enterprise Risk Management Policy and as otherwise requested by the Board. The Corporation shall budget an amount necessary for the evaluation as determined by the Risk Management Committee, which shall cause to be hired a firm or individual that has no other direct or indirect business relationship with the Corporation. The evaluation shall be conducted at least once every two years, starting within three years of the initial provision of electricity supply to a Member and no individual or firm may be hired to conduct more than two consecutive evaluations. The Risk Management Committee shall act upon a majority vote of the Member Directors of the Committee.

SECTION 8. Governance Committee. There shall be a Governance Committee consisting of no fewer than three and no more than six Directors or alternates. The committee shall assist the Members in recruitment of Board Directors; determine eligibility of nominees for consideration of Directorship; monitor the effective functioning of the Board and committees; conduct regular Board orientations and evaluations; periodically review and recommend amendments to this Agreement; and advise the Board and Members, through the Annual Meeting, on governance issues. The Governance Committee shall be comprised of at least one Director each from a city, a town, and a county.

SECTION 9. Other Committees. Other committees may be established and abolished as necessary by the Board and given such authority as the Board determines appropriate, subject to the provisions of this article, and except that the authority of the Board itself shall not be delegated to any committee other than the Executive Committee. In the case of such committees established by the Board, it shall not be necessary for a committee member to also be a Member or a Director.

SECTION 10. Project Committees. The power to oversee implementation of Projects is delegated to Project Committees as set forth in this Agreement.

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ARTICLE X
PROJECTS

SECTION 1. Projects. The Board may establish Projects and Study Projects (collectively, for purposes of this Article X only both are referred to as "Projects") within the purpose and power of the Corporation and to adopt general policy guidelines for their implementation. "Project Contracts" means contracts between and among the Corporation and its Members for the Projects. Nothing contained in a Project Contract shall obligate non-participating Members in any respect with the Project.

SECTION 2. Right to Participate in Projects. The Board shall provide at least thirty (30) days prior written notice to all Members, unless such notice is otherwise waived, before any Project may be considered for adoption by a vote of the Board. Once a Project is approved by the Board, all Members shall have the right, but not the obligation, to participate in a pro rata share in the Project in relative proportion to the electric load of each Member. If a Project is not fully subscribed, the unsubscribed portion may be divided among the participating Members in the Project that seek a greater participation share in the same proportion as the original allocation until a project is fully subscribed. A Project that is fully subscribed or for which the initial time to participate has closed may remain open to new Members to join subject to, and under the terms of, the Project Contract.

SECTION 3. Project Participation and Terms. Each Member's participation share allocation for the Project shall be based on the financial commitments made by the participating Members or as otherwise may be agreed by the participating Members in a particular Project. Once the Project is fully subscribed or the time to participate has closed, (i) the Treasurer will calculate the number of Project Votes each Member has in the Project, and (ii) the Chief Executive Officer, at the direction of the participating Project Members, will lead the negotiation of the agreements with the Project's vendors, developers and/or consultants and assist with coordinating the Project Contracts amongst the participating Members and the Corporation. All expenses, rights, and obligations to any specific Project as among the participating Project Members will be as provided through Project Contract that will be separate and distinct from this Agreement.

SECTION 4. General Project Voting Guidelines. The following guidelines apply to all Projects established by the Corporation:

(a) The Members that participate in a Project will all collectively agree, in Project Contract(s), separate from this Agreement, to what extent they will assume any obligations, debts and liability incurred in connection with the formation and/or implementation of such Projects. Nothing in this Agreement requires joint and several liability or imposes any liability on any Member with respect to any Project or Project Contract**.** The impact of a defaulting Member to any Project Contract shall be solely limited by, and governed according to, the terms for default covered in the Project Contract for the applicable Project.

(b) Once a Project is fully subscribed or the time to participate has closed, as set forth in Section 2 herein above, and unless otherwise agreed to by the participating Members in a particular Project, all Project Matters regarding the Project shall be decided by 80% of the Project Votes cast thereon; provided that if one party controls more than 80% of the vote, then another party shall be required to vote in the affirmative for any action to be taken to prevent one party from controlling the outcome of the vote, and each Director shall be

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entitled to cast all or any portion of the number of such Director's Project Votes.

SECTION 5. Transfer of Participating Member Project Contract Interests. Subject to the terms of any financing for a Project, a Project Contract may provide for a Member's transfer of an interest in a Project to other Members participating in the Project Contract and, if such transfer is not fully subscribed by such participating Members, to other Members. Project Contracts shall not permit the transfer of a participating Member's participation interest in a Project Contract to any entity that does not qualify for membership in the Corporation or that would adversely affect the tax status of the Corporation.

SECTION 6. Project Committees. There will be a Project Committee for each Project consisting of one Director or alternate from each participating Member, which shall adopt procedures for the committee to follow as deemed appropriate for the Project.

ARTICLE XI
BONDS AND NOTES

The Corporation shall have the power to facilitate for Projects or directly issue, sell, and deliver bonds in accordance with the provisions of NH RSA 33-B, RSA 53-E, RSA 53-F, and RSA 374-D, for the purpose of acquiring, financing, performing or constructing one or more Projects and to issue notes for the purpose of financing one or more Study Projects and for the purpose of providing temporary financing of costs of development, construction or acquisition of one or more Projects. The terms and conditions of the issuance of any such bonds or notes shall be set forth in such resolution, indenture, or other instrument, as required by law and as approved by the Board, provided that any such bond or note issuance is approved by participating Members' governing and legislative bodies as required by statute and all such debts, liabilities and obligations shall be non-recourse to any and all of the Members except as expressly agreed to by such Members through a Member's Cost Sharing Agreement or Project Contract or by the terms of legislative body approvals required by statute.

ARTICLE XII
LIMITATION ON LIABILITY OF MEMBERS

No debt, liability, or obligation of the Corporation shall be a debt, liability, or obligation of any Member unless otherwise specified and agreed to by individual Members under a Cost Sharing Agreement or Project Contract under this Agreement.

ARTICLE XIII
ACCOUNTS AND REPORTS

SECTION 1. Establishment and Administration of Funds. The Corporation is responsible for the strict accountability of all funds and reports of all receipts and disbursements. The Board is authorized to select such depositories as it shall deem proper for the funds of the Corporation and will comply with every provision of law relating to the establishment and administration of funds, provided that all funds of the Corporation shall be held in separate accounts in the name of the Corporation. The Corporation shall establish and maintain such funds and accounts as may be required by good accounting practice or by any provision of any resolution, indenture or other instrument of the Corporation securing its bonds or notes, except insofar as such powers, duties

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and responsibilities are assigned to a trustee appointed pursuant to such resolution, indenture or other instrument. The books and records of the Corporation shall be open to inspection at all reasonable times to each Member and its representatives. All the books, records, accounts and files referred to in this Article XIII shall be open to the inspection of holders of bonds or notes of the Corporation to the extent and in the manner provided in the resolution, indenture or other instrument providing for the issuance of such bonds or notes.

SECTION 2. Checks, Notes and Contracts. The Board shall determine who shall be authorized on behalf of the Corporation to sign bills, notes, receipts, acceptances, endorsements, checks, releases, contracts and documents.

ARTICLE XIV
TERM; TERMINATION; LIQUIDATION; DISTRIBUTION

This Agreement shall become effective (the "Effective Date") when at least two Members execute this Agreement. This Agreement shall continue in full force and effect until terminated by dissolution and liquidation of the Corporation, and distribution of any net proceeds, as provided for in Article XI of the By-Laws.

ARTICLE XV
INDEMNIFICATION AND INSURANCE

Indemnification and insurance shall be as provided for in Article XIII of the By-Laws.

ARTICLE XVI
AMENDMENTS, SUCCESSORS AND ASSIGNS

SECTION 1. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the successors and assigns of the Members. No Member shall assign its interest in this Agreement to an entity that is not a Member or that is not eligible to become, and demonstrates an intent to become, a Member. No Member may assign any right or obligation hereunder without the consent of all other Members, provided that such consent shall not be unreasonably withheld. The immediately preceding sentence shall not affect, in any respect, any right of the assignment under any Project Contract between any Member and the Corporation.

SECTION 2. Amendments. Subject to any requirements of law or indenture authorizing the issuance of Bonds, this Agreement may be amended at any time and from time to time by a written amendment approved by at least 2/3 (two-thirds) of the votes cast at an Annual Meeting at which a quorum is present, provided that no amendment shall be adopted upon the dissenting vote of two or more Members totaling 50% (fifty percent) or more of the population of all Members as based upon the most recent population census. This Article XVI Section 2 and Articles XII, XIV and XV may not be amended unless such amendment is approved by the governing body of each Member. Attachments B and C, the Articles of Agreement and By-Laws, may be amended by a vote of at least 2/3 (two-thirds) of the votes cast by the Members at a Membership Meeting at which a quorum is present pursuant to the terms specified in Article IX of the By-Laws.

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ARTICLE XVII
GENERAL PROVISIONS

SECTION 1. Breach of Agreement. If a Member defaults in any undertaking contained in this Agreement, such default shall not excuse such Member from fulfilling its obligations under this Agreement, Cost Sharing Agreement, or Project Contract(s) and each Member shall continue to be liable for the performance of all conditions herein and therein contained. Each Member hereby declares that this Agreement is entered into for the benefit of the Corporation created hereby and each Member hereby grants to the Corporation the right to enforce by whatever lawful means the Corporation deems appropriate all of the obligations of each of the Members hereunder. Each and all of the remedies given to the Corporation hereunder or by any law now or hereafter enacted are cumulative and the exercise of one right or remedy shall not impair the right of the Corporation to any or all other remedies.

SECTION 2. Dispute Resolution. The Members and the Corporation shall make reasonable efforts to settle all disputes arising out of, or in connection with, this Agreement. Before exercising any remedy provided by law, a Member or Members and the Corporation shall engage in nonbinding dispute resolution or in a manner agreed upon by the Member or Members and the Corporation. The Members agree that each Member may specifically enforce this provision, Article XVI, Section 2, Dispute Resolution. In the event that dispute resolution is not initiated or does not result in a resolution within 60 days after a written request for dispute resolution, any disputing Member or the Corporation may pursue any remedies provided by law.

SECTION 3. Notices. Any notice given pursuant to this Agreement shall be in writing and shall be dated and signed by the Member giving such notice. Notices to the Corporation shall be delivered to the Corporation's principal place of business, as identified in Attachment E. Notice to each Member under this Agreement is sufficient if mailed to the Member and separately to the Member's Director to their respective addresses on file with the Corporation. All written notices sent in the prescribed manner will be deemed given to a Member or the Corporation on whichever date occurs first: (1) the date of personal delivery; (2) the third business day following deposit in the U.S. mail, when sent by "first class," postage prepaid, or faster delivery method; or (3) the date of transmission, when sent electronically, including by email or facsimile.

SECTION 4. Severability. Should any portion, term, condition, or provision of this Agreement be determined by a court of competent jurisdiction to be illegal or in conflict with any law of the State of New Hampshire, or be otherwise rendered unenforceable or ineffectual, each and all of the remaining portions, terms, conditions, and provisions of this Agreement shall not be affected thereby and shall remain in full force and effect to the maximum extent permitted by law.

SECTION 5. Section Headings. The section headings herein are for convenience only and are not to be construed as modifying or governing the language in the section to which they refer of this Agreement.

SECTION 6. Governing Law. This Agreement is made and to be performed in the State of New Hampshire, and as such New Hampshire substantive and procedural law shall apply.

SECTION 7. Execution by Counterparts. This Agreement may be executed in any number of counterparts, and upon execution by the Corporation and Member, each executed counterpart shall have the same force and effect as an original instrument and as if all Members had signed the same instrument. Any signature page of this Agreement may be detached from any counterpart of this

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Agreement without impairing the legal effect of any signatures thereon and may be attached to another counterpart of this Agreement identical in form hereto but having attached to it one or more signature pages.

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Attachment A: Definitions

1. "Annual Retail Electricity Load" means the annual amount of metered electricity delivered to retail consumers and supplied through the Member CPA during the most recent 12 whole months, or if less than 12 whole months of load have been supplied the calculation of a Member's Annual Retail Electricity Load for the allocation of General and Administrative Costs under Article V, Section 3(b) shall be as provided for under the terms of the Cost Sharing Agreement.
2. "Articles of Agreement" means the Articles of Agreement of Community Power Coalition of New Hampshire, a New Hampshire Nonprofit Corporation to be formed pursuant to NH RSA 292:2 as initially set forth in Attachment B.
3. "Board" means the Board of Directors of the Community Power Coalition of New Hampshire as described in Third article of the Articles of Agreement prior to adoption of the By-Laws and thereafter as described in Article V of the By-Laws.
4. "By-Laws" means the by-laws of the Corporation as initially set forth in Attachment C.
5. "Corporation" means Community Power Coalition of New Hampshire and may be referred to as CPCNH.
6. "Cost Sharing Agreement(s)" means an agreement between CPCNH and each Member pursuant to Article V, Section 3 regarding how Costs of CPCNH will be shared.
7. "CPA" means a Community Power Aggregation, which is the same as a municipal or county aggregation authorized by RSA 53-E.
8. "Directors" means the members of the Board of Directors of CPCNH as referenced in Article VII of this JPA and detailed in Article V of the By-Laws.
9. "Direct Project Costs" means Costs for activities or services that benefit specific Projects as defined in one or more Project Contracts as provided for in Article V, Section 3(c).
10. "Electric Aggregation Plans and Programs" means such services municipalities and Counties undertake pursuant to NH RSA 53-E.
11. "Enterprise Risk Management Policy" means a Board policy framework to enable CPCNH to identify, mitigate, and manage financial, operational, and strategic risks in a holistic, methodical, and transparent manner to support the mission and financial sustainability of CPCNH. Regarding energy portfolio risk management, the policy will identify risks associated with the procurement of the power supply, identify those responsible for administering the various elements of the risk management policy from procurement operations to oversight, set parameters and methodologies for managing risk associated with procuring and hedging the power supply portfolio including the specification of authorized products, terms and transaction limits, and provide for the accrual of reserve funds for the purpose of satisfying all financial obligations and objectives associated with management of the power supply portfolio.
12. "Member Directors" means Directors appointed by a Member of this Agreement.
13. "Members Annual Meeting" means the Annual Membership Meeting of CPCNH as referenced in Article VI, Section 1 of this JPA and described in Article IV of the By-Laws.
14. "Member Services" means services provided by CPCNH to Members as referenced in Article V, Section 3(a) of this JPA.

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15. "Membership" means all of the Members of CPCNH as described in Article III of the By-Laws.

16. "Project" means any of the following activities as approved by the Board pursuant to Article X: (i) the design, development, contracting for, lease, acquisition, transfer, construction, financing, operation, maintenance, and/or ownership of facilities for generation, storage, and/or distribution of electrical energy, including but not limited to electric meters, meter communications, microgrids, and electric vehicle charging infrastructure, and any related transactions, services, and goods that may be necessary or convenient to acquire, construct, and/or finance such facilities; (ii) the bulk purchasing and/or use of Member funds to finance retail customer technologies, including, but not limited to, distributed energy resources such as solar photovoltaics, battery storage, heat pumps, electric vehicle chargers, energy efficiency and/or demand response technologies; and/or (iii) activities as may otherwise be defined by the Board within the powers of Corporation.

17. "Project Contract" means a contract by and among the Corporation and its participating Members for a Project.

18. "Project Matter" means a matter for decision by the Members subscribed to a Project or Study Project involving a question or matter pertinent to considering, entering, studying, planning, financing, developing, acquiring, constructing, reconstructing, improving, enlarging, bettering, operating and/or maintaining the Project or Study Project as to which there shall be one or more Project Contracts.

19. "Project Participants" means the Members that choose to participate in any particular project pursuant to Article X, Section 2 of this JPA.

20. "Project Votes" means the number of votes a Member shall be entitled to cast with respect to a Project Matter. Unless otherwise agreed by the Project Participants each Member shall be entitled to cast that number of votes, with respect to a Project Matter, computed as follows: That number of votes (rounded to the next higher whole number) equal to 1000 multiplied by the result of dividing (i) the amount of the Member's financial commitment in the Project or Study Project to which the Project Matter relates, by (ii) the aggregate amount of all Members' then existing financial commitments in such Project or Study Project. In the event that such a calculation is being made with respect to a Project (other than a Study Project) prior to the date of commencement or commercial operation of the Project, as applicable, such calculation shall be made as of the anticipated date of commencement or commercial operation of such Project.

21. "Regular Meeting" means a regularly scheduled meeting of the Membership, or the Board, as established at a prior meeting of the Membership, or the Board, respectively.

22. "Special Meeting" means a meeting of the Membership, or the Board, as called by the Board, or its Chair, respectively, or by request of other Members, or Directors, respectively, pursuant to Article 4 or Section 5.8 of the By-Laws.

23. "Study Project" means one or more proposed Projects as to which the Corporation undertakes to make studies or to acquire options or permits and to incur other preliminary Costs prior to the undertaking of the solicitation, construction or acquisition of such proposed Project.

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Attachment B: Articles of Agreement of the Corporation

The State of New Hampshire

Recording Fee: $25.00 *RSA 292:2*

ARTICLES OF AGREEMENT
OF
COMMUNITY POWER COALITION OF NEW HAMPSHIRE
A NEW HAMPSHIRE NONPROFIT CORPORATION

THE UNDERSIGNED, being persons of lawful age, associate under the provisions of the New Hampshire Revised Statues Annotated, Chapter 292 by the following articles:

FIRST: The name of the corporation shall be "Community Power Coalition of New Hampshire" (abbreviated "CPCNH").

SECOND: The purpose of CPCNH is to promote the common good and general welfare by supporting the economic vitality and prosperity of local communities by enabling municipalities and counties to support and jointly exercise authorities granted to them pursuant to NH RSA 33-B, NH RSA 53-E, NH RSA 53-F, and NH RSA 374-D (including by reference NH RSA 33), all in accordance with NH RSA 53-A; to assist member municipalities and counties in complying with the provisions of NH RSA 53-E in developing and implementing Electric Aggregation Plans and Programs known as Community Power Aggregations ("CPAs"); to provide supportive services and technical assistance to community power aggregations serving member towns, cities, counties, unincorporated places, and village districts; and to support and promote public education and civic engagement by the residents and businesses of member communities in developing and implementing energy and climate policies and actions and the role of CPAs in advancing such policies and actions for the common good. This voluntary corporation is formed to carry out the objectives and purposes of the Community Power Coalition of New Hampshire Joint Powers Agreement executed on or before its effective date of October 1, 2021 pursuant to RSA 53-A (the "JPA").

THIRD: The provisions for establishing membership and participation in the corporation are as follows:

Pursuant to NH RSA 53-E members of CPCNH may include counties, cities, towns, unincorporated places, and village districts within the state and any grouping of such entities operating pursuant to NH RSA 53-E:3, II(b). Any of the foregoing may become a Member upon complying with the requirements established by the CPCNH Board of Directors.

Each Member shall have one vote at all Member meetings.

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Attachment B: Articles of Agreement of the Corporation

The initial board of directors shall be the incorporators. The board of directors shall establish a code of by-laws not inconsistent with these Articles of Agreement or the provisions NH RSA 292 as amended, for the governance of the corporation.

These Articles of Agreement may be amended by a vote of the two-thirds of the Members at a Member meeting.

FOURTH: The provisions for disposition of the corporate assets in the event of dissolution of the corporation including the prioritization of rights of shareholders and members to corporate assets are:

In the event of dissolution, all net proceeds from the liquidation of the assets and property of CPCNH and any remaining assets shall be conveyed to its Members that remain at the time of dissolution as is determined by the Board in accordance with law. No Director, Officer, committee member, employee, or individual connected with CPCNH shall be entitled to share in the liquidation or distribution of any of the assets of CPCNH upon its dissolution.

FIFTH: The New Hampshire principal address at which the business of this corporation is to be carried on is: City Hall, City of Lebanon, 51 N. Park Street, Lebanon.

Principal Mailing address is: CPCNH c/o Sustainability Director, Town of Hanover, 41 S Main Street, Hanover, NH 03755.

Business Email is info@cpcnh.org.

✓ Please check if you would prefer to receive the courtesy Nonprofit Report Reminder by email.

SIXTH: The amount of capital stock, if any, or the number of shares or membership certificates, if any, and provisions for retirement, reacquisition and redemption of those shares or certificates are: There is no capital stock, shares, or membership certificates.

SEVENTH: The powers of the Corporation shall include the following:

7.1. Receive contributions and donations of property, funds, services, and other forms of assistance from any source;

7.2 Employ agents and employees;

7.3 Lease real or personal property as lessee and as lessor;

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7.4 Acquire, contract, manage, maintain, sell, or otherwise dispose of real and personal property and operate any buildings, infrastructure, works, or improvements;

7.5 Receive, collect, invest, and disburse moneys;

7.6 Make and enter into contracts;

7.7 Sue and be sued in its own name;

7.8 Establish, operate, maintain and/or fund energy-related programs;

7.9 Make and enter into service agreements relating to the provision of services necessary to plan, implement, operate, and administer CPCNH's affairs;

7.10 Apply for, accept, and receive all licenses, permits, grants, loans, or other aids from any federal, state, or local public agency;

7.11 Submit documentation and notices, register, and comply with orders, tariffs, and agreements for the establishment and implementation of community power aggregations and other energy related programs;

7.12 Acquire, purchase, finance, offer, arrange, construct, maintain, utilize and/or operate one or more Projects as that term is defined in the JPA;

7.13 Incur debts, liabilities, and obligations, provided that all debts, liabilities and obligations shall be non-recourse to any and all of the Members unless expressly agreed to by such Members through a Member's Cost Sharing Agreement or Project Contract as those terms are defined in the JPA;

7.14 Issue revenue bonds, and incur other forms of indebtedness including but not limited to loans from private lending sources, pursuant to NH RSA 33-B, RSA 53-E, RSA 53-F, and RSA 374-D, provided that any such bond or debt issuance is approved by participating Members' governing and legislative bodies as required by statute;

7.15 Form subsidiary or independent entities to carry out energy supply, energy conservation and other energy-related programs that may be conducted by CPCNH;

7.16 Intervene in germane regulatory proceedings on behalf of itself and its Members;

7.17 Engage in germane legislative activity, but shall not under any circumstance directly or indirectly participate or intervene in any political campaigns on behalf of or in opposition to any candidate for public office;

7.18 Assign, delegate, or contract with a Member or third party to perform any of the duties of the Board, including, but not limited to, acting as administrator of the Corporation;

7.19 Carry out other duties as required to accomplish other responsibilities as set forth in the JPA; and

7.20 Exercise all other powers necessary, proper, and lawful to carry out the Articles of Agreement.

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7.21 Defend, hold harmless, and indemnify, to the fullest extent permitted by law, each Member from any liability, claims, suits, or other actions.

EIGHTH: Provision eliminating or limiting the personal liability of a director, an officer or both, to the corporation or its shareholders for monetary damages for breach of fiduciary duty as a director, an officer or both is as follows:

There shall be no personal liability of a director, an officer, or both, to the corporation for monetary damages for breach of fiduciary duty as a director, an officer, or both, except with respect to:

1. Any breach of the director's or officer's duty of loyalty to the corporation.

2. Acts or omissions which are not in good faith or which involve intentional misconduct or a knowing violation of law.

3. Any transaction from which the director, officer, or both, derived an improper personal benefit.

NINTH: Signatures and post office address of each of the representatives of the governmental entities associated together to form the corporation:

Signature and Name	**Post Office Address**
1. _____ Signature	25 Perley Ave. Street
Clifton C. Below Name (please print)	Lebanon, NH 03766-1816 City/Town/State/Zip
2. _____ Signature	_____ Street
_____ Name (please print)	_____ City/Town/State/Zip
3._____ Signature	_____ Street
_____ Name (please print)	_____ City/Town/State/Zip

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Attachment B: Articles of Agreement of the Corporation

4. _____ _____
Signature Street

_____ _____
Name (please print) City/Town/State/Zip

5. _____ _____
Signature Street

_____ _____
Name (please print) City/Town/State/Zip

6. _____ _____
Signature Street

_____ _____
Name (please print) City/Town/State/Zip

7. _____ _____
Signature Street

_____ _____
Name (please print) City/Town/State/Zip

8. _____ _____
Signature Street

_____ _____
Name (please print) City/Town/State/Zip

Note: At least five signatures are required.

DISCLAIMER: All documents filed with the Corporation Division become public records and will be available for public inspection in either tangible or electronic form.

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Attachment C: Corporation By-Laws

BY-LAWS

of the

COMMUNITY POWER COALITION OF NEW HAMPSHIRE

ARTICLE I
NAME

The name of the corporation shall be the Community Power Coalition of New Hampshire ("CPCNH").

ARTICLE II
PURPOSE AND POWERS

Section 2.1 Purpose

The purpose of CPCNH is to promote the common good and general welfare by supporting the economic vitality and prosperity of local communities by enabling municipalities and counties to support and jointly exercise authorities granted to them pursuant to NH RSA 33-B, NH RSA 53-E, NH RSA 53-F, and NH RSA 374-D (including by reference NH RSA 33), all in accordance with NH RSA 53-A; to assist member municipalities and counties in complying with the provisions of NH RSA 53-E in developing and implementing Electric Aggregation Plans and Programs known as Community Power Aggregations; to provide supportive services and technical assistance to community power aggregations serving member towns, cities, counties, unincorporated places, and village districts; and to support and promote public education and civic engagement by the residents and businesses of member communities in developing and implementing energy and climate policies and actions and the role of community power aggregations in advancing such policies and actions for the common good.

Section 2.2 Community Power Coalition of New Hampshire Joint Powers Agreement

This voluntary corporation is formed to carry out the objectives and purposes of the Community Power Coalition of New Hampshire Joint Powers Agreement effective on October 1, 2021 (the "JPA").

Section 2.3 Powers

CPCNH is authorized, in its own name, to do all acts permitted under NH RSA 53-A, as amended from time to time, such other provisions of New Hampshire law not inconsistent with NH RSA 53-A, as well as any act necessary, consistent with New Hampshire law, to fulfill the purposes set forth in Section 2.1 above, including but not limited to, each of the following:

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2.3.1 Receive contributions and donations of property, funds, services, and other forms of assistance from any source;

2.3.2 Employ agents and employees;

2.3.3 Lease real or personal property as lessee and as lessor;

2.3.4 Acquire, contract, manage, maintain, sell, or otherwise dispose of real and personal property and operate any buildings, infrastructure, works, or improvements;

2.3.5 Receive, collect, invest, and disburse moneys;

2.3.6 Make and enter into contracts;

2.3.7 Sue and be sued in its own name;

2.3.8 Establish, operate, maintain and/or fund energy-related programs;

2.3.9 Make and enter into service agreements relating to the provision of services necessary to plan, implement, operate, and administer CPCNH's affairs;

2.3.10 Apply for, accept, and receive all licenses, permits, grants, loans, or other aids from any federal, state, or local public agency;

2.3.11 Submit documentation and notices, register, and comply with orders, tariffs, and agreements for the establishment and implementation of community power aggregations and other energy related programs;

2.3.12 Acquire, purchase, finance, offer, arrange, construct, maintain, utilize and/or operate one or more Projects as that term is defined in the JPA;

2.3.13 Incur debts, liabilities, and obligations, provided that all debts, liabilities and obligations shall be non-recourse to any and all of the Members unless expressly agreed to by such Members through a Member's Cost Sharing Agreement or Project Contract as those terms are defined in the JPA;

2.3.14 Issue revenue bonds, and incur other forms of indebtedness including but not limited to loans from private lending sources, pursuant to NH RSA 33-B, RSA 53-E, RSA 53-F, and RSA 374-D, provided that any such bond or debt issuance is approved by participating Members' governing and legislative bodies as required by statute;

2.3.15 Form subsidiary or independent entities to carry out energy supply, energy conservation and other energy-related programs that may be conducted by CPCNH;

2.3.16 Intervene in germane regulatory proceedings on behalf of itself and its Members;

2.3.17 Engage in germane legislative activity, but shall not under any circumstance directly or indirectly participate or intervene in any political campaigns on behalf of or in opposition to any candidate for public office;

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2.3.18 Assign, delegate, or contract with a Member or third party to perform any of the duties of the Board, including, but not limited to, acting as administrator of the Corporation;

2.3.19 Carry out other duties as required to accomplish other responsibilities as set forth in the JPA; and

2.3.20 Exercise all other powers necessary, proper, and lawful to carry out the Articles of Agreement and these By-Laws.

2.3.21 Defend, hold harmless, and indemnify, to the fullest extent permitted by law, each Member from any liability, claims, suits, or other actions.

ARTICLE III
MEMBERSHIP

Section 3.1 Members

The initial Members of CPCNH shall be the towns, cities, and counties that entered into the JPA on or before its effective date of October 1, 2021. Pursuant to NH RSA 53-E, the following shall be also eligible to become members of CPCNH:

Section 3.2 Municipalities

Any city, town, unincorporated place, or village district within the state. Any such entity (hereinafter "***Municipality***") shall be eligible for membership in CPCNH.

Section 3.3 Counties

Any county within the state. Any such entity (hereinafter "***County***") shall be eligible for membership in CPCNH.

Section 3.4 Joint Powers Authority Any group of municipalities and counties that have chosen to jointly operate a community power aggregation in accordance with NH RSA 53-A and RSA 53-E shall be eligible for membership in CPCNH as a Joint Powers Authority in lieu of individual municipal or county memberships.

Section 3.5 Manner of Becoming a Member

Any city, town, unincorporated place, village district, county, or joint powers authorities may become a Member at any time upon an affirmative vote by the governing body of the proposed new Member to approve and join the Community Power Coalition of New Hampshire Joint Powers Agreement and by an affirmative vote of a majority of the Board of Directors to approve the new Member.

Section 3.6 Designation of Member Representatives; Voting

The governing body of each Member shall designate in writing to the Chief Executive Officer, or Chair of the Board in the absence of a Chief Executive Officer, an elected or appointed official as a Member representative who shall attend CPCNH meetings and vote on behalf of the Member. The governing body of each Member may also designate in writing an alternate to serve when the primary representative is

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unavailable. The designated representative or alternate may also be employees or volunteers of the Member. Each Member shall be entitled to one vote on the election of Directors and all other matters submitted to a vote of the membership.

Section 3.7 Voluntary Withdrawal of Membership

A Member's membership with CPCNH may be withdrawn by the Member's governing body upon notifying the Chair of the Board of Directors in writing and complying the provisions of Section 3.9.

Section 3.8 Involuntary Termination of Membership

A Member's membership with CPCNH may be terminated by a two-thirds (2/3) vote of the entire Board of Directors, with the exception of the terminated Member's representative if they are also a Director, for reasons deemed good and sufficient by the voting Directors. Default under a Project Contract, failure to satisfy the material terms of its Cost Sharing Agreement, as defined in the JPA, with the Corporation, and material non-compliance with the provisions of the JPA are each ground for terminating membership.

Section 3.9 Continuing Obligations

Any withdrawn or terminated Member shall execute all reasonable and necessary documents to effectuate such withdrawal or termination and such Members' continuing obligations shall be pursuant to the same terms for continuing obligations as provided for under Article IV, Section 6 of the JPA.

ARTICLE IV

MEMBERSHIP MEETINGS

Section 4.1 Annual Membership Meeting of CPCNH

Each April there shall be an annual meeting ("Annual Membership Meeting") of the Members at a specific date, time, and place established by the Board of Directors ("Board"). Written notice thereof shall be sent to the principal executive officers of each Member by the Chief Executive Officer or Chair of the Board not less than thirty (30) days prior to the Annual Membership Meeting date. The notice shall set forth the number of Directors to be elected by the Members, as well as any other items of business to be conducted at the Annual Membership Meeting. Only those items set forth in the notice shall be acted upon at the Annual Membership Meeting.

Section 4.2 Regular Meetings of CPCNH

The Members may vote to hold periodic meetings. An annual schedule for such meetings may be established by a majority vote of the Members. Written notice for each such meeting shall be given not less than ten days prior to the date of the meeting. The notice shall set forth the items of business to be conducted at each meeting. By a majority vote of the Members present at the meeting, items of business not identified in the meeting notice may be transacted at such meeting.

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Section 4.3 Special Meetings

Special meetings of CPCNH may be called by the Board or at the written request of twenty-five percent (25%) of the Members. Written notice of a special meeting shall be given not less than five (5) days prior to the date of said meeting. Only such business stated in the notice shall be transacted at the said meeting.

Section 4.4 Quorum

Not less than twenty-five percent (25%) of the total number of Members shall constitute a quorum for any meeting of the Members of CPCNH.

Section 4.5 Vote Necessary to Take Action

A plurality vote of the Members in attendance at a Membership meeting shall be necessary to elect any Director. A majority vote of the Members in attendance at a Membership meeting shall decide any other matter, except as otherwise provided in these By-Laws. Attendance at a meeting may be in the manners specified in Section 5.10 of these By-Laws.

Section 4.6 Meetings Subject to Right-to-Know Law

All meetings of CPCNH shall comply with New Hampshire's Right-to-Know Law, NH RSA 91-A, as amended from time to time.

ARTICLE V

BOARD OF DIRECTORS

Section 5.1 Management

The affairs, activities, and property of CPCNH shall be managed, directed, and controlled by, and its power exercised by and vested in a Board of Directors, which shall have all powers enumerated in the Articles of Agreement, the laws of the State of New Hampshire as amended from time to time, and all other powers conferred by these By-Laws and the JPA. Each year the Board shall establish the budget for CPCNH.

Section 5.2 Board Duties

In addition to those duties outlined briefly in Section 5.1 above, the Board may appoint a Chief Executive Officer and authorize such other positions as it shall deem necessary to conduct the work of the organization.

Section 5.3 Composition

5.3.1 Initial Board Subject to the provisions of Section 5.3.2, below, the initial Board of Directors shall consist of one designated representative, or alternate, from each Member. At any point in time that there are less than five (5) Members, the Members, through their representatives to the Board of Directors, may elect additional voting Directors by majority vote, such that there is always a minimum of five (5) voting

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Directors. The term of such additional voting Directors shall end when there are at least 5 Members with representation on the Board of Directors.

5.3.2 Subsequent Boards

Until such time as there are a total of twenty-one (21) Members, all Member representatives or their alternates shall serve as Directors. At such time as there shall be more than a total of twenty-one (21) Members, members of the Board ("Directors") shall be selected from the representatives and alternates of Members of CPCNH, and such other persons as provided in Section 5.4 of these By-Laws. At such time, to ensure the broadest support for the goals of CPCNH, the organization shall seek Board members who reflect the qualifications and diversity determined by the Board in its policies. Among these considerations the Board shall at all times, so long as there are sufficient Member representatives from each of the following designations, include the following: not less than two Directors from cities, not less than two Directors from towns, and not less than two Directors from counties or joint powers authorities. There shall not be two or more Directors that represent the same city, town, county, or joint powers authority. Every reasonable effort shall be made to assure geographic diversity on the Board.

Section 5.4 Non-Voting Directors

The Board, by majority vote, may appoint non-voting persons to serve on the Board based on their expertise in areas valuable to the operations of CPCNH and as liaisons with other related organizations.

Section 5.5 Terms of Office

Starting with the first election of Directors by the Membership pursuant to paragraph 5.3.2. Directors shall serve three (3) year terms, staggered so that approximately one-third (1/3) of the Directors will be elected each year. There shall be no term limit.

Section 5.6 Election

Directors of CPCNH shall be elected by a plurality vote of the Members in attendance at each Annual Membership Meeting. Attendance at the Annual Membership Meeting may be in the manners specified in Section 5.10 of these By-Laws. Vacancies on the Board may be filled by majority vote at any Regular Meeting or Special Meeting of the Board, and those so elected shall fill the unexpired term of their predecessors in office.

Section 5.7 Number

The initial Board shall consist of all the Member representatives or their alternates, plus such additional Directors as may be elected pursuant to paragraph 5.3.1 until such time as there are more than twenty-one (21) Members. When there are more than twenty-one (21) Members the Board shall consist of not less than eleven (11) Directors and not more than twenty-one (21) Directors. The number of Directors to be

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elected shall be established by the Board of Directors each year prior to the Annual Membership Meeting and included in the notice for such Meeting in accordance with Section 4.1.

Section 5.8 Meetings

The Chair may call meetings of the Board at any time, and a Special Meeting must be called when requested in writing by twenty-five percent (25%) of the Directors. Notice for a Special Meeting of the Board must be provided to each Director in writing at least five (5) days prior to the Special Meeting and shall specify the purpose of the Special Meeting. Only the items indicated in the Notice shall be acted upon at a Special Meeting.

Section 5.9 Annual Meeting of the Board

The Annual Meeting of the Board Directors shall be held immediately following the Annual Membership Meeting , or at such other time as may be established by the Board, for the purposes of electing officers, receiving reports on the financial fitness and activities of CPCNH, and determining the direction of the organization for the coming year. The specific location and time of the Annual Meeting of the Board and the Membership shall be held at such place as may be designated from time to time by the Board.

Section 5.10 Electronic Participation at Meetings of the Board

To the extent permitted by RSA 91-A the Directors or the members of any committee may participate in, and act at any meeting, using any means of communication so long as all persons participating in the meeting can communicate with each other concurrently. Such communication includes video, audio, electronic, and telephonic conferencing. Participation by telephone or other electronic means shall be equivalent to presence in person at a meeting for the purposes of determining if a quorum is present. All Directors attending meetings by audio or electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting and their votes shall be recorded by the Secretary as completed via audio or electronic attendance. E-mail is not considered a proper form of electronic participation at a meeting. Only those attending a meeting in-person may vote to break a tie.

Section 5.11 Record of Meetings

The Secretary or, in the absence of the Secretary, one of the Directors designated by the Chair and participating in the meeting, shall keep a record of Board meetings.

Section 5.12 Quorum

At all meetings of the Board, twenty-five percent (25%) of the Directors then serving shall be necessary and sufficient to constitute a quorum for the transaction of business. The act of a majority of the Directors present at any meeting at which there is a quorum shall be considered the act of the Board, except as may be otherwise

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specifically provided by the laws of the State of New Hampshire or these By-Laws. No business shall be transacted at any meeting of the Board at which the required quorum is not present, and the only motion, which the Chair shall entertain at such meeting, is a motion to adjourn.

Section 5.13 Removal of Directors

Any Director may be removed at any time, with or without cause, by a vote of two-thirds (2/3) of all of the Directors, with the exception of the Director subject removal, at any Regular Meeting or Special Meeting of the Board called for that purpose. In addition, any Director who fails to attend three (3) Regular Meetings of the Board in a fiscal year may be asked to resign unless the Chair of the Board has excused the absences.

Section 5.14 Manner of Acting

The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board, unless the act of the greater number is required by law or these By-Laws.

5.14.1 To the extent permitted by RSA 91-A the Board may also act without a meeting on any action required or permitted to be taken at a meeting if:

5.14.1.1 Written consent setting forth the action taken thereto is signed by all the Directors and filed with the minutes of the meetings of the Board. Written consents may be executed in any number of counterparts, all of which when taken together shall constitute a single original consent.

5.14.1.2 Consent by electronic mail setting forth the action taken thereto is submitted and received by all the Directors and filed with the minutes of the meetings of the Board. Such consents shall be treated as a vote of the Directors for all purposes.

Section 5.15 Compensation

Board positions are voluntary, and Directors shall not receive any compensation for their service as Directors from CPCNH. Compensation by a Member of its representative is not precluded by these By-Laws. The Board may adopt policies providing for reasonable reimbursement of Directors for incidental expenses incurred in conjunction with carrying out their duties as Directors, such as extraordinary travel expenses to attend Board meetings.

Section 5.16 Director Serving as Chief Executive Officer, Employee Serving as Director

In no event may a Director serve as a Chief Executive Officer until six months after his or her term as a Director or resignation from the Board. In no event may an employee of CPCNH serve as a Director until six months after the termination of their employment.

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ARTICLE VI

COMMITTEES

Section 6.1 Committees

Article IX of the JPA provides for committees that shall be established and other committees that may be established by the Board, including special or ad hoc committees, as the Directors deem necessary and appropriate to carry on or oversee the work of the organization and goals and purposes of the JPA.

The Board shall strive to maintain diversity in the membership of each committee to include consideration of the size and location of the various Members.

In addition, the Board shall strive to appoint committee members with specialized knowledge in the areas for which each committee shall have responsibility.

Section 6.2 Limitations

Any committee whether established under the JPA or by the Board, to the extent provided in a resolution of the Board, shall have all the authority of the Board, except that no committee, regardless of Board resolution may:

6.2.1 Take any final action on matters that also requires Board approval;

6.2.2 Fill vacancies on the Board or any committee which has the authority of the Board;

6.2.3 Expend CPCNH funds, except as authorized by the Board;

6.2.4 Appoint other committees of the Board or the members of committees; and

6.2.5 Approve any transaction to which CPCNH is a party, and one or more Directors have a material financial interest.

ARTICLE VII

OFFICERS

Section 7.1 Officers

The Officers of CPCNH shall consist of a Chair, the Immediate Past- Chair, a Vice-Chair, a Secretary, a Treasurer, and such other officers ("***Officers***") as shall be determined by the Board, all of which shall be elected by the Board. All Officers shall be members of the Board.

Section 7.2 Election and Term of Office

The Board shall elect the Officers of CPCNH by majority vote of the Directors in attendance at each Annual Meeting. Between Annual Membership Meetings, vacancies in any Officer position may be filled by a majority vote of the Directors present at any regularly or specially scheduled meeting of the Board. The Officers of CPCNH shall

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hold office for a term of one (1) year and shall not serve more than three (3) consecutive one (1) year terms in any office.

Section 7.3 Chair

The Chair shall preside at all meetings of the Board and shall have and exercise general charge and supervision over the affairs of CPCNH and the Chief Executive Officer. The Chair shall perform such other duties as may be assigned by the Board. He or she or the Chief Executive Officer shall, unless otherwise ordered by the Board, execute all written agreements and contracts in the name of CPCNH, subject to the approval of the Board or the Executive Committee.

Section 7.4 Immediate Past-Chair

Upon completing a final term as Chair, the person in that position shall automatically move into the position of Immediate Past-Chair. The Immediate Past-Chair shall remain a full voting member of the Board, even if his or her term has expired, and the Board has reached its quota, provided that the Immediate Past-Chair remains a designated representative or alternate of his or her Member. This position will be a one (1) year position. The Immediate Past-Chair shall serve as an adviser to the Board Chair.

Section 7.5 Vice Chair

The Vice Chair shall perform such duties as prescribed by the Board or the Chair and shall act for the Chair in his or her absence.

Section 7.6 Secretary

The Secretary shall be present at all meetings of the Board and keep or cause to be kept minutes of all meetings of the Board and maintain custody thereof. The Secretary shall perform all other duties incident to the office, and such other duties as may be assigned by the Board.

Section 7.7 Treasurer

The Treasurer shall oversee the collection and receipt of all money due CPCNH and shall have supervision of CPCNH monies and regular books of accounts. He or she shall oversee the deposits, expenditure, or investment of such funds according to the direction of the Board. He or she shall oversee the full and accurate recordation of receipts, deposits, investments, and expenditures. The Treasurer shall submit periodic reports of financial transactions to the Board at least quarterly, and more often if so requested. In conjunction with the Chief Executive Officer, he or she shall prepare the annual budget for approval of the Board.

Section 7.8 Removal

Any Officer may be removed from office at any time, with or without cause, by the affirmative vote of two-thirds (2/3) of the Board at any Regular Meeting or Special

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Meeting of the Board called expressly for that purpose, or whenever, in its judgment, the best interest of CPCNH would be served thereby.

ARTICLE VIII

CHIEF EXECUTIVE OFFICER

The Chief Executive Officer shall be engaged by the Board in such manner as it determines. The title for the Chief Executive Officer be part of the negotiations with the Board. The Chief Executive Officer serves at the pleasure of the Board. The Executive Committee shall review compensation and annual performance evaluation in a process conducted by the Chair of the Board.

In general, the Chief Executive Officer shall be responsible for the administration and management of CPCNH. The Chief Executive Officer shall participate in all Regular Meetings of the Board and shall be responsible for carrying out the objectives of the organization; subject to such written policies, directions and procedures as may be established from time to time by the Board. The Chief Executive Officer shall be responsible for the day-to-day operation of CPCNH, and is empowered to hire additional staff, who report to the Chief Executive Officer, when the Board votes to authorize a position and a budget line to support it.

A position description (for the Chief Executive Officer and any other staff) with specific responsibilities will be drafted and reviewed as part of the annual performance evaluation process.

Prior to hiring a Chief Executive Officer or in the absence of a Chief Executive Officer the Board may retain such consultants and interim staff, such as an acting manager, as it may determine is appropriate.

ARTICLE IX

AMENDMENTS

Section 9.1 Amendment of By-Laws

Except as otherwise provided by law, these By-Laws may be amended by a vote of not less than two-thirds (2/3) of the Members in attendance at the Annual Membership Meeting, any Regular Meeting, or any Special Meeting, provided that written notice of the proposed amendments are distributed to each Member at least fourteen (14) days prior to such meeting at which it is to be acted upon.

Further, all amendments must be consistent with the Articles of Agreement and the JPA, and this Article IX, Article XI, and Article XIII may not be amended unless such amendment is approved by the governing body of each Member.

The Board shall, as may be required by law, report to the New Hampshire Attorney General, Charitable Trust Unit, a copy of any By-Laws Amendments.

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ARTICLE X

FISCAL YEAR, FINANCIAL REPORTS, AND AUDITS

Section 10.1 Fiscal Year

As provided for under the JPA, the fiscal year shall be the calendar year, subject to the Board's discretion to amend the Fiscal Year.

Section 10.2 Financial Reports and Audits

As provided for under the JPA, an independent financial report by a professional accounting firm of the books and records of CPCNH shall be conducted each fiscal year, and a copy of such financial report shall be submitted to each Director and the Members. A copy of such financial report may also be provided to others as directed by the Chair. The Board shall determine when it is appropriate for audits to be performed by professional accounting firms.

ARTICLE XI

DISSOLUTION, LIQUIDATION, AND DISTRIBUTION

CPCNH shall not be dissolved until such time as all principal of, and interest on, bonds and other forms of indebtedness issued by CPCNH are paid in full or adequate provision for such payment shall have been made in accordance with the instruments governing such bonds and other forms of indebtedness. Thereafter CPCNH may be dissolved upon the unanimous vote of all of the Members taken at a meeting of the Membership called for that purpose; provided, however, that CPCNH shall continue to exist after termination for the purpose of discharging or disposing of all claims and obligations, liquidating and distributing all assets and property, and conducting all other functions necessary to conclude the obligations and affairs of the CPCNH. In the event of a vote for dissolution, the Board shall liquidate the business and assets and the property of the Corporation as expeditiously as possible and distribute any net proceeds and any remaining assets to any remaining Members in such manner as is determined by the Board in accordance with law. The Board is vested with all powers of the Corporation for the purpose of concluding and dissolving the business affairs of the Corporation. No Member representative, Director, Officer, committee member, employee, or individual connected with CPCNH shall be entitled to share in the liquidation or distribution of any of the assets of CPCNH upon its dissolution.

ARTICLE XII

CONFLICT OF INTEREST

Section 12.1 Duty to Disclose and Voting Requirements

Any possible conflict of interest on the part of any Director or Officer of CPCNH, shall be disclosed in writing to the Board and made a matter of record through an annual procedure, and also when the interest involves a specific issue or transaction

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before the Board. Where the transaction involving a Director or Officer exceeds five hundred dollars and no cents ($500.00) but is less than five-thousand dollars and no cents ($5,000.00) in a fiscal year, a two-thirds (2/3) vote of disinterested Directors approving the transaction is required. Where the transaction involved exceeds a value of five thousand dollars and no cents ($5,000.00) in a fiscal year, then a two-thirds (2/3) vote of disinterested Directors approving the transaction after publication of a legal notice in a newspaper of general circulation in the community in which the principal office of CPCNH is located (or if there is no such office, then in a newspaper of general circulation throughout the state), and after written notice to the Office of the Attorney General, Director of Charitable Trusts. Neither the interested Director nor any other Director who had a pecuniary benefit transaction with CPCNH in the same fiscal year shall be present for or participate either in the discussion or the actual vote concerning the transaction and the minutes shall reflect the fact as well as the disclosure of the Director's interest and the vote. Every new member of the Board will be advised of this policy upon entering the duties of his and her office, and shall sign a statement acknowledging, understanding and agreement to this policy. CPCNH shall keep a log of the pecuniary benefit transactions occurring between it and Board Members.

Section 12.2 Other Statutory Requirements

The Board will comply with all applicable requirements of New Hampshire laws dealing with pecuniary benefit transactions (NH RSA 7:19-a, II and 292:6-a) and all such laws are incorporated in full into and made a part of this policy statement. These requirements include, but are not limited to, (1) the absolute prohibition of any loans to any Director or Officer of CPCNH; and (2) prohibition of any sale or lease (for a term greater than five (5) years) or conveyance of real estate to or from a Director or Officer, without the prior approval of the probate court. These requirements extend to both direct and indirect financial interests.

ARTICLE XIII

INDEMNIFICATION AND INSURANCE

Section 13.1 Indemnification

Each Member (including its governing body), Member representative, Director, Officer, committee member, employee, assignee, or agent of CPCNH, (and their respective heirs, executors and administrators), shall be indemnified and held harmless by CPCNH against any and all claims, demands, losses, costs, penalties, expenses (including attorneys' fees), judgments, damages and liabilities reasonably incurred by, or imposed upon them in connection with any action, suit or proceeding to which they may be made a party or with which they shall be threatened, by reason of their being, or having been, a Member, Member representative, Director, Officer, committee member, employee, assignee, or agent of CPCNH (whether or not they continues to be a Member, Member representative, Director, Officer, committee member, employee, assignee, or agent of CPCNH at the time such action, suit or proceeding is brought or

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threatened), arising in whole or in part, directly or indirectly from conduct in which such Member, Member representative, Director, Officer, committee member, employee, assignee, or agent has engaged in good faith. However, no such indemnification shall apply in relation to any matter involving (i) a breach of their duty of loyalty to CPCNH; (ii) acts or omission which are not in good faith or which involved intentional misconduct or a knowing violation of law; or (iii) a transaction from which the Director, Officer, Member representative, committee member, employee, assignee, or agent derived an improper personal benefit.

In the event of settlement of any such action, suit or proceeding brought or threatened, such indemnification shall be limited to matters covered by the settlement as to which CPCNH is advised by counsel that such Member, Member representative, Director, Officer, committee member, employee, assignee, or agent is not liable for misconduct as such. The foregoing right of indemnification shall be in addition to any rights to which any Member (including its governing body), Member representative, Director, Officer, committee member, employee, assignee, or agent may otherwise be entitled.

Section 13.2 Insurance

CPCNH shall self-provide or acquire insurance coverage as is necessary to protect the interests of the CPCNH, the Members, employees, agents, and the public and to indemnify such persons in instances in which they may be indemnified pursuant to Section 13.1 in this Article XIII.

These By-Laws were adopted by a 2/3 majority action of the signers of the Articles of Agreement constituting the initial Board on October 1, 2021.

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Attachment D: List of Members

The following entities are Parties to the Joint Power Agreement of Community Power Coalition of New Hampshire:

1. City of Lebanon
2. Town of Hanover
3. City of Nashua
4. Cheshire County
5. Town of Harrisville
6. Town of Exeter
7. Town of Rye
8. City of Dover
9. Town of Warner
10. Town of Walpole
11. Town of Plainfield
12. Town of Newmarket
13. Town of Enfield
14. Town Durham

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Attachment E: Signatories

IN WITNESS WHEREOF, the Parties have executive this Joint Power Agreement for Community Power Coalition of New Hampshire.

City of Lebanon, NH

By: DocuSigned by: Shaun Mulholland AE8C225904D9436...

Name: Shaun Mulholland

Title: City Manager

Date: 9/29/2021

City of Dover, NH

By: _____

Name: Christopher Parker

Title: Deputy City Manager

Date: _____

Town of Hanover, NH

By: _____

Name: Julia Griffin

Title: Town Manager

Date: _____

Town of Harrisville, NH

By: _____

Name: Andrea Hodson

Title: Select Board Chair

Date: _____

City of Nashua, NH

By: DocuSigned by: James Donchess FEA50AD614954C9...

Name: James W. Donchess

Title: Mayor

Date: 9/30/2021

Town of Exeter, NH

By: _____

Name: Russ Dean

Title: Town Manager

Date: _____

Cheshire County, NH

By: _____

Name: Chris Coates

Title: Administrator

Date: _____

Town of Rye, NH

By: _____

Name: Becky Bergeron

Title: Town Administrator

Date: _____

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Attachment E: Signatories

Town of Warner, NH

By: _____
Name: Clyde Carson
Title: Select Board Chair
Date: _____

City of _____, NH

By: _____
Name: _____
Title: _____
Date: _____

Town of Walpole, NH

By: _____
Name: Cheryl Mayberry
Title: Select Board Chair
Date: _____

Town of Enfield, NH

By: DocuSigned by: Jack Wozmak F1F5C5FCF3284D1...
Name: Jack Wozmak
Title: Interim Town Manager
Date: 9/30/2021

Town of Plainfield, NH

By: _____
Name: Eric R. Brann
Title: Select Board Chair
Date: _____

Town of _____, NH

By: _____
Name: _____
Title: _____
Date: _____

City of Newmarket, NH

By: _____
Name: Steve Fournier
Title: Town Manager
Date: _____

Town of _____, NH

By: _____
Name: _____
Title: _____
Date: _____

Attachment E: Signatories

IN WITNESS WHEREOF, the Parties have executive this Joint Power Agreement for Community Power Coalition of New Hampshire.

City of Lebanon, NH

By: _____
Name: _____
Title: _____
Date: _____

City of Dover, NH

By: _____
Name: _____
Title: _____
Date: _____

Town of Hanover, NH

By: _____
Name: _____
Title: _____
Date: _____

Town of Harrisville, NH

By: _____
Name: _____
Title: _____
Date: _____

City of Nashua, NH

By: _____
Name: _____
Title: _____
Date: _____

Town of Exeter, NH

By: _____
Name: _____
Title: _____
Date: _____

Cheshire County, NH

By: _____
Name: Christopher Coates
Title: Cheshire County Administrator
Date: 9-3-21

Town of Rye, NH

By: _____
Name: _____
Title: _____
Date: _____

Attachment E: Signatories

IN WITNESS WHEREOF, the Parties have executive this Joint Power Agreement for Community Power Coalition of New Hampshire.

City of Lebanon, NH

By: _____

Name: Shaun Mulholland

Title: City Manager

Date: _____

City of Dover, NH

By: _____

Name: J. Michael Joyal

Title: City Manager

Date: 9/22/21

Town of Hanover, NH

By: _____

Name: Julia Griffin

Title: Town Manager

Date: _____

Town of Harrisville, NH

By: _____

Name: Andrea Hodson

Title: Select Board Chair

Date: _____

City of Nashua, NH

By: _____

Name: James W. Donchess

Title: Mayor

Date: _____

Town of Exeter, NH

By: _____

Name: Russ Dean

Title: Town Manager

Date: _____

Cheshire County, NH

By: _____

Name: Chris Coates

Title: Administrator

Date: _____

Town of Rye, NH

By: _____

Name: Becky Bergeron

Title: Town Administrator

Date: _____

Attachment E: Signatories

Town of Warner, NH

By: _____

Name: Clyde Carson

Title: Select Board Chair

Date: _____

Town ~~City~~ XXX of Durham, NH

By: _____

Name: Todd I. Selig, Administrator

Title: _____

Date: September 28, 2021

Town of Walpole, NH

By: _____

Name: Cheryl Mayberry

Title: Select Board Chair

Date: _____

Town of _____, NH

By: _____

Name: _____

Title: _____

Date: _____

Town of Plainfield, NH

By: _____

Name: Eric R. Brann

Title: Select Board Chair

Date: _____

Town of _____, NH

By: _____

Name: _____

Title: _____

Date: _____

City of Newmarket, NH

By: _____

Name: Steve Fournier

Title: Town Manager

Date: _____

Town of _____, NH

By: _____

Name: _____

Title: _____

Date: _____

Attachment E: Signatories

IN WITNESS WHEREOF, the Parties have executive this Joint Power Agreement for Community Power Coalition of New Hampshire.

City of Lebanon, NH

By: _____
Name: Shaun Mulholland
Title: City Manager
Date: _____

City of Dover, NH

By: _____
Name: Christopher Parker
Title: Deputy City Manager
Date: _____

Town of Hanover, NH

By: _____
Name: Julia Griffin
Title: Town Manager
Date: _____

Town of Harrisville, NH

By: _____
Name: Andrea Hodson
Title: Select Board Chair
Date: _____

City of Nashua, NH

By: _____
Name: James W. Donchess
Title: Mayor
Date: _____

Town of Exeter, NH

By: _____
Name: Russ Dean
Title: Town Manager
Date: 9/28/21

Cheshire County, NH

By: _____
Name: Chris Coates
Title: Administrator
Date: _____

Town of Rye, NH

By: _____
Name: Becky Bergeron
Title: Town Administrator
Date: _____

Attachment E: Signatories

IN WITNESS WHEREOF, the Parties have executive this Joint Power Agreement for Community Power Coalition of New Hampshire.

City of Lebanon, NH

By: _____
Name: _____
Title: _____
Date: _____

Cheshire County, NH

By: _____
Name: _____
Title: _____
Date: _____

Town of Hanover, NH

By: Julia N. Griffin
Name: Julia N. Griffin
Title: Town Manager
Date: 9/13/21

Town of _____, NH

By: _____
Name: _____
Title: _____
Date: _____

City of Nashua, NH

By: _____
Name: _____
Title: _____
Date: _____

Town of _____, NH

By: _____
Name: _____
Title: _____
Date: _____

Attachment E: Signatories

IN WITNESS WHEREOF, the Parties have executive this Joint Power Agreement for Community Power Coalition of New Hampshire.

City of Lebanon, NH

By: _____

Name: Shaun Mulholland

Title: City Manager

Date: _____

City of Dover, NH

By: _____

Name: Christopher Parker

Title: Deputy City Manager

Date: _____

Town of Hanover, NH

By: _____

Name: Julia Griffin

Title: Town Manager

Date: _____

Town of Harrisville, NH

By: _____

Name: Andrea Hodson

Title: Select Board Chair

Date: 1 September 2021

City of Nashua, NH

By: _____

Name: James W. Donchess

Title: Mayor

Date: _____

Town of Exeter, NH

By: _____

Name: Russ Dean

Title: Town Manager

Date: _____

Cheshire County, NH

By: _____

Name: Chris Coates

Title: Administrator

Date: _____

Town of Rye, NH

By: _____

Name: Becky Bergeron

Title: Town Administrator

Date: _____

Attachment E: Signatories

Town of Warner, NH

By: _____
Name: Clyde Carson
Title: Select Board Chair
Date: _____

City of _____, NH

By: _____
Name: _____
Title: _____
Date: _____

Town of Walpole, NH

By: _____
Name: Cheryl Mayberry
Title: Select Board Chair
Date: _____

Town of _____, NH

By: _____
Name: _____
Title: _____
Date: _____

Town of Plainfield, NH

By: _____
Name: Eric R. Brann
Title: Select Board Chair
Date: _____

Town of _____, NH

By: _____
Name: _____
Title: _____
Date: _____

City of Newmarket, NH

By: Stephen G. Fournier
Name: Steve Fournier
Title: Town Manager
Date: September 2, 2021

Town of _____, NH

By: _____
Name: _____
Title: _____
Date: _____

Attachment E: Signatories

Town of Warner, NH

By: _____

Name: Clyde Carson

Title: Select Board Chair

Date: _____

City of _____, NH

By: _____

Name: _____

Title: _____

Date: _____

Town of Walpole, NH

By: _____

Name: Cheryl Mayberry

Title: Select Board Chair

Date: _____

Town of _____, NH

By: _____

Name: _____

Title: _____

Date: _____

Town of Plainfield, NH

By: Eric R Brann

Name: Eric R. Brann

Title: Select Board Chair

Date: 9/15/21

Town of _____, NH

By: _____

Name: _____

Title: _____

Date: _____

City of Newmarket, NH

By: _____

Name: Steve Fournier

Title: Town Manager

Date: _____

Town of _____, NH

By: _____

Name: _____

Title: _____

Date: _____

Attachment E: Signatories

IN WITNESS WHEREOF, the Parties have executive this Joint Power Agreement for Community Power Coalition of New Hampshire.

City of Lebanon, NH

By: _____
Name: Shaun Mulholland
Title: City Manager
Date: _____

City of Dover, NH

By: _____
Name: Christopher Parker
Title: Deputy City Manager
Date: _____

Town of Hanover, NH

By: _____
Name: Julia Griffin
Title: Town Manager
Date: _____

Town of Harrisville, NH

By: _____
Name: Andrea Hodson
Title: Select Board Chair
Date: _____

City of Nashua, NH

By: _____
Name: James W. Donchess
Title: Mayor
Date: _____

Town of Exeter, NH

By: _____
Name: Russ Dean
Title: Town Manager
Date: _____

Cheshire County, NH

By: _____
Name: Chris Coates
Title: Administrator
Date: _____

Town of Rye, NH

By: Becky Bergeron
Name: Becky Bergeron
Title: Town Administrator
Date: 9.29.2021

Attachment E: Signatories

Town of Warner, NH

By: _____
Name: Clyde Carson
Title: Select Board Chair
Date: _____

City of _____, NH

By: _____
Name: _____
Title: _____
Date: _____

Town of Walpole, NH

By: Cheryl Mayberry
Name: Cheryl Mayberry
Title: Select Board Chair
Date: 9/9/2021

Town of _____, NH

By: _____
Name: _____
Title: _____
Date: _____

Town of Plainfield, NH

By: _____
Name: Eric R. Brann
Title: Select Board Chair
Date: _____

Town of _____, NH

By: _____
Name: _____
Title: _____
Date: _____

City of Newmarket, NH

By: _____
Name: Steve Fournier
Title: Town Manager
Date: _____

Town of _____, NH

By: _____
Name: _____
Title: _____
Date: _____

Attachment E: Signatories

Town of Warner, NH

By: Diane Ricciardelli
Name: Diane Ricciardelli
Title: Town Administrator
Date: 9-14-2021

City of _____, NH

By: _____
Name: _____
Title: _____
Date: _____

Town of Walpole, NH

By: _____
Name: _____
Title: _____
Date: _____

Town of _____, NH

By: _____
Name: _____
Title: _____
Date: _____

Town of _____, NH

By: _____
Name: _____
Title: _____
Date: _____

Town of _____, NH

By: _____
Name: _____
Title: _____
Date: _____

City of _____, NH

By: _____
Name: _____
Title: _____
Date: _____

Town of _____, NH

By: _____
Name: _____
Title: _____
Date: _____

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Attachment F: List of Project Contracts

The following is the List of Project Contracts entered into by Community Power New Hampshire:

1. [Project Contact No. 1: Reserved]
2. [Project Contact No. 2: Reserved]

DocuSign Envelope ID: 9FB7B2B3-BFB4-4C50-8092-698A60A4CCD0

Attachment G: Notices to Corporation

All notices to the Corporation shall be provided to its current corporate address, as follows:

CPCNH c/o Sustainability Director
Town of Hanover
41 S Main Street
Hanover, NH 03755

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2022.02.23 – 045**

Resolution Re: Accepting the Recommendation of the Ad Hoc Committee to Study Stormwater and Flood Resilience Funding and Statement of Intent to Form a Stormwater Utility by Future Ordinance

WHEREAS: On October 28, 2020, the Council approved resolution R-2020.10.28-182 forming the Ad Hoc Committee to Study Stormwater and Flood Resilience Funding ("the Committee").

WHEREAS: The Committee was tasked with reviewing data, options, and other information, and ultimately recommend to the City Council and City Manager whether to pursue one or more funding options with respect to existing needs and future stormwater and flood resilience management planning.

WHEREAS: The Committee now recommends the Council form a stormwater utility, and direct staff to develop a plan to implement a Stormwater Utility.

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

The recommendation of the Committee is hereby accepted. The Council hereby states its intent to form a stormwater utility in the future, by way of a forthcoming ordinance, which is to be developed by City staff in consultation with the Dover Utilities Commission and the Ordinance Committee, and to be brought forward for consideration by City Council when ready. The City Council hereby directs the City Manager or designee to commence developing a proposal for a Stormwater Utility ordinance, together with a plan to implement the Stormwater Utility, to include public outreach efforts with the intent to both inform, and receive feedback from, the public.

AND, FURTHER BE IT RESOLVED;

The intent of the Council is to implement the proposed Stormwater Utility by FY2024.

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Deputy Mayor Dennis Shanahan
Approved as to Legal Form and Compliance:	Joshua M. Wyatt City Attorney		
Recorded by:	Susan M. Mistretta City Clerk		

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2022.02.23 – 045**

Resolution Re: Accepting the Recommendation of the Ad Hoc Committee to Study Stormwater and Flood Resilience Funding and Statement of Intent to Form a Stormwater Utility by Future Ordinance

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, 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.1.

Resolution Number: **R - 2022.02.23 – 045**

Resolution Re: Accepting the Recommendation of the Ad Hoc Committee to Study Stormwater and Flood Resilience Funding and Statement of Intent to Form a Stormwater Utility by Future Ordinance

RESOLUTION BACKGROUND MATERIAL:

The City of Dover is surrounded by a multitude of natural resources making the need for effective stormwater management high. Stormwater runoff is rainfall or meltwater that travels across rooftops, roads, parking lots, and other impervious surfaces. It picks up and carries pollution, which ends up in local water bodies such as Willand Pond and the Great Bay Estuary, as well as groundwater aquifers that are used for drinking water. Heavy rainfall in the state has increased over the last several decades and is projected to continue increasing in frequency and intensity. Heavy rainfall can lead to excess stormwater runoff, which can also overwhelm the capacity of the City's storm drains and put public health and safety at risk due to inundated roads and public and private property. For example, the City has identified 24 critical facilities and transportation assets worth over $78 million in high flood risk areas alone.

To reduce the risk of flooding and impacts to water quality, the City operates and maintains an extensive stormwater management system. Maintaining, operating, and constructing upgrades to this system is expensive and represents a significant, ongoing, and increasing cost to City taxpayers. Funding needs are also increasing due to aging and undersized infrastructure, increasing development and impervious surfaces, increasing flood risk, and regulatory requirements. Dover already has a growing list of deferred stormwater and flood resilience projects due to insufficient funding. Insufficient funding forces deferred action on projects, which can lead to those project costs growing. Immediate investment in stormwater and flood resilience infrastructure is necessary to avoid costs becoming insurmountable. The average residential property owner currently contributes approximately $58.04 from their property taxes to the Stormwater Program, but this amount would increase substantially if the stormwater management and flood resilience continues to be funded by the General Fund. In August 2020 the Council established the Committee to investigate, study, and identify and make recommendations to the City Council concerning various funding opportunities that may exist with respect to existing needs and future stormwater and flood resilience management planning.

The Committee was established with a diverse group of citizens representing a variety of aspects of the City, including homeowners, large property owners, non-profit organizations, professional engineers, and environmental advocacy groups. Since its establishment, the Committee assessed current and future stormwater management and flooding challenges, analyzed the related cost of services, explored numerous funding options, and identify a potential funding solution that is sustainable, fair and equitable. The Committee presented their findings to the Council on February 2, 2022 during a workshop session. The Committee unanimously recommended the development and implementation of a stormwater utility.

Similar to other common utilities based on use or impacts (e.g., water, sewer, electricity, etc.), stormwater and flood resilience fees are based on impervious area of each property, a proven surrogate for stormwater impacts. The Committee recognized that increasing costs for stormwater management and flood resilience cannot be met solely through supplemental funding sources such as grants and development fees, and repeated bonding would substantially add to debt service fees and weaken City bond ratings. Also, adequately funding the Stormwater Program through the general fund would require a substantial increase in property taxes and/or reallocating general funds away from other City services and programs. Since stormwater runoff and flooding impacts all property owners, a utility is a method by which everyone shares in expenses and benefits of stormwater management and flood resilience.

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

CITY OF DOVER

Resolution Number: **R – 2022.02.23 – 046**
Resolution Re: Authorization to Accept and Expend the New Hampshire State Council on the Arts Grant

WHEREAS: The City of Dover Police Department has received notice from the New Hampshire State Council on the Arts of the approval of the Arts in Health Grant in the amount of $2,625.00; and

WHEREAS: The Police Department submitted Application FY2022 AIH # 10479, to support Dover youth using theater arts to address substance misuse and self-harm; and

WHEREAS: In adhering to the requirements established per NH RSA 31:95-b, authorization by the City Council to apply for, accept and expend Grant funds for eligible uses is required; and

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

In accordance with RSA 31:95-b the City Manager is authorized to accept and expend the New Hampshire State Council on the Arts Grant funds allocated for use by the City of Dover Police Department as appropriated for said purposes. Upon receipt of the grant award or any amendments thereto, the amount of the grant is hereby appropriated. The City Council, in a majority vote, accepts the terms and requirements of the Grant and authorizes the City Manager to sign all necessary paperwork for the grant.

AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible uses identified in the New Hampshire State Council on the Arts Grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Orders authority herein. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
TBD	New Hampshire State Council on the Arts	2,625.00	2,625.00

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 - RESOLUTION

Agenda Item#: 13.B.2.

CITY OF DOVER

Resolution Number: **R – 2022.02.23 – 046**
Resolution Re: Authorization to Accept and Expend the New Hampshire State Council on the Arts Grant

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does | does not pass.		

RESOLUTION BACKGROUND MATERIAL:

The Dover Teen Center, a component of the Dover Police Department's Community Outreach Bureau, is in the process of forming a high school student group called the Dover Youth Mental Health Initiative. One goal is to have this student group officially recognized by the Dover High School. The group includes students of each grade from freshman to senior and is focused on suicide prevention and mental health awareness and education. This student group has embraced the student empowerment model to help change the culture around mental health and suicide prevention stigma, and how awareness and education can be delivered to students.

The funding from this grant will pay to commission an artist and purchase supplies for these students to create a mobile mural. The current proposal calls for a tapestry design, framed with wood, to be hung at the entry-way of the high school. The tapestry allows it to be mobile, to take to community events as needed. The students will also receive training on presentation skills so that they can speak about the mural at public events.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2022.02.23 – 047**
Resolution Re: Authorization to Approve S.U.R. Construction, Inc. Alt #1 – Cost of Connections to Private Property Residences

WHEREAS: On February 9, 2022, City Council approved via resolution R-2022.02.09-034 the emergency installation of public sewer at Nicholas Circle and Jackson Brook Terrace in the amount not to exceed $330,000.00; and

WHEREAS: In an effort to clearly communicate and to comply with the City administrative code of purchasing procedures for the purchase of goods or services of $10,000.00 or more, it is the recommendation to approve S.U.R. Construction, Inc. Alt #1 in the amount not to exceed $260,000.00. Alt #1 will provide connection of up to twenty-six (26) private property residences located on Nicholas Circle and Jackson Brook Terrace to public sewer and which will be reimbursed by said property owners; and

WHEREAS: Per 5-29.A. Exemptions to Competitive Bidding. Emergency Purchases. The City Manager may waive bidding procedures when there exists an emergency as determined by the City Manager. All attempts shall be made to obtain the most competitive price within the time available. The City Manager shall report all such emergency purchases to the City Council at its next regular meeting.

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 S.U.R. Construction, Inc. of Rochester, NH for Alt #1 to provide connection of up to twenty-six (26) private property residences located on Nicholas Circle and Jackson Brook Terrace to public sewer in the amount not to exceed $260,000.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

AND, FURTHER BE IT RESOLVED THAT:

The City Manager, or his designee, will provide homeowners on Nicholas Circle and Jackson Brook Terrace, the opportunity to enter into a short-term low interest loan to finance payment of the connection costs at an estimated $10,000.00 per household or combined total of $260,000.00. A short-term loan will also be an option for homeowners to finance payment of the sewer investment fee.

Financing

Account	Description	Charge
1000.1.000.00000.1180.00000.00.000.A10	Accounts Recievable-Unbilled	260,000.00
	Total	**260,000.00**

Document Created by: Purchasing
Document Posted on: February 17, 2022

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2022.02.23 – 047**
Resolution Re: Authorization to Approve S.U.R. Construction, Inc. Alt #1 – Cost of Connections to Private Property Residences

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		

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does | does not pass.		

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2022.02.23 – 047**
Resolution Re: Authorization to Approve S.U.R. Construction, Inc. Alt #1 – Cost of Connections to Private Property Residences

RESOLUTION BACKGROUND MATERIAL:

The homeowners connecting to the sewer main will be required to pay a Sewer investment fee of $2,907.00, as well as the cost for the home to be connected to the sewer main. To assist with these components of the project, the City Manager, or his designee, will provide homeowners with an opportunity to enter into a short-term low interest loan to finance payment of the Sewer investment fee and connection costs. Each homeowner will be required to sign a Promissory Note and Acknowledgment of Lien, the loan term would be for up to 5 years (60 months) at a rate of 2.75%. A receivable will be created in the City's General Ledger for the amount of each homeowner's Promissory Note.

This resolution does not authorize any additional appropriation. This resolution does not authorize an increase in the indebtedness of the City.

Award Information:

A purchase order will be issued to S.U.R. Construction, Inc. 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:**	2022
Recommended Award to:	S.U.R. Construction, Inc.	**Fund:**	CIP
Other Approvals Required:	No	**References Checked:**	Satisfactory
Previously Worked for City:	Yes	**Reason for Council Approval:**	Waive competitive bidding / Emergency purchase.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2022.02.23 – 048**
Resolution Re: B22023 JD Model 544P Loader or Equivalent with Plow and Wing Assembly

WHEREAS: A sealed Request for Bid #B22023 was issued and received for one (1) JD Model 544P Loader or Equivalent with Plow and Wing Assembly on January 27, 2022 at 2:00 p.m.; and

WHEREAS: Four bid responses were received and reviewed for necessary qualifications, experience, project understanding, possession of a satisfactory record of performance, as well as cost and delivery timeline; and

WHEREAS: It is the recommendation to accept the lowest cost proposal submitted by Alta Equipment Co. of Concord, NH for an acceptable equivalent loader with plow and wing assembly. The unit proposed is a JCB Model 427 ZX in the amount of $165,000.00, an additional $57,000.00 for the Craig plow and wing assembly, and $6,149.13 for optional equipment and an extended warranty for a total of $228,149.13.

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 Alta Equipment Co. of Concord, NH for a new JCB Model 427 ZX loader with plow and wing assembly, and optional equipment and an extended warranty in the total amount not to exceed $228,149.13. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance	Charge
4023.1.300.43121.4743.03110.23	Heavy Vehides	450,000.00	298,903.00	228,149.13
			Total	228,149.13

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.B.4.

Resolution Number: **R – 2022.02.23 – 048**
Resolution Re: B22023 JD Model 544P Loader or Equivalent with Plow and Wing Assembly

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does | does not pass.		

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

CITY OF DOVER

Resolution Number: **R – 2022.02.23 – 048**
Resolution Re: B22023 JD Model 544P Loader or Equivalent with Plow and Wing Assembly

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requested bids for the purchase of one (1) John Deere Model 544P loader or equivalent with a plow and wing assembly. Alta Equipment Co., the vendor that submitted the low bid meeting specifications, offered an equivalent unit and provided an onsite demonstration of the unit for evaluation and it was found to adequately meet the needs of the department. The unit is a JCB Model 427 ZX with an installed Craig plow and wing assembly. The request for award also includes an optional 4000 hour/60-month powertrain and hydraulics extended warranty in the amount of $4,949.13 and heated mirrors in the amount of $1,200.00 for a total of $6,149.13.

Bid Information:

A sealed Request for Bid #B22023 was issued and received for one (1) JD Model 544P Loader or Equivalent with Plow and Wing Assembly on January 27, 2022 at 2:00 p.m.

Award Information:

A purchase order will be issued to Alta Equipment Co. to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	**Advertised:**	Yes
Invitations Emailed:	145	**Number of Responses:**	4
Warranty:	Per Manufacturer	**Terms:**	Net 30, FOB Dover
Work Bonded:	No	**Contract:**	No
Prices will hold for:	Until Complete	**Estimated Delivery:**	60 days (loader)
Recommended Award to:	Alta Equipment Co.	**Fund:**	CIP
Other Approvals Required:	No	**References Checked:**	Satisfactory
Previously Worked for City:	No	**Reason for Council Approval:**	Purchase to exceed the $25,000 amount requiring Council approval subsequent to a bid solicitation.

B22023 Bid Documents

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: R – 2022.02.23 – 049

Resolution Re: Acceptance of the FY23 Action Plan and the expenditures for FFY22 CDBG Entitlement Funds, FY22 Program Income and FY23 Program Income

WHEREAS: The City of Dover will have available funds for appropriation from the FFY22 Entitlement Grant, FY22 Program Income and FY23 Program Income; and

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

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

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

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

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

The FY23 Action Plan is adopted and the City Manager is authorized to enter into sub-recipient contracts as part of this Action Plan for expenditure of FFY22 CDBG Entitlement Funds, FY22 Program Income and FY23 Program Income.

AND, FURTHER BE IT RESOLVED;

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

NOTE: This resolution requires public hearing prior to City Council vote. Resolution to be referred to public hearing on March 9, 2022 with vote to occur on that date.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: R – 2022.02.23 – 049

Resolution Re: Acceptance of the FY23 Action Plan and the expenditures for FFY22 CDBG Entitlement Funds, FY22 Program Income and FY23 Program Income

Financing Estimated Revenue		
Account	**Description**	**Appropriation**
2100.1.180.46311.3311.06311.23.000.000.R30	FFY23 Federal Grant	$290,000.00
2100.1.180.46525.3599.06621.23.000.000.R50	FY23 DELP Misc Revenue	$4,800.00
2100.1.180.46311.3421.06311.23.000.000.R40	FY23 CDBG Parking Income	$6,000.00
2115.1.180.46525.3599.06810.00.000.000.R50	FY23 CARES Loan Program Income	$6,540.00
2100.1.180.46525.3599.06621.22.000.000.R50	FY22 DELP Misc Revenue	$27,739.00
2100.1.180.46311.3421.06311.22.000.000.R40	FY22 CDBG Parking Income	$3,000.00
2115.1.180.46525.3599.06810.00.000.000.R50	FY22 CARES Loan Program Income	$6,000.00
2120.1.180.46323.3599.00000.22.000.000.R50	HRL Program Income	$3,261.00
TOTAL		**$347,340.00**

Financing Appropriations		
Account	**Description**	**Appropriation**
2100.1.180.46348.4835.06367.23.000.000.800	AIDS Response	$6,000.00
2100.1.180.46348.4835.06398.23.000.000.800	Alliance for Community Transportation	$4,000.00
2100.1.180.46348.4835.xxxxx.23.000.000.800	CASA of NH	$3,000.00
2100.1.180.46348.4835.06333.23.000.000.800	Community Partners	$4,000.00
2100.1.180.46348.4835.06377.23.000.000.800	Cross Roads House	$9,000.00
2100.1.180.46348.4835.06360.23.000.000.800	Dover Welfare Sec Deposit	$3,000.00
2100.1.180.46348.4835.06361.23.000.000.800	HAVEN	$5,000.00
2100.1.180.46348.4835.06380.23.000.000.800	Homeless Center for Strafford County	$7,000.00
2100.1.180.46348.4835.06342.23.000.000.800	My Friends Place	$10,000.00
	Strafford Nutrition Meals on Wheels	$0.00
	SOS Recovery Community Organization	$0.00
2100.1.180.46525.4835.xxxxx.23.000.000.800	Dover Econ Loan Pool & Job Training	$47,260.00
2100.1.180.46525.4110.06621.23.000.000.800	Dover Econ Loan Pool & Job Training Servicing	$5,000.00
2100.1.180.46323.4835.06335.23.000.000.800	CAP Weatherization	$27,000.00
2100.1.180.46323.4110.06314.23.000.000.100	Weatherization Activity Admin	$2,000.00
2100.1.180.46341.4835.06346.23.000.000.800	MFP Transitional Housing Windows	$40,000.00
2100.1.180.46323.4110.06314.23.000.000.100	MFP Transitional Housing Windows Activity Admin	$3,000.00
2100.1.180.46341.4835.06388.23.000.000.800	Rental Unit Rehab FFY23	$90,000.00
2100.1.180.46341.4110.06314.23.000.000.100	Rental Unit Rehab FFY23 Activity Admin	$20,000.00
2100.1.180.46311.4110.06311.23.000.000.800	Gen Administration & Planning	$62,080.00
TOTAL		**$347,340.00**

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: R – 2022.02.23 – 049
Resolution Re: Acceptance of the FY23 Action Plan and the expenditures for FFY22 CDBG Entitlement Funds, FY22 Program Income and FY23 Program Income

AUTHORIZATION

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

Sponsored by: Councilor Fergus Cullen, Ward 6

Approved as to Legal Form and Compliance: Joshua Wyatt, 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 Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does | does not pass.		

RESOLUTION BACKGROUND MATERIAL:

FY23 Action Plan

The Action Plan (AP) identifies the Activities that will receive CDBG funding for the next fiscal year. Per HUD regulations, the maximum amount of funding that can be provided for all Public Services allocations combined, and for General Administration and Panning, is capped as follows:

- Public Services: Fifteen percent of the anticipated FY23 grant amount plus fifteen percent of the anticipated FY22 program income: $51,000.00
- General Administration & Planning: Twenty percent of the anticipated FY23 grant amount plus twenty percent of the anticipated FY23 program income: $62,080.00

PUBLIC SERVICES

AIDS Response Seacoast

Amount Requested: $10,000.00
Recommended Allocation: $6,000.00
Partially support the salaries and benefits of the Case Management Department staff, consisting of a Program Manager, Medical Case Managers and a Financial Administrator.

Alliance for Community Transportation

Amount Requested: $4,000.00
Recommended Allocation: $4,000.00
Operate TripLink, a regional transportation call center; operate Community Rides that provides transportation to healthcare for seniors and individuals with disabilities; provide staffing for Regional Coordination Council to provide greater access to community transportation resources.

CASA of New Hampshire

Amount Requested: $5,000.00
Recommended Allocation: $3,000.00
Provide training and support for three additional CASA volunteer advocates so that they may serve Dover children who are the victims of abuse and neglect.

Community Partners

Amount Requested: $10,080.00
Recommended Allocation: $4,000.00
Provide rental assistance including security deposits, and first month's rent assistance for individuals and families in Dover with mental illness or a developmental disability who are in threat of becoming homeless.

Cross Roads House

Amount requested: **$15,000.00**
Recommended Allocation: **$9,000.00**
Support the delivery of our emergency and transitional shelter programs accomplished in part by the Direct Care Staff who work 27/7/365 at our shelter and in conjunction with our Social Work Team.

Dover Welfare Security Deposit Program

Amount requested: **$6,000.00**
Recommended Allocation: **$3,000.00**
Security deposit program. To help people of Dover move into apartments when they cannot afford deposits.

HAVEN

Amount Requested: **$5,000.00**
Recommended Allocation: **$5,000.00**
Funds requested will pay for a portion of the shelter manager's salary.

Homeless Center for Strafford County

Amount requested: **$10,000.00**
Recommended Allocation: **$7,000.00**
Operational support to cover staffing and utilities

My Friend's Place

Amount requested: **$30,000.00**
Recommended Allocation: **$10,000.00**
General operating cost to run both the Emergency Shelter and the Transitional Housing programs.

Strafford Nutrition & Meals on Wheels

Amount requested: **$3,000.00**
Recommended Allocation: **$0.00**
Help provide meals to homebound, elderly & low-income disabled Dover residents. Approximately 3,000 meals.

SOS Recovery Community Organization

Amount Requested: $75,000.00

Recommended Allocation: $0.00

Funding to support community care coordination team of 4 to provide care coordination of individuals experiencing homelessness, unstable housing and transitions to support and connect with basic needs.

ECONOMIC DEVELOPMENT

City of Dover - Economic Development Activities:

Amount Requested: $47,260.00

Recommended Allocation: $47,260.00

Funding for the DELP loan pool, job training and related economic development activities.

PUBLIC FACILITIES PROJECTS

Community Action Partnership of Strafford County - Weatherization & Energy Efficiency

Amount Requested: $25,000.00

Recommended Allocation: $27,000.00

Funding to supplement the Weatherization Assistance Program for Dover residents.

My Friend's Place – Transitional Housing Windows replacement

Amount Requested: $30,000.00

Recommended Allocation: $40,000.00

Replacement of windows at both transitional units located at 21/23 Hough Street (30 windows) and 25 East Concord Street (33 Windows).

City of Dover – Rental Unit Rehab FY23

Amount Requested: $90,000.00

Recommended Allocation: $90,000.00

Rehab program designed to bring existing rental units up to certain housing quality standards that then make the units eligible for housing voucher or similar programs for moderate, low, or very low income households.

ADMINISTRATION

General Administration & Planning

Amount Requested: $62,080.00
Recommended Allocation: $62,080.00

Activities associated with overall administration of the CDBG program. Activities include development of the Action Plan; quarterly, semi-annual, and annual reporting to HUD; training & legal notices. The amount proposed equals the maximum amount permissible per HUD regulations.

Activity Administration & Servicing

Amount Requested: $30,000.00
Recommended Allocation: $30,000.00

Administrative costs associated with individual Activities. Activity specific costs include contract development & administration, processing requests for reimbursement, site visits, subrecipient monitoring and environmental review.

Economic Development:	$5,000.00
Rental Unit Rehab Project:	$20,000.00
MFP Windows Project:	$3,000.00
CAP Weatherization & Energy Efficiency Program:	$2,000.00
	$30,000.00

CONSOLIDATED PLAN GOALS

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

1	**Goal Name**	**Access to Services**
	Goal Description	To provide increased opportunities to residents of the City who require education, health, recreation, shelter, transportation and related human services.
2	**Goal Name**	**Renter and Homeowner Assistance**
	Goal Description	Weatherization and energy efficiency, Housing unit rehab, security deposit assistance, Lead based paint hazard.
3	**Goal Name**	**Public Improvements**

	Goal Description	Development and improvements related to facilities and housing units utilized by qualifying populations and individuals.
4	**Goal Name**	**Economic Development**
	Goal Description	Improvements, and the support of efforts, intended to promote economic development and to enhance economic opportunities for qualifying business, populations and individuals.
5	**Goal Name**	**Accessibility and Transportation**
	Goal Description	Access to social services and employment and removal of architectural barriers.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2022.02.23 – 050**

Resolution Re: Authorization to Accept and Expend the New Hampshire Department of Environmental Services 2022 Local Source Water Protection Grant

WHEREAS: The City of Dover Community Services Department has received notice from the New Hampshire Department of Environmental Services for the 2022 Local Source Water Protection Grant of the approval of the $20,652.00 in grant funds to purchase and install up to six (6) pieces of sondes equipment, contingent upon Governor & Council final approval; and

WHEREAS: The equipment will be used to monitor sodium and chloride in the groundwater in strategic locations in the city; and

WHEREAS: In adhering to the requirements established per NH RSA 31:95-b, authorization by the City Council to apply for, accept and expend Grant funds for eligible uses is required; and

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

In accordance with RSA 31:95-b the City Manager is authorized to accept and expend the 2022 Local Source Water Protection Grant funds allocated for use by the City of Dover Community Services Department as appropriated for said purposes. Upon receipt of the grant award or any amendments thereto, the amount of the grant is hereby appropriated. The City Council, in a majority vote, accepts the terms and requirements of the Grant and authorizes the City Manager to sign all necessary paperwork for the grant.

AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible uses identified in the 2022 Local Source Water Protection Grant , the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Orders authority herein. The amount of this authorization shall be limited so as not to exceed available funding.

THIS RESOLUTION REQUIRES A PUBLIC HEARING WITH SEVEN DAYS NOTICE IN NEWSPAPER AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.

Financing

Account	Description	Appropriation	Balance
TBD	NHDES 2022 Local Source Water Protection	20,652.00	20,652.00

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2022.02.23 – 050**
Resolution Re: Authorization to Accept and Expend the New Hampshire Department of Environmental Services 2022 Local Source Water Protection Grant

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

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, 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.6.

Resolution Number: **R – 2022.02.23 – 050**

Resolution Re: Authorization to Accept and Expend the New Hampshire Department of Environmental Services 2022 Local Source Water Protection Grant

RESOLUTION BACKGROUND MATERIAL:

The City of Dover will use New Hampshire Department of Environmental Services (NHDES) grant funds to purchase equipment to monitor sodium and chloride in groundwater in strategic locations in the City. Funds will be used for the purchase and installation of the data sondes to better track levels of sodium and chloride in groundwater over a period of years and support actions to limit salt use and avoid groundwater quality impacts that affect drinking water.

Specifically, the following tasks, as described in the application submitted to NHDES, will be accomplished:

Task 1. Purchase and Installation of Data Sondes

Purchase and install up to six (6) multi-parameter data sondes in strategic locations in Dover in order to better monitor sodium and chloride levels in aquifers that are groundwater resources contributing water to the City's wells.

The manufacturer's technical specifications for the selected data sondes (brand and model), the location(s) where they will be installed, a listing of all data (parameters) to be collected, a date when monitoring will begin and annual monitoring schedule. Technical information including planned maintenance and calibration procedures to ensure measurement accuracy over time will be provided to NHDES (Hydrology and Conservation Section) **in advance of the sonde purchase for review and comment**.

The City, through this agreement, commits to purchase equipment that reflects NHDES comments, and complete groundwater monitoring (and associated maintenance) for at least two years beyond the date noted in Section 1.6 of the state contract of 5.31.2023.

Deliverables: A memo from the City containing the information described above.

Quarterly progress report forms must be completed by grant recipients or their subcontractor and submitted to NHDES every three months, beginning with the first full three (3) month quarter after grant approval from Governor & Council.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2022.02.23 - 051**

Resolution Re: Acceptance of Drinking Water Groundwater Trust Fund (DWGTF) Grant for Design of Dover-Portsmouth Interconnection and Authorization to Expend DWGTF Grant

WHEREAS: On January 10, 2022 the NH Drinking Water and Groundwater Advisory Commission (Commission) to the Drinking Water and Groundwater Trust Fund (DWGTF) completed their review of the submitted special project joint application for the design of the Portsmouth-Dover Water Main Interconnection. The Commission authorized to award the grant funds to Portsmouth Water Works and Dover Water Department; and

WHEREAS: The next step is to move forward with the project funding award of up to $223,000 (split equally between the two cities) by obtaining authority to accept and expend the funds and submit the final application. Once the final application has been submitted, Portsmouth and Dover will enter into a grant agreement which must be approved by the Governor and Executive Council; and

WHEREAS: The City of Dover is seeking Authorization to accept and expend the (DWGTF) Grant in the amount of $111,500 in accordance with RSA 31:95-b: and

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

In accordance with RSA 31:95-b the City Manager is authorized to accept and expend the (DWGTF) funds allocated for use by the City of Dover Community Services Department as appropriated for said purposes. Upon receipt of the grant award or any amendments thereto, the amount of the grant is hereby appropriated. The City Council, in a majority vote, accepts the terms and requirements of the Grant and authorizes the City Manager to sign all necessary paperwork for the grant.

THIS RESOLUTION REQUIRES A PUBLIC HEARING WITH SEVEN DAYS NOTICE IN NEWSPAPER AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.

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

Document Created by: Finance Department
Document Posted on: February 17, 2022

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2022.02.23 - 051**
Resolution Re: Acceptance of Drinking Water Groundwater Trust Fund (DWGTF) Grant for Design of Dover-Portsmouth Interconnection and Authorization to Expend DWGTF Grant

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 Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, 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.7.

Resolution Number: **R – 2022.02.23 - 051**

Resolution Re: Acceptance of Drinking Water Groundwater Trust Fund (DWGTF) Grant for Design of Dover-Portsmouth Interconnection and Authorization to Expend DWGTF Grant

RESOLUTION BACKGROUND MATERIAL:

The subject project is for the design of a water main interconnection between the City of Dover and the City of Portsmouth. The concept is to attach the water main pipe to a proposed new NHDOT bridge crossing the PiscataquaRiver along the Dover/Portsmouth boundary. The NHDOT bridge is currently under design and this request by Dover-Portsmouth is to fund the additional cost for their consultant to design the structural components for the watermain into the bridge design, and incorporate this design into the overall NHDOT bridge project. The Cities are requesting a $223,000 grant from the DWGTF to be split 50/50. A summary of how the project demonstrates the circumstances for consideration to the Special Projects Assistance Program is provided below.

NHDES concurs with the Cities that the application is time critical. NHDOT has hired an engineering consultant to design the proposed bridge which is currently in the final design phase. Preliminary plans are anticipated to be completed by April 2022. NHDOT has agreed to allow both communities to utilize the bridge to carry a water mainpipe which will be able to provide water to both communities during an emergency. NHDOT through their design consultant will provide design phase services to support the pipe crossing including structural design of the members, support, and bracing for the water line (details are outlined in the Scope of services included with the application). However, NHDOT has indicated they cannot fund the complete design for this scope of work. It is critical that the design of this water main pipe be incorporated into the overall design of the bridge prior to final design and bidding of the bridge project.

NHDES notes that this proposed water main interconnection is important not only to Dover and Portsmouth, but also for ten other communities in the seacoast area including Rochester, Somersworth, Rye, Hampton, North Hampton, and Seabrook. This interconnection is one of several critical links to providing emergency water supply to the seacoast region.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.8.

Resolution Number: **R – 2022.02.23 – 052**

Resolution Re: Amendment of FY2022 Schedule of Fees for Portland Ave Lot, and Business Permit Fees for Third Street, Fourth Street and School Street Lots

WHEREAS: The City adopted the FY2022 City of Dover Schedule of Fees on June 2, 2021, and;

WHEREAS: Parking Commission voted on January 19, 2022 to add to the Parking Fee schedule the Portland Avenue lot, and;

WHEREAS: The City Council regulates permit fees, and;

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

The City Council authorizes changes to the Police Department – Parking section of the approved FY2022 Schedule of Fees, as follows:

POLICE DEPARTMENT	FY22 ADOPTED FEE	PROPOSED CHANGE
PARKING METER RATES:		
3rd & 4th Street Parking Lots and Garage * Per Budget Resolution ** Adopted by City Council *** To fund parking activity fund	$1.00/hr	Add Portland Ave Lot
PARKING PERMIT MONTHLY FEES:		
Third Street Business Permits (West of Chestnut Street) * Per City Ordinance #141-52 ** Adopted by City Council *** To fund parking activity fund	$0.00	$20/month
Fourth Street Business Permits (West of Chestnut Street) * Per City Ordinance #141-52 ** Adopted by City Council *** To fund parking activity fund	$0.00	$20/month
School Street Business Permits (Angled Spaces Only) * Per City Ordinance #141-52 ** Adopted by City Council *** To fund parking activity fund	$0.00	$45/month
Contractor (Metered) **Contractor (Time limited)** * Per City Ordinance #141-33 ** Adopted by City Council *** To fund parking activity fund	$10/per day/per vehicle $5/per day/per vehicle	$10 - Posting Metered - Meter Rates Timed parking $5 per day/per vehicle

Document Created by: Finance
Document Posted on: February 17, 2022

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.8.

Resolution Number: **R – 2022.02.23 – 052**
Resolution Re: Amendment of FY2022 Schedule of Fees for Portland Ave Lot, and Business Permit Fees for Third Street, Fourth Street and School Street Lots

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL.

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 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 Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does | does not pass.		

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.8.

Resolution Number: **R – 2022.02.23 – 052**

Resolution Re: Amendment of FY2022 Schedule of Fees for Portland Ave Lot, and Business Permit Fees for Third Street, Fourth Street and School Street Lots

RESOLUTION BACKGROUND MATERIAL:

On January 19, 2022 the Parking Commission voted to add a fee for the Portland Avenue lot at $1.00 per hour. Currently the 27 public spaces in the lot are posted for a 3 hour limit. In September 2019, the Parking Commission voted to not meter the lot due to the recent addition of new businesses in the adjacent building. Enforcement of the lot is time consuming and nearly all violations are issued to employees of the businesses. This proposal would bring the parking into alignment with all other downtown city lots.

The Parking Commission also voted at their January 19, 2022 meeting to amend the FY2022 Schedule of Fees by adding:

Third Street Business Permits (West of Chestnut Street) - $20/month. Third Street, northerly side, from the intersection with Chestnut Street, westerly to the intersection of Grove Street.

Fourth Street Business Permits (west of Chestnut Street) - $20/month. Fourth Street, northerly side, from the intersection with Chestnut Street, westerly to the intersection of Grove Street.

School Street Business Permits (angled spaces only) - $45/month. School Street, northerly side angled spaces only.

This will provide managed permit parking options for downtown employees in underused daytime locations. Third and Fourth Streets are currently 2-hour limit zones, School Street is metered. All permits would follow the 1/3 limit of capacity guidelines.

This is in conjunction with changes being made to Vehicles and Traffic Ordinances Chapter 141.

The change being reflected for Contractor (Metered) and Contractor (Time limited) is to make the Schedule of Fees presentation of information more understandable and accurately match the City Ordinance.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.9.

Resolution Number: **R - 2022.02.23 – 053**
Resolution Re: Authorization of Annual Appraisal of Real Estate for Fiscal Year 2023 (Tax Year 2022)

WHEREAS: New Hampshire statutes require real estate assessments (appraisals) be reasonably proportional each year, pursuant to RSA 75:8; and

WHEREAS: The level of assessments and uniformity are set by the State's Assessing Standards Board; and

WHEREAS: The State requires that assessments be between 90% and 110% of market value at least once in every five years, pursuant to RSA 75:8-a and State Assessing Standards Board; and

WHEREAS: It has been the practice of the City to ensure compliance to this standard every year, in an effort to avoid extraordinary changes in assessments and resulting tax bills; and

WHEREAS: Since 1998, the practice of the City has been to conduct annual appraisals of real estate to follow market trends to ensure proportionality; and

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

In accordance with New Hampshire RSA 75:8-b *Annual Appraisal; Municipalities Over 10,000*, an annual appraisal of real estate within the City of Dover for Fiscal Year 2023 (Tax Year 2022) is hereby authorized.

This Resolution requires two public hearings. Resolution to be referred to a public hearing on Wednesday March 9th, 2022 and a second public hearing on Wednesday March 23rd, 2022. City Council vote to occur on Wednesday April 13th, 2022.

AUTHORIZATION

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

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

Recorded by: Susan M. Mistretta, City Clerk

Sponsored by: Mayor Robert Carrier, By Request

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.9.

Resolution Number: **R - 2022.02.23 – 053**
Resolution Re: Authorization of Annual Appraisal of Real Estate for Fiscal Year 2023 (Tax Year 2022)

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does | does not pass.		

RESOLUTION BACKGROUND MATERIAL:

In accordance with NH RSA 75:8-b *Annual Appraisal; Municipalities Over 10,000*, except when assessing real estate under NH RSA 75:8-a, any municipality with a population over 10,000 intending to appraise real estate annually at market value, shall authorize such annual appraisal by a majority vote of the governing body (City Council).

In Dover, the assessing practice has been to fully analyze and reassess all sections and classification of properties on an annual basis in order to keep all assessments proportional and within a market level of 90% to 110%.

For the past several years, the City has maintained assessments within the range of 92% to 98% of market value.

By this time each year the City Assessing Office has reviewed sales data for properties within the City that have sold in the past 6 months to determine if the market trends demonstrate a change in value.

Effective FY23/TY22, with the ongoing appreciation and shifts in the real estate market, assessments will need to be adjusted in order to maintain market level and proportionality. The City currently anticipates at least a 10% increase to the market.

CITY OF DOVER	CITY OF DOVER - ORDINANCE
	Agenda Item#: 13.C.1.
	Ordinance Number: **O – 2022.02.23 - 003**
	Ordinance Title: Vehicles and Traffic
	Chapter: 141
	Section: 18 Downtown Resident Parking Permit 49 Limited time Parking 51 Parking Meter Zones 52 Business Parking Permit Zones

The City of Dover Ordains:

1. **PURPOSE**
   The purpose of this ordinance is to update the City ordinance governing parking, and specifically Sections 18, 49, 51, and 52, in light of recommendations from the City's Parking Commission.

2. **AMENDMENT**
   Chapter141, entitled "Vehicles and Traffic", is hereby amended by revising Section 141-18-, "Downtown Resident parking permit" as follows:

   a. **THE FOLLOWING ARE AMENDED:**

§ 141-18 **Downtown Resident parking permit.**

A. The Police Department is authorized to sell and distribute parking permits for residents of downtown who reside within 200 feet of an authorized residential parking area. Permits shall be valid for such periods of time, location and under such conditions as provided by the Police Department on or with such permits.

B. A maximum of one residential parking permit may be issued per legal residential unit upon certification that on-site parking is unavailable. Permits shall be assigned to specific vehicles owned by occupants of such residential unit. Permits are only valid for the nearest parking area designated by the Police Department for a particular residential unit.

C. The City has discontinued issuance of residential parking permits for certain locations previously set forth in this subparagraph, with transition provisions as follows. Tenants who were previously issued and hold residential permits as of March 9, 2022 for use in the meted parking garage, City-controlled parking lots, or for use on Main Street, St. John Street, or School Street (angled spaces only), may continue to use those permits until the expiration or surrender of those permits; no new residential permits shall be issued for se in these aforesaid locations. ~~Authorized residential parking areas include designated spaces in the metered parking garage and City-controlled parking lots that are not leased or deeded to a third party, excluding the Orchard Street Parking Lot. In addition, the following streets qualify for residential permit parking: Main Street, St. John Street and School Street (angled parking spaces only). Lastly, tenants~~ Tenants who were previously issued and hold

residential parking permits on First or Second Street as of November 1, 2021 may continue to use those permits until the expiration or surrender of such permits and not thereafter; no new residential parking permits shall be issued for First Street or Second Street.

D. Residential parking permits are not intended for long-term storage of vehicles, and any vehicle remaining in the same space or the same parking garage for more than five consecutive days without notification to and the approval of the Police Department shall have its permit revoked, and the vehicle may be towed at the owner's expense. Notice of this requirement shall be provided with each residential parking permit issued.

E. The Police Department, on a yearly basis, shall verify the residential status of each permit holder and require a signed statement from the applicant as to his/her qualifications to obtain a residential parking permit.

F. Accepted documentation to qualify for a residential permit is a lease or utility bill in the applicant's name demonstrating a qualified address, and absent either of those two, a vehicle registered to a qualified address and verification by the property owner.

G. Any misrepresentation regarding the application for or use of a residential parking permit, any unauthorized transfer of the permit, or any other misuse of the permit shall be cause for its revocation by the Police Department.

H. This section does not authorize resident parking permits for residential developments that have insufficient on-site parking and were approved as "commercial ventures" by the Planning Board.

I. The rate for the permits shall be set and/or adjusted by the City Council during the annual Fee Schedule adoption.

3. AMENDMENT

Chapter 141, entitled "Vehicles and Traffic", is hereby amended by revising Section 141-49, "Schedule J: Limited-Time Parking", as follows:

a. THE FOLLOWING ARE AMENDED:

§ 141-49 **Schedule J: Limited-Time Parking.**

A. Three-hour parking. In accordance with the provisions of § **141-19**, it shall be unlawful for the owner or operator of any vehicle to park for more than three hours per day in the following described locations:

Street	Side	Location
Central Avenue	Westerly	From the driveway between 642 and 648 Central Avenue northerly to the driveway between 652 and 660 Central Avenue
~~Portland Avenue Lot]~~	~~Public Spaces~~	~~Westerly side of Portland Avenue between 44 Portland Avenue and Chapel Street~~

B. Two-hour parking. In accordance with the provisions of § **141-19**, it shall be unlawful for the owner or operator of any vehicle to park for more than two hours in the following described locations:

Street	Side	Location
Adelle Drive	Both	For the entire length, between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, between September 1 and June 15
Bellamy Road	Both	From the intersection with Hartswood Road, southerly to the Bellamy Road split, between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, between September 1 and June 15
Broadway	Easterly	From the intersection with

Street	Side	Location
		Florence Street northerly to the intersection with Oak Street, except as otherwise posted
Broadway	Northerly	From the intersection with St. John Street westerly to the PSNH Pole No. 114/A1
Broadway	Southerly	From the driveway between 3 and 7 Broadway easterly to the intersection with St. John Street
Central Avenue	Easterly	From the intersection of New York Street, southerly to the intersection with Fifth Street
Central Avenue	Westerly	From the driveway between 572 and 574 Central Avenue, southerly to the intersection with Fifth Street
Chestnut Street	Easterly	From the intersection with Fifth Street northerly to the intersection with Sixth Street
Chestnut Street	Westerly	From the intersection with Third Street northerly to the intersection with Sixth Street
Chestnut Street Lot		
Fairfield Drive	Both	For the entire length, between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, between September 1 and June 15
Fourth Street	Both	From the intersection with Chestnut Street westerly to the intersection with Grove Street except as otherwise posted
Green Street	Northerly	From the intersection with Chestnut Street westerly to the intersection with Washington Street except as otherwise posted
Hartswood Road	Both	For the entire length, between the

Street	Side	Location
		hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, between September 1 and June 15
Kirkland Street	Northerly	From the intersection with Locust Street easterly to the intersection with Academy Street
Lisa Beth Drive	Both	For the entire length, between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, between September 1 and June 15
Locust Street	Westerly	From the intersection with Hale Street, southerly to the intersection with Kirkland Street, unless otherwise posted
Plaza Drive	Westerly	Between exit and entrance to No. 307 Plaza Drive
St. Thomas Street	Both	From the intersection with Chestnut Street westerly to the property line between 25 and 33 St. Thomas Street
St. Thomas Street	Southerly	Angled parking spaces between the McConnell Center and Atkinson Street
Sunset Drive	Both	For the entire length, between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, between September 1 and June 15
Sylvan Drive	Both	For the entire length, between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, between September 1 and June 15
Third Street	Both	From the intersection with Chestnut Street westerly to the intersection with Grove Street except as otherwise posted
Transportation Center Lot		Seven spaces, as posted, in the

Street	Side	Location
		southwest corner, for use only while the vehicle occupants are actively using the Community Trail.

C. One-hour parking. In accordance with the provisions of § **141-19**, it shall be unlawful for the owner or operator of any vehicle to park for more than one hour in the following described locations:

Street	Location
(Reserved)	

D. Thirty-minute parking. In accordance with the provisions of § **141-19**, it shall be unlawful for the owner or operator of any vehicle to park for more than 30 minutes in the following described locations:

Street	Side	Location
Church Street	Southerly	From the intersection with Locust Street, 3 spaces in an easterly direction
George Street	Easterly	2 spaces nearest Henry Law Avenue
Henry Law Avenue	Northerly	From George Street to River Street
Locust Street		All spaces adjacent to the traffic circle between the McConnell Center and Public Library, unless otherwise posted

E. Fifteen-minute parking. In accordance with the provisions of § **141-19**, it shall be unlawful for the owner or operator of any vehicle to park for more than 15 minutes in the following described locations:

Street	Location
Green Street	2 spaces on northerly side in front of Waldron Towers
Orchard Street	2 posted spaces in front of 40 Chestnut

Street	Location
	Street (Cochecho Park Apartments)
Orchard Street	2 posted spaces in the northeast corner of the lot
Transportation Center Lot 33 Chestnut Street	6 spaces westerly from terminal building in the row closest to the railroad tracks

F. In accordance with the provisions of § **141-19**, it shall be unlawful for the owner or operator of any vehicle to park in the following described locations between the hours of 7:00 a.m. and 4:00 p.m., Monday through Friday, between September 1 and June 30:

Street	Side	Location
Clifford Street	Northerly	From the intersection with Towle Avenue easterly to the intersection with Woodman Park Drive
Garrison Road	Northerly	From Meridian Drive to Morningside Drive
Horne Street	Westerly	From Glencrest Avenue to Roosevelt Avenue
Shaws Lane	Westerly	From the intersection of Garrison Road northerly for a distance of 180 feet
Towle Avenue	Easterly	From the intersection with Silver Street southerly to the intersection with Clifford Street
Towle Avenue	Westerly	From the northerly property line of No. 5 Towle Avenue southerly to the intersection with Clifford Street

G. In accordance with the provisions of § **141-19**, it shall be unlawful for the owner or operator of any vehicle to park from 9:00 p.m. to 6:00 a.m. between April 1 and October 31 and from 5:00 p.m. to 7:00 a.m. between November 1 and March 31 in the following described locations:

Cemeteries	Location
Austin-Tuttle Cemetery	Old Dover Point Road and Gerrish Road
First Settler's Cemetery	Dover Point Road

Cemeteries	Location
Pine Hill Cemetery	Central Avenue
Pinkham Cemetery	Dover Point Road and Ayers Lane

H. In accordance with the provisions of § **141-19**, it shall be unlawful for the owner or operator of any vehicle to park in and upon the following streets and places between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday:

Street	Location
(Reserved)	

4. AMENDMENT

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

a. THE FOLLOWING ARE AMENDED:

§ 141-51 **Schedule L: Parking Meter Zones.**

Metered Parking Garage	**Location**
Orchard Street Parking Garage	Parking spaces on levels 1 and 2 within the parking structure which is south of Orchard Street, between Chestnut Street and Central Avenue, not including the 3 posted Police Station visitor spaces on the first floor of the parking garage unless otherwise posted
Metered Parking Lot	**Location**
Belknap Lot	320 Central Avenue and 18 Locust Street; southerly of Washington Street between Central Avenue and Locust Street
Fourth Street Parking Lot	East of Chestnut Street, south of Fourth Street and west of the railroad tracks. All spaces except as otherwise posted
Henry Law Avenue Recreation Parking Lot - Henry Law Avenue	6 Henry Law Avenue, easterly and then northerly of Henry Law Avenue
Locust Street Lot	
Orchard Street Lot	North of Orchard Street southerly of the Cochecho River between Central Avenue and Chestnut Street not including 2 posted spaces in the northeast corner of the lot, 2 posted spaces in front of 40 Chestnut Street (Cochecho Park Apartments) that are free 15 minute limit spaces, and 2 posted Police Station visitor spaces in front of 40 Chestnut Street (Cochecho Park Apartments)
Portland Avenue Lot	Westerly side of Portland Avenue between 44 Portland Avenue and Chapel Street
River Street Lot	31 River Street easterly of the Cochecho

Metered Parking Garage	Location
	River and north of Henry Law Avenue
Third Street Lot	North of Third Street southerly of the railroad tracks between Chestnut Street and Central Avenue
Transportation Center Lot	The entire lot at 33 Chestnut Street westerly of Chestnut Street between First Street and Third Street, with the exception of designated two-hour spaces as set forth within § **141-49B**

Metered On-Street Parking Spaces	Side	Location
Atkinson Street	Westerly	From the intersection with Washington Street, southerly to the intersection with St. Thomas Street
Broadway	Southerly	From the intersection with Central Avenue easterly to the intersection of St. John Street
Central Avenue	Easterly	From the intersection with Fourth Street southerly to the intersection with Kirkland Street
Central Avenue	Westerly	From the intersection with Fourth Street southerly to the driveway between 236 and 240 Central Avenue
Chapel Street	Southerly	From the intersection with Central Avenue easterly to the driveway on the west side of 15 Chapel Street
Chestnut Street	Easterly	From the intersection with Fourth Street northerly to the intersection with Fifth Street
First Street	Northerly	From the westerly edge of 1 First Street westerly to the intersection with Chestnut Street
First Street	Southerly	From the intersection with Central Avenue westerly to the end of

Metered Parking Garage	Location	
		public parking at the rear of 432 Central Avenue
Fourth Street	Both	From the intersection with Central Avenue westerly to the intersection with Chestnut Street
Hale Street	Both	From the intersection with Central Avenue westerly to the intersection with Locust Street
Henry Law Avenue	Easterly	From the intersection with Washington Street southerly to George Street
Kirkland Street	Northerly	From the intersection with Central Avenue westerly to the intersection with Academy Street
Locust Street	Both	From the intersection with Hale Street northerly to the intersection with Washington Street, unless otherwise posted
Main Street	Westerly	From the intersection with Washington Street northerly to the intersection with School Street
River Street	Easterly	From the intersection with Henry Law Avenue northerly to the intersection with Washington Street
St. John Street	Westerly	From the intersection of Broadway southerly to the intersection with Chapel Street
School Street	Both	Both sides from the intersection with Main Street easterly to the intersection with Mechanic Street
Second Street	Both	Both sides from the intersection with Chestnut Street easterly to the intersection with Central Avenue
St. Thomas Street	Both	Both sides from the intersection with Central Avenue westerly to

Metered Parking Garage	Location	
		the intersections with Locust Street
Third Street	Southerly	Southerly side from the intersection with Chestnut Street easterly to the intersection with Central Avenue
Washington Street	Both	Both sides from intersection of Chestnut Street easterly to the intersection of River Street

5. AMENDMENT

Chapter 141, entitled "Vehicles and Traffic", is hereby amended by revising Section 141-52, "Schedule M: Business Parking Permit Zones" as follows:

a. THE FOLLOWING ARE AMENDED:

§ 141-52 **Schedule M: Business Parking Permit Zones.**

The following parking lots/areas are authorized for permit parking as authorized by § **141-20**, Business parking permit program, unless otherwise restricted:

Parking Lots	
Fourth Street Lot	
Orchard Street Lot	
Orchard Street Parking Garage	Spaces designated by the Chief of Police
Portland Avenue (Grimes) Lot	
River Street Lot	
Third Street Lot	
Transportation Center Lot	

Parking Areas	**Side**	**Location**
Atkinson Street	Westerly	From the intersection with Washington Street, southerly to the intersection with St. Thomas Street
Chapel Street	Southerly	From the intersection of Main Street easterly to the intersection with Mechanic Street
Chestnut Street	Westerly	From the intersection with First Street southerly to the intersection with Orchard Street
First Street	Northerly	City-controlled areas
Fourth Street	Northerly	From the intersection with Chestnut Street, westerly to the intersection of Grove Street
Green Street	Both	From the intersection with Fayette Street westerly, then southerly to the intersection with Washington Street
Henry Law Avenue	Easterly	From Washington Street southerly to River Street

Parking Lots		
Kirkland Street	Northerly	From the intersection with Central Avenue westerly to the intersection with Locust Street
Main Street	Westerly	From the intersection with Washington Street northerly to the intersection with School Street
School Street	Northerly	Northerly side angled spaces only
Second Street	Both	From the driveway between 20 and 22 Second Street westerly to Chestnut Street
Third Street	Northerly	From the intersection with Chestnut Street, westerly to the intersection of Grove Street

6. TAKES EFFECT

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

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 - ORDINANCE
	Agenda Item#: 13.C.1.
	Ordinance Number: **O – 2022.02.23 - 003**
	Ordinance Title: Vehicles and Traffic
	Chapter: 141
	Section: 18 Downtown Resident Parking Permit 49 Limited time Parking 51 Parking Meter Zones 52 Business Parking Permit Zones

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does | does not pass.		

CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number:	**O – 2022.02.23 - 003**
Ordinance Title:	Vehicles and Traffic
Chapter:	141
Section:	18 Downtown Resident Parking Permit 49 Limited time Parking 51 Parking Meter Zones 52 Business Parking Permit Zones

ORDINANCE BACKGROUND MATERIAL:

Section 141-18: For decades, the City has had two types of permits in several locations. Subsidized residential parking permits were eliminated for First and Second Street this past summer, with the remaining transition provision for already-issued permits. This amendment would eliminate the remaining locations (Main Street, School Street, St. John Street, and downtown City lots) allowing one type of permit per location. This amendment would also exempt current permit holders.

141-49: This amendment formalizes that spaces beside the Community Trail are available at no fee for persons using the Community Trail, subject to the applicable time limitation. The remainder of the Transportation Center Lot is metered. This amendment has a related amendment in Section 141-51, clarifying that the Transportation Center Lot is metered with the exception of designated spaces in other sections of Chapter 141. Finally, the amendment to this section is also part of a related amendment to Section 141-51 below moving the Portland Avenue Lot from three-hour parking to metered parking.

141-51: This amendment is part of a related amendment to Section 141-49 moving the Portland Avenue Lot from three-parking to metered parking. Currently the 27 public spaces in the lot are posted for a three-hour limit. In September 2019, the Commission voted to not meter the lot due to the recent addition of new businesses in the adjacent building. Enforcement of the lot is time consuming and nearly all violations are issued to employees of the businesses. This proposal would bring the parking into alignment with all other downtown City lots. There is a related amendment to the fee schedule setting the hourly rate for the Portland Avenue Lot at $1/hour.

141-52: This will provide managed permit parking options for downtown employees in underused daytime locations. Third and Fourth Streets are currently 2-hour limit zones, while School Street is metered. All permits would follow the 1/3 limit of capacity guidelines. There is a related amendment to the fee schedule setting the following rates: Third Street Business Permits $20/month, Fourth Street Business Permits $20/month, and School Street Business Permits at $45/month.