



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 9, 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. CHAPTER 141 – VEHICLES AND TRAFFIC, SECTIONS 18, 49, 51, and 52**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - B. 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**
SPONSORED BY COUNCILOR CULLEN
 - C. 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.)
SPONSORED BY MAYOR CARRIER BY REQUEST
 - D. ACCEPTANCE OF DRINKING WATER GROUNDWATER TRUST FUND (DWGTF) GRANT FOR DESIGN OF DOVER-PORTSMOUTH INTERCONNECTION AND AUTHORIZATION TO EXPEND DWGTF GRANT.**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - E. 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.**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - F. AUTHORIZATION OF ANNUAL APPRAISAL OF REAL ESTATE FOR FISCAL YEAR 2023 (TAX YEAR 2022).**
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
(A SECOND PUBLIC HEARING TO BE HELD ON MARCH 23, 2022, WITH CITY COUNCIL VOTE TO OCCUR ON APRIL 13, 2022.)
SPONSORED BY MAYOR CARRIER BY REQUEST



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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 23, 2022 – Regular Meeting**
- B. March 2, 2022 – Workshop Session**

11. MAYOR'S REPORT

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

- 1. CHAPTER 141 – VEHICLES AND TRAFFIC, SECTIONS 18, 49, 51, and 52**
SPONSORED BY MAYOR CARRIER BY REQUEST

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

- 1. 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**
SPONSORED BY COUNCILOR CULLEN
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(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
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- 3. ACCEPTANCE OF DRINKING WATER GROUNDWATER TRUST FUND (DWGTF) GRANT FOR DESIGN OF DOVER-PORTSMOUTH INTERCONNECTION AND AUTHORIZATION TO EXPEND DWGTF GRANT.**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 4. 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.**
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SPONSORED BY MAYOR CARRIER BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. B22033 TIRES AND RELATED SERVICE**
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

- | | |
|---|--|
| 1. School Board (Muffett-Lipinski) | 16. Ordinance Committee (Shanahan) |
| 2. Planning Board (Cullen) | 17. Parking Commission (Hinkel) |
| 3. Appointments Committee (Williams) | 18. Pool Advisory Committee (Hackett) |
| 4. Arena Commission (Hackett) | 19. Racial Equity and Inclusion Ad-Hoc Committee (Nemeth) |
| 5. Arts Commission (Nemeth) | 20. Recreation Advisory Board (Shanahan) |
| 6. Board of Health (Williams) | 21. Solid Waste Advisory Commission (Muffett-Lipinski) |
| 7. Collaborative City Council and School Board (M-Lipinski) | 23. Transportation Advisory Commission (Williams) |
| 8. Conservation Commission (Williams) | 24. Waterfront TIF Advisory Board (Shanahan) |
| 9. Downtown TIF Advisory Board (Hinkel) | 25. Joint Building Committee – DHS (Carrier) |
| 10. Energy Commission (Thibodeaux) | 26. COAST (Shanahan) |
| 11. Graffiti Management Ad Hoc Committee (Nemeth) | 27. Cochecho Waterfront Development Advisory Committee (Carrier) |
| 12. Heritage Commission (Nemeth) | 28. Dover Main Street (Carrier) |
| 13. Legislative Liaison (Shanahan) | 29. Strafford Regional Planning Commission (Williams) |
| 14. Library Board of Trustees (Thibodeaux) | 30. Government Affairs (Carrier) |
| 15. McConnell Center Advisory Committee (Thibodeaux) | |

B. RESOLUTIONS

- 1. CONDEMNING RUSSIA'S INVASION OF UKRAINE AND EXPRESSING SUPPORT FOR UKRAINE**
SPONSORED BY MAYOR CARRIER
- 2. DECLARING DECEMBER 26th AS ANNUAL AS DOVER MILL GIRLS RECOGNITION DAY**
SPONSORED BY COUNCILOR NEMETH
- 3. ESTABLISHMENT OF THE BEVERLY O'BRIEN SCHOLARSHIP TRUST FUND**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 4. ACCEPTANCE OF DONATION FROM DOVER ROTARY CLUB FOR THE SKATEPARK PROJECT**
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 23, 2022.)
SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN

CITY MANAGER'S REPORT

March 9, 2022

Reporting On:
February 2022

By: J. Michael Joyal, Jr.
City Manager

Legal Department

Joshua Wyatt, City Attorney

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

For the month of February 2022:

	For Month	FY22	FY21	FY20	FY19
Legal Matters/Questions Handled	77	462	703	466	342
Review Existing Legal Contracts & Draft Memo	14	103	-	-	-
Legal Contracts/Memo Created	20	120	350	256	269
Right to Know Requests Processed	11	57	51	49	41
Resolutions	6	46	73	75	53
Ordinances	2	16	19	10	18
Leases	0	10	-	-	-
Primex Auto Claims Handled	5	29	-	-	-
Primex Liability Claims Handled	8	45	-	-	-
Primex Property Claims Handled	13	40	-	-	-

Customer Focused Outcomes: Right to Know

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

- Joseph Moen – 10 Arch Street inspection and any complaints on property
- Michael & Kathleen Callahan – City bond requests
- Kristy Noel – Documents relating to City and SAU insurance policies, bonds, Primex insurance information
- Francis Quinn, Esq. – Multiple addresses (6) request for building permits
- Rainboth Murphy & Laun – Information regarding Sixth Street fatal accident
- Kenison Law – 23 Hough Street – Inspection reports
- Kenison Law – 23 Hough Street – File request with expanded dates for all documents regarding repair and replacement of deck and stairs
- Bret Steel – 56 Old Rochester Road – Documents relating to confirmation on invert levels and structural prints on file
- Jennifer Dickert – 27 Cushing Street – Request for all written communications concerning property
- Eric Higuchi – Multiple addresses (5) request for building permits and certificate of occupancies
- Partner Engineering & Science – 510 Martha's Way – Request for building permits and certificate of occupancy

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

City Council & City Boards	Attention to resolutions and ordinances as needed or requested by City Council;
Community Services	Assistance with code enforcement issues; assistance with Cornerstone public sewer extension; assistance with stormwater utility formation issues; assistance with dual pole removals; assistance with NH DES use restriction request; assistance with driveway compliance; assistance with deed research; assistance with Adopt A Spot program;
Executive	Assistance with proposed new development agreement; assistance with various research projects;
Fire & Rescue	Assistance with document retention schedule; assistance with code enforcement;
Finance	Track and file City claims with Primex; assistance with bankruptcy matters; assistance with collection efforts; assistance with class action notices; assistance with tax assessing; assistance with grant processing; assistance with lease tracking;
Planning	Assistance with conservation commission purchase of land; assistance with general questions and public inquiries; assistance with electricity attribute aggregation contract; assistance with CDBG program; assistance with deed and right of way research; assistance with zoning enforcement and investigation; assistance with donations;
Police	Assistance with Right to Know inquiries;
Public Library	Assistance with contracts; assistance with other matters as requested;
Public Welfare	No assistance required.
Recreation	Assistance with proposed charitable art display; assistance with leasing;
School	Assistance with RSA 91-A requests; assistance with labor matters, assistance with policies; assistance with contract review; assistance with other matters as requested;

Financial Outcomes: Litigation

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

-Maloney v. City of Dover –Case now pending with Rockingham Superior Court; City accepted service. Case is undergoing discovery.

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

-Mary Hebbard v. City of Dover, John & Karen Brough and Ryan Colbath - Discovery is complete. Partial summary judgment rulings received in February 2021. The case was tried by the City Attorney, Deputy City Attorney, and outside counsel in the Strafford County Superior Court on September 15, 17, 20, 21, and 22, as well as October 20th and 22nd of 2021. The parties submitted post-trial briefs in December 2021. The parties are now awaiting the Court's final rulings on the issues tried.

-City of Dover v. Mary and Rick Hebbard - Complaint filed in October 2019 concerning drainage in the Tanglewood Subdivision. Partial summary judgment rulings were received in February 2021. Case was tried by City Attorney, Deputy City Attorney, and outside counsel on April 7, 8 and 9 of April 2021. The post-trial briefing was divided into two areas: (1) injunctive relief concerning removal of a berm, and (2) remaining issues, including enforcement of a stipulated Court-Order for an underground drainage system. In May 2021, the Court issued an order granting an injunction and requiring removal of the berm and restoration of surface drainage. In September 2021, the Court issued a final Order on the remaining trial issues, finding the defendants to be in contempt of a prior stipulation and requiring that the defendant's complete construction of the drainage project within 90 days of receiving additional materials from the City. The drainage system is now believed to be constructed and near completion, though the City is awaiting certification of same from the project engineer. Following the certified completion of construction, it is expected that the parties will proceed with fulfilling the other obligations of the earlier stipulation they entered into, which includes conveyance of an easement and a mutual release. The Court has scheduled an evidentiary hearing to occur in September 2022, concerning post-trial damages alleged by the defendants. The City has moved to dismiss the post-trial assertion of damages.

-Stergiou et. al. v. City of Dover - Planning Board appeal filed in August 2020 by certain abutters. The City accepted service in September 2020. This case was dismissed on jurisdictional grounds. An appeal to New Hampshire Supreme Court has been filed by the intervening abutter. The appeal is in the briefing stage. The appellants filed their brief in September 2021. The City has filed a memorandum of law stating its position in the appeal. The plaintiffs before the trial court filed no brief. Oral argument was held in January 2022 before the New Hampshire Supreme Court, after which the case was submitted for decision.

-Barufaldi v. City of Dover - A city employee has filed an action in Strafford County Superior Court requesting declaratory judgment concerning the employee's ability to, and cost of, participation in the New Hampshire Retirement System. The trial court granted the City's motion to dismiss. The Plaintiff has appealed. Oral argument was held in January 2022 before the New Hampshire Supreme Court, after which the case was submitted for decision.

-Parents Unite for Kids Health, Inc. v. Dover School District et al. - A nonprofit corporation has sued eight school districts (predominantly in Strafford County), including the Dover School District, with respect to the districts' face mask policies. The plaintiff has filed several claims challenging the authority and constitutionality of the policies. The plaintiff is asking the Court to issue an injunction stopping enforcement of the policies during the pendency of the case. The Dover School District has filed a Joint Motion to Dismiss along with the other districts, as well as an objection to the request for an injunction. An injunction hearing was held on November 3, 2021. In January 2022, the Court issued an order denying the preliminary injunction requested by the plaintiff. On February 3, 2022, the Court granted the defendants' motion to dismiss.

Business Outreach

by Christopher Parker, Deputy City Manager

Product & Process Outcomes

Economic activity developed at a modest pace in most sectors in Dover throughout February. The local economy has shown resilience throughout the pandemic and first quarter of 2022, and businesses are looking forward to a strong spring and summer. There is a sense of optimism from the majority, as mask mandates ease, and community members look forward to public gatherings and outdoor dining activities. Downtown restaurants and retailers continue to be constrained by labor shortages, supply chain disruptions, and increased utility costs. Despite the modest pace of growth, demand for goods and services remains elevated among Dover businesses. Downtown brick and mortar shops continue to perform above pre-pandemic levels by collaborating together to generate consumer interest, and using the quieter months to reimagine, renovate, and work on expansion plans. Restaurants continue to report struggles, but are gearing up for the pent up demand of winter-weary diners wanting to partake in outdoor dining experiences. This year, in particular, seems to be especially exciting as the state passed a law allowing furry family members to join in the fun of the outdoor dining experience. The City is working on ways to encourage restaurants to increase outdoor dining capacity, adding to the vibrancy of our downtown. Dover continues to see heavy interest from businesses wishing to relocate, which remains a testament to Dover's resilient economy.

Dover hotels saw a modest activity over the last month and are still struggling with workforce shortages. The recovery of international and business travel continues to trail that of domestic leisure travel. Despite the slow start to the year, event bookings for the spring and summer season are steadily increasing.

Employment increased modestly and wages advanced at a strong pace over the last month. Elevated turnover remains a problem, but some sectors are reporting that it has recently become easier to hire workers. A few other businesses reported that hiring remained difficult but had not deteriorated. The smaller workforce has forced businesses to offer much higher pay to attract and keep employees. Low unemployment and higher pay trends could potentially exacerbate rising prices by encouraging more spending. It is anticipated that the Fed will raise interest rates a few times over the coming year, to battle inflation.

Commercial Real Estate: Local commercial real estate sales activity remained stable in the last few weeks. Demand remains high, and industrial sectors continue to seek property for both lease and investment. Retail leasing activity is consistent, with 1,000-1,200 SF spaces increasing in demand. In the office market, leasing has remained slow as we started 2022, but is expected to increase around mid-late 2022. There have been reports that some office spaces will be filled by late spring. Commercial real estate lending activity slowed slightly, attributed to inflation and interest rate uncertainty. There is demand for space in Enterprise Park, however, as projects are scheduled, the need to facilitate public-private partnerships becomes increasingly imperative. Accelerator units of 1,200-2,500 SF are still needed to house small post-startup companies to grow in Dover. The lending environment remains highly favorable with slowly rising interest rates. There is heavy interest to invest in Dover now, before interest rates climb. Local multi-family and mixed-use permit activity, on average, has increased in the last three months, despite dropping earlier on in the pandemic. Fiscal policy and uncertainty around the business and employment, at both the state and federal levels, are causing some reluctance to commit assets until things subside.

See Local Major Development Projects Section below.

Dover's office market snapshot for FY2021:

Location	Total sq ft	Vacant (SF)	Vacancy %	Average Asking Rent (NNN)
Dover	1,784,426	83,369	4.7%	\$11.25
Seacoast	9,237,653	1,007,235	10.9%	\$14.47

Dover's industrial market snapshot for FY2021:

Location	Total sq ft	Vacant (SF)	Vacancy %	Average Asking Rent (NNN)
Dover	2,415,642	2,969	0.1%	\$9.00
Seacoast	18,022,544	417,364	2.3%	\$11.39

Residential Real Estate: Residential real estate markets continue to show strong performance on the Seacoast. There has been a modest increase in the proportion of homebuyers from Massachusetts and places outside of NH. Although home sales continued the Q4 trend of slightly slowing down, overall demand remains high. Market trend reports are now predicting the residential market to be stronger in 2022, than last year. Condo sales and manufactured home sales continue to increase in demand, as many first-time homebuyers turn towards this inventory after being priced out of the single-family home market. Median sale prices in NH increased again in the period for single family homes to the \$420,000 median price range, with Strafford County seeing a median price near \$360,000. The number of single-family building permits issued has increased during the pandemic, despite rising building costs.

Selected Business Services: Software and IT reported stable activity in the fourth quarter and moderate to strong gains in demand on a year-over-year basis. Employee counts were mixed but flat on balance at software and IT services firms. There is general optimism for 2022 as a whole, but uncertainty surrounding shutdowns in Europe present downside risks for the near term. Some consolidation is now being experienced in the institutional healthcare sector. Wentworth-Douglass Hospital's merger with Mass General is part of an overall consolidation trend in institutional healthcare. This is expanding the range of medical specialties available to the Dover market. Tele-med service are expanding and will become a more permanent segment of medical services as the pandemic abates. Increased health insurance costs remain a concern with the uncertainty of the future reform of the Affordable Care Act and the challenge of being able to increase pricing to cover the increased cost.

Leadership & Governance Outcomes:

Economic Development staff provided monthly economic development and business retention information to the Greater Dover Chamber of Commerce Government Affairs Committee.

The Deputy City Manager and Business Development Specialist participated in a variety of regional and Statewide Economic Development sessions in person and virtually.

Jobs grew by 715 (3.9%) in Dover the last 5 years and stood at 18,984 employed at the end of March. Dover has lost 1,935 jobs since then leaving us 17,019 employed at present.

Average earnings per job is now at \$64,200 per year and is \$591 per year under the national average.

The top three industries in Dover are insurance carriers, general medical and surgical hospitals, and restaurants and other eating places.

Financial & Benchmark Outcomes:

Economic Development staff work within the adopted FY 22 budget. Potential expenditures include new marketing pamphlets and materials as well as enhanced online presence for the community.

Workforce-Focused Outcomes:

The Office of Business Development is working within the Seacoast Collaborative Economic Development Region Group to support a Career Pathway Program funding proposal. The first year of the pilot program created an apprenticeship pipeline between students and mechanical trades. It was initially run with \$10,000 and saw 11 NH students complete the program. Year two saw 20 NH students complete the program. The program is now looking to get funding approved through the State of NH and does have Commissioner Taylor Caswell's support. The proposal that has been put together is for the next 3 years at \$300,000. The group anticipates 200 students to complete the program over the next three years. The Office of Business Development passed this information along to the Dover Superintendent/CTC Director to get Dover added to the list of high schools willing to participate in the program, throughout the state.

The Dover unemployment rate, which has been in gradual decline since last summer, now stands at 1.9%. The number of people employed in February is now returning to more balanced levels. Healthcare facilities, childcare facilities, hospitality, and service industries are still struggling to find qualified applicants to fill vacant positions.

Employment and Wages: Although hiring has not kept up with the demand for workers in 2021, New Hampshire had a greater hiring rate than the U.S. overall. The hiring rate in New Hampshire averaged 4.9 %, compared to 4.3 % in the U.S. NH employment increased by 20,300 jobs since October 2020, signaling employment recovery from the pandemic. Hospitality and leisure experienced the largest increase, while transportation, trade, utilities, and government sectors also saw increases. A few manufacturers are now reporting having to raise starting salaries.

Retail & Tourism: NH Travel & Tourism officials are experiencing a successful winter season, with more than 3 million tourists visiting NH. Area hotels are showing increases in the leisure travel market. However, those relying on conferences and corporate travel continue to struggle with pre-pandemic numbers. Retail sales remain strong in the first quarter, despite supply chain glitches, and staffing issues. Retailers raised their prices somewhat in recent months in response to rising input costs and robust demand. Retail contacts said that freight and shipping costs had stabilized, but at very high levels. Restaurants are still struggling with staffing shortages, closures, supply chain issues, and price increases, but are still seeing demand from winter sport enthusiasts. Museums, art galleries, and music venues are beginning to see an uptick in visitation, as mask mandates decrease, and restrictions ease.

Manufacturing & Related Services: Manufacturing results varied from robust revenue growth to large declines in sales. Revenue losses reflected higher prices on a wide range of commodities, including foam, steel, aluminum, wood, cornstarch, adhesives, and cardboard. Some manufacturers raised their final goods prices by large margins (over-the-year) to compensate for the higher costs. Most contacts in the manufacturing sector indicate that both staffing shortages and supply chain issues were holding back sales in relation to demand. Capital investment is strong locally, which continues to spur Dover's growth and development. Regional manufacturers are now gaining in confidence and are again contemplating expansions due to business growth.

Labor demand has been strong in all manufacturing sectors and even entry level jobs are going unfilled. Manufacturers are competing for talent by providing incentives such as sign-on bonuses, incentive pay, expanded benefit packages, and a positive work environment. The state is looking toward expanding their efforts for workforce attraction by touting a quality of life in NH that is unparalleled, as well as solutions to include workforce housing initiatives.

Local Major Development Projects:

- Waterfront/Shoreland Stabilization/Site Preparation:
 - Business Development and Planning and Community Development staff continued to assist the Cochecho Waterfront Development Advisory Committee in its pursuit of developing the City's River Street parcel. Project Manager Bird had three online meetings during February with staff from Horsley Witten to review the status of state and federal permitting and discuss the site plans.
 - Project Manager Bird:
 - Held an online meeting on February 11 with Cathartes, Horsley-Witten and Assistant City Engineer Semprini to discuss the construction schedule and project timeline.
 - Attended an online coordination meeting on February 9 with Community Services staff and consultants working on the dredge cell, waterfront development, River Street pump station upgrade and Henry Law Avenue reconstruction projects.
 - Held an online meeting on February 3 with Recreation Director Gary Bannon and Great Bay Rowing members to discuss crew building options.

- Had telephone conversations on February 15 with the Chair and Vice Chair of CWDAC to discuss project status, the next TRC meeting, the pavilion building and future CWDAC meetings.
- Held an online meeting on February 17 with NH Department of Environmental Wetlands staff and Horsley-Witten staff to discuss the wetlands permit status
- Worked with the Purchasing Agent and Community Services staff to finalize the RFQ for selecting qualified contractors.
- Met with the Deputy City Manager three times during February to provide project updates.

*Some non-local items were excerpted from the Federal Reserve Beige Book – Boston

Parking Division

	Jan-22	Jan-21	Jan-20	Fiscal YTD 2022	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019
Meter Activity - Total							
Meter Transactions	29,320	25,553	49,908	271,145	385,006	442,999	466,721
Income from Meters	\$58,521	\$46,161	\$89,705	\$501,498	\$676,715	\$836,199	\$648,806
Active Meter Days	24	24	25	174	302	292	249
Average Daily Meter Transactions	1,222	1,065	1,996	1,558	1,275	1,517	1,874
Meter Activity - Parking Garage							
Meter Transactions	2,140	2,765	4,659	17,278	11,463	36,219	34,749
Income from Meters	\$8,418	\$6,193	\$11,244	\$49,689	\$62,637	\$88,142	\$61,468
Active Meter Days	24	24	25	174	302	292	249
Average Daily Meter Transactions	89	115	186	99	74	124	148
Parking Permit Activity							
Total Parking Permits Issued	746	748	669	5,455	8,756	6,809	6,767
Residential Permits Issued	33	43	41	253	473	441	637
Business Permits Issued	713	705	628	5,202	8,283	6,499	6,130
Permit Income	\$26,396	\$22,725	\$18,890	\$224,885	\$265,168	\$246,485	\$232,682
Parking Ticket Activity							
Total Parking Tickets Issued	716	607	899	4,917	6,588	7,835	8,188
Accessible Space Tickets Issued	2	2	15	20	21	72	141
Winter Restriction Tickets Issued	177	115	43	269	486	186	331
Parking Ticket Income	\$16,717	\$13,474	\$13,474	\$99,187	\$160,519	\$180,148	\$168,062
Electric Vehicle Charging Stations							
Number of times Stations Used	20	10	25	160	100	233	not captured
Charging Station Income	\$208	\$51	\$82	\$1,270	\$571	\$952	not captured

COAST

Ridership Activity

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

Month	Route 1 Dover/Somersworth/ Berwick	Route 13 Dover/Somersworth	Route 33 Downtown Dover/County Complex/Portland Ave	Route 34 Downtown Dover/Knox Marsh Rd
January 2021	2,927	2,126	979	325
February 2021	2,706	2,216	861	315
March 2021	3,367	2,833	1,240	505
April 2021	3,464	2,702	1,183	318
May 2021	3,235	2,999	1,088	225
June 2021	3,245	3,513	1,157	261
July 2021	3,274	3,717	1,203	255
August 2021	3,210	3,799	1,275	368
September 2021	3,191	3,165	1,144	338
October 2021	3,356	3,082	1,254	318
November 2021	3,357	3,030	1,268	234
December 2021	4,078	3,122	1,234	134
January 2022	2,970	2,327	788	91

J. MICHAEL JOYAL, JR.
CITY MANAGER



CITY OF DOVER

CITY COUNCIL - MINUTES

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1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Hinkel led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Shanahan, Councilor Cullen, Councilor Hackett, Councilor Hinkel, Councilor Muffett-Lipinski, Councilor Nemeth, Councilor Thibodeaux, and Councilor Williams.

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Shanahan moved to approve the Agenda; seconded by Councilor Thibodeaux. Councilor Muffett-Lipinski moved to add a Solid Waste Advisory Committee Report.

Vote:

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

Gary Dickerman, 39 Sandra's Run: He spoke against this Resolution.

Katherine Surman, 39 Sandra's Run: She spoke against this Resolution.

Elizabeth Goldman, 44 Rutland Street: She spoke against this Resolution.

David Emery, 39 Grandview Drive: He spoke against this Resolution.

Mary Hebbard, 97 Spruce Lane: She spoke in favor of this Resolution, and there will be plenty of opportunity for public input.

Elaine Zubkus, 48 Wallace Drive: She spoke against this Resolution.

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



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Meeting Date: **Wednesday, February 23, 2022**
Meeting Time: **7:00 pm**

B. SETTING OF PROPERTY TAX EXEMPTIONS FOR ELDERLY, BLIND AND DISABLED FOR FY2023

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.

Pamela Lessard, 62 Glenwood Avenue: She spoke about her concerns for the homeless, the warming center, and the need for affordable housing in Dover.

Michael Lessard, 18 Chapel Street: He spoke about his concerns for the homeless people in Dover.

Gary Dickerman, 39 Sandra's Run: He spoke against item 12.C.5.

Phyllis Woods, 1 Barry Street: She spoke about her concerns for the sale of the warming center, and the plan to help homeless people.

Nancy Vawter, 7 Briarwood Lane: She spoke in favor of the School Department's budget as presented.

Mary Hebbard, 97 Spruce Lane: She spoke against Item 13.B.1.

Abraham McGuire, 44 Ayers Lane: He spoke against Item 13.B.1.

Janice Woods, 22 Campfire Drive: She spoke about the need to help the homeless. She recognized the incredible work of the Community Action Partnership (CAP) at the warming center.

Jim Verschuere, : He spoke in favor of the City Council working with the School Board to provide the best education to the children in Dover.

Jessica Nyby, 2 Crestview Drive: She spoke in favor of the School Department's budget as presented.

Mayor Carrier asked Ms. Daudelin up to the podium to speak to the Council.

Gail Daudelin, Dover Main Street Chairperson: She gave an overview of the Dover Main Street Report to the Council.

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 23, 2022**
Meeting Time: **7:00 pm**

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing. He gave the Council a COVID-19 update. He highlighted a few items in his report: snow removal, revenues and expenses. He said as part of the approval of this report he will appoint Planning Director Donna Benton to the Strafford Regional Planning Commission's Transportation Advisory Commission, with Assistant City Engineer Jillian Semprini as alternate.

Councilor Thibodeaux referred to the Fire Department calls this past month and voiced her concerns of adequate coverage.

City Manager Joyal gave an overview of the challenges for the Fire Department, and his plans to add a third ambulance.

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

Vote: 9/0.

10. APPROVAL OF MINUTES

A. February 9, 2022

Deputy Mayor Shanahan moved to approve the Minutes; seconded by Councilor Muffett-Lipinski.

Vote: 9/0.

11. MAYOR'S REPORT

Mayor Carrier gave an overview to the Council of Homeless Task Force.

He recommended the four Cocheco Waterfront Development Advisory Committee members due for reappointment by the Dover Housing Authority: Elizabeth Goldman, Dana Lynch, Jack Mettee, and Otis Perry.

Deputy Mayor Shanahan moved to accept the Mayor's Report; seconded by Councilor Muffett-Lipinski.

Vote: 9/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3rd READING



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 23, 2022**
Meeting Time: **7:00 pm**

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

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Hackett.
Roll Call Vote: 9/0.

- 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

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Williams.
Roll Call Vote: 9/0.

- 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

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Hinkel.
Roll Call Vote: 9/0.

- 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

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Muffett-Lipinski.
Environmental Project Manager Young gave an overview of the resolution to the Council.
Finance Director Lynch gave an overview of the financing for the project.
Roll Call Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 23, 2022**
Meeting Time: **7:00 pm**

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

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Muffett-Lipinski.
Deputy City Manager Parker gave an overview of the resolution to the Council.
Roll Call Vote: 9/0.

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

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Nemeth.
Finance Director Lynch gave an overview of the resolution to the Council.
Roll Call Vote: 9/0.

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**



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 23, 2022**
Meeting Time: **7:00 pm**

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. Cochecho 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 Thibodeaux pulled Item 13.A.7.

Mayor Carrier asked for a roll call vote on the remaining items on the Consent Calendar.

Roll Call Vote: 9/0.

Deputy Mayor Shanahan moved to adopt Item 13.A.7; seconded by Councilor Thibodeaux.

Councilor Thibodeaux gave an overview of the resolution to the Council.

Roll Call Vote: 9/0.

Councilor Muffett-Lipinski gave an overview of the Solid Waste Advisory Committee Report to the Council.

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

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

Councilor Williams gave an overview of the Strafford Regional Planning Commission Report to the Council.

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**

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Nemeth.

Roll Call Vote: 6/3; Passed. (Councilors Cullen, Hinkel, and Muffett-Lipinski were opposed.)



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 23, 2022**
Meeting Time: **7:00 pm**

2. AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE STATE COUNCIL ON THE ARTS GRANT

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Muffett-Lipinski.
Roll Call Vote: 9/0.

3. AUTHORIZATION TO APPROVE S.U.R. CONSTRUCTION, INC. ALT #1 - COST OF CONNECTIONS TO PRIVATE PROPERTY RESIDENCES

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Muffett-Lipinski.
City Manager Joyal gave an overview of the resolution to the Council.
Roll Call Vote: 9/0.

4. B22023 JOHN DEERE MODEL 544P LOADER OR EQUIVALENT WITH PLOW AND WING ASSEMBLY

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Thibodeaux.
Roll Call Vote: 9/0.

5. ACCEPTANCE OF THE FISCAL YEAR 2023 ACTION PLAN AND THE EXPENDITURES FOR FISCAL YEAR 2022 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 COUNCILOR CULLEN

Deputy Mayor Shanahan moved to refer to a public hearing to be held on March 9, 2022;
seconded by Councilor Hinkel.

Councilor Hackett will be recusing herself from the vote.

Vote: 8/0.

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

Deputy Mayor Shanahan moved to refer to a public hearing to be held on March 9, 2022;
seconded by Councilor Thibodeaux.

Vote: 9/0



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 23, 2022**
Meeting Time: **7:00 pm**

- 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**

Deputy Mayor Shanahan moved to refer to a public hearing to be held on March 9, 2022; seconded by Councilor Hinkel.

Vote: 9/0.

- 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**

Deputy Mayor Shanahan moved to refer to a public hearing to be held on March 9, 2022; seconded by Councilor Thibodeaux.

Vote: 9/0.

- 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**

Deputy Mayor Shanahan moved to refer to two public hearings to be held on March 9, 2022 and March 23, 2022; seconded by Councilor Nemeth.

Vote: 9/0.

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**

Deputy Mayor Shanahan moved to refer to a public hearing to be held on March 9, 2022; seconded by Councilor Muffett-Lipinski.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 23, 2022**
Meeting Time: **7:00 pm**

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Thibodeaux reminded citizens of her Coffee with a Councilor session on Saturday.

16. ADJOURN

Councilor Muffett-Lipinski moved to adjourn; seconded by Councilor Hinkel.
Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, March 2, 2022**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Nemeth led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Shanahan, Councilor Cullen, Councilor Hackett, Councilor Hinkel, Councilor Nemeth, Councilor Thibodeaux, and Councilor Williams.

Absent: Councilor Muffett-Lipinski.

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

5. PUBLIC FORUM

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

Pamela Lessard, 62 Glenwood Avenue: She spoke about helping the Homeless in Dover.

Mary Ann Cooper, 45 Elm Street: She spoke about the homeless and the need for affordable housing in Dover.

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

6. DISCUSSIONS

A. INTRODUCTION TO THE DOVER SPORTS COMPLEX COMMITTEE

City Manager Joyal introduced two Dover Sports Complex Committee members, Mr. Ernie Clark, Mr. Tim Pavia, and Mr. Mike Casimiro to speak to the Council regarding a Dover Sports Complex.

Mr. Clark, Mr. Pavia, and Mr. Casimiro gave an overview of their proposal for a Dover Sports Complex, and addressed questions from the Council.

B. HOMELESS UPDATE

City Manager Joyal introduced Betsey Andrews Parker, Community Action Partnership Executive Director and asked her to speak to the Council regarding the next steps for addressing the needs of the homeless in Dover.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, March 2, 2022**
Meeting Time: **7:00 pm**

C. MASTER PLAN REVIEW

Deputy City Manager Parker gave an overview of the Master Plan Review.

D. ONGOING AFFORDABLE HOUSING STRATEGIES

Deputy City Manager Parker gave an overview of the Ongoing Affordable Housing Strategies.

7. ADJOURNMENT

Councilor Hinkel moved to adjourn; seconded by entire Council.

Vote: 8/0.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.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
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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.

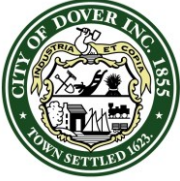
2. AMENDMENT

Chapter 141, 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 metered 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 use 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



CITY OF DOVER

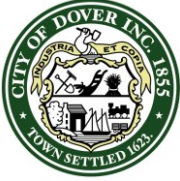
CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.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

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.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.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

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:

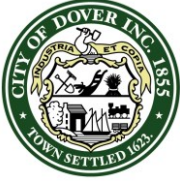
§ 141-49 Schedule J: Limited-Time Parking.

- 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



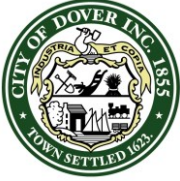
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.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

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



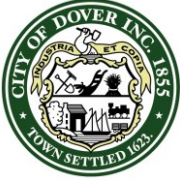
CITY OF DOVER

CITY OF DOVER - ORDINANCE

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Ordinance Number: **O – 2022.02.23 – 003**
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Chapter: 141
Section: 18 Downtown Resident Parking Permit
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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
<u>Transportation Center Lot</u>		<u>Seven spaces, as posted, in the</u>



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

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Street	Side	Location
		<u>southwest corner, for use only while the vehicle occupants are actively using the Community Trail.</u>

- 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:

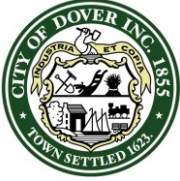
Street	Location
(Reserved)	

- 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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.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

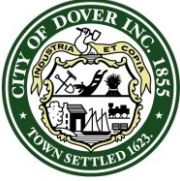
Street	Location
	Street (Cochecho Park Apartments)
Orchard Street	2 posted spaces in the northeast corner of the lot
Transportation Center Lot 33 Chestnut Street	6 spaces westerly from terminal building in the row closest to the railroad tracks

- 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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

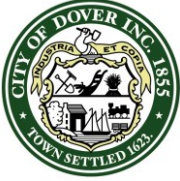
Agenda Item#: 12.A.1.

Ordinance Number: **O – 2022.02.23 – 003**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: 18 Downtown Resident Parking Permit
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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)



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2022.02.23 – 003**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: 18 Downtown Resident Parking Permit
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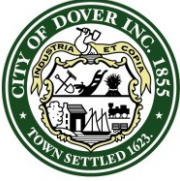
4. AMENDMENT

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)
<u>Portland Avenue Lot</u>	<u>Westerly side of Portland Avenue between 44 Portland Avenue and Chapel Street</u>
River Street Lot	31 River Street easterly of the Cochecho



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

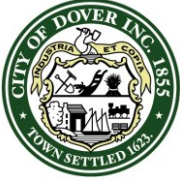
Ordinance Number: **O – 2022.02.23 – 003**
 Ordinance Title: Vehicles and Traffic
 Chapter: 141
 Section: 18 Downtown Resident Parking Permit
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		River and north of Henry Law Avenue
Third Street Lot		North of Third Street southerly of the railroad tracks between Chestnut Street and Central Avenue
Transportation Center Lot		<u>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</u>
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 public parking at the rear of 432

O-2022.02.23 Vehicles and Traffic Ch. 141, Sections 18, 49, 51, 52

Document Created by: Legal
 Document Posted on: March 6, 2022

Page 10 of 16



CITY OF DOVER

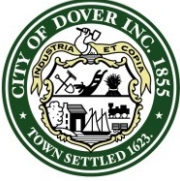
CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2022.02.23 – 003**
 Ordinance Title: Vehicles and Traffic
 Chapter: 141
 Section: 18 Downtown Resident Parking Permit
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		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 the intersections with Locust Street
Third Street	Southerly	Southerly side from the

O-2022.02.23 Vehicles and Traffic Ch. 141, Sections 18, 49, 51, 52



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2022.02.23 – 003**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: 18 Downtown Resident Parking Permit
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		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

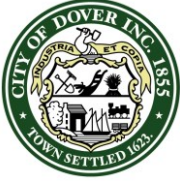
Chapter 141, entitled “Vehicles and Traffic”, is hereby amended by revising Section 141-52, “Schedule M: Business Parking Permit Zones” as follows:

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



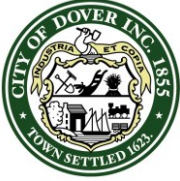
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2022.02.23 – 003**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: 18 Downtown Resident Parking Permit
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Parking Lots		
		Orchard Street
First Street	Northerly	City-controlled areas
<u>Fourth Street</u>	<u>Northerly</u>	<u>From the intersection with Chestnut Street, westerly to the intersection of Grove Street</u>
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
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
<u>School Street</u>	<u>Northerly</u>	<u>Northerly side angled spaces only</u>
Second Street	Both	From the driveway between 20 and 22 Second Street westerly to Chestnut Street
<u>Third Street</u>	<u>Northerly</u>	<u>From the intersection with Chestnut Street, westerly to the intersection of Grove Street</u>



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2022.02.23 – 003**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: 18 Downtown Resident Parking Permit
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6. TAKES EFFECT

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

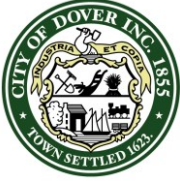
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

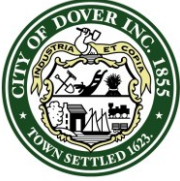
Ordinance Number: **O – 2022.02.23 – 003**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: 18 Downtown Resident Parking Permit
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DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor 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#: 12.A.1.

Ordinance Number: **O – 2022.02.23 – 003**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: 18 Downtown Resident Parking Permit
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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.

Section 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.

Section 141-51: This amendment is part of a related amendment to Section 141-49 moving the Portland Avenue Lot from three-hour 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.

Section 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.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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;

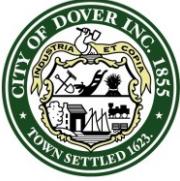
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

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#: 12.C.1.

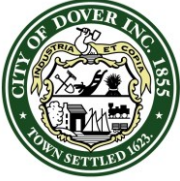
Resolution Number: R – 2022.02.23 – 049
Resolution Re: Acceptance of the FY23 Action Plan and the expenditures for FFY22 CDBG Entitlement Funds, FY22 Program Income and FY23 Program Income

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#: 12.C.1.

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

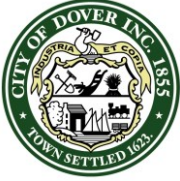
Recorded by: Susan Mistretta
City Clerk

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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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

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 Planning, 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

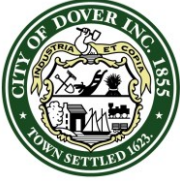
Provide training and support for three additional CASA volunteer advocates so that they may serve Dover children who are the victims of abuse and neglect.

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.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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

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

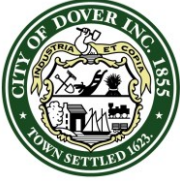
General operating cost to run both the Emergency Shelter and the Transitional Housing programs.

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.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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

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

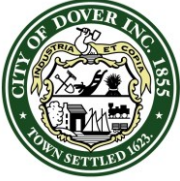
Replacement of windows at both transitional units located at 21/23 Hough Street (30 windows) and 25 East Concord Street (33 Windows).

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.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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

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

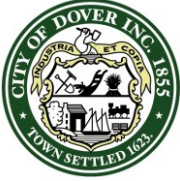
Administrative costs associated with individual Activities. Activity specific costs include contract development & administration, processing requests for reimbursement, site visits, subrecipient monitoring and environmental review.

Economic Development:	\$5,000.00
Rental Unit Rehab Project:	\$20,000.00
MFP Windows Project:	\$3,000.00
CAP Weatherization & Energy Efficiency Program:	<u>\$2,000.00</u>
	\$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
Goal Description | Access to Services
To provide increased opportunities to residents of the City who require education, health, recreation, shelter, transportation and related human services. |
| 2 | Goal Name
Goal Description | Renter and Homeowner Assistance
Weatherization and energy efficiency, Housing unit rehab, security deposit assistance, Lead based paint hazard. |
| 3 | Goal Name | Public Improvements |



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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

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.

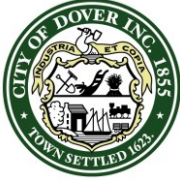
5

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#: 12.C.2.

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#: 12.C.2.

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 Joshua Wyatt
Form and Compliance: City Attorney

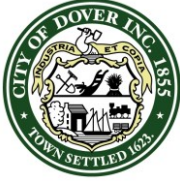
Recorded by: Susan Mistretta
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis 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 – 2022.02.23 – 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

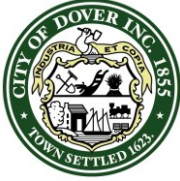
Purchase and install up to six (6) multi-parameter data sondes in strategic locations in Dover in order to better monitor sodium and chloride levels in aquifers that are groundwater resources contributing water to the City's wells.

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#: 12.C.3.

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 Joshua Wyatt
Form and Compliance: City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

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

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#: 12.C.3.

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 Piscataqua River 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.

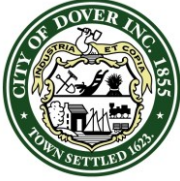
NHDES concurs with the Cities that the application is time critical. NHDOT has hired an engineering consultant to design the proposed bridge which is currently in the final design phase. Preliminary plans are anticipated to be completed by April 2022. NHDOT has agreed to allow both communities to utilize 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.

R-2022.02.23 Acceptance of Drinking Water Groundwater Trust
Fund (DWGTF) Grant for Design of Dover-Portsmouth
Interconnection and Authorization to Expend DWGTF

Document Created by: Finance Department
Document Posted on: March 4, 2022

Grant.doc
Page 3 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

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

R-2022.02.23 Amendment of FY22 Schedule of Fees for
Portland Ave Lot, and Business Permit Fees for Third
Street, Fourth Street and School Street Lots



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

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 Joshua Wyatt
Form and Compliance: City Attorney

Recorded by: Susan M. Mistretta
City Clerk

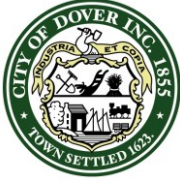
DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing 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#: 12.C.4.

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.

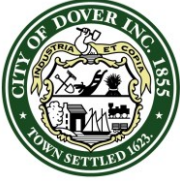
Fourth Street Business Permits (west of Chestnut Street) - \$20/month. Fourth Street, northerly side, from the intersection with Chestnut Street, westerly to the intersection of Grove Street.

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#: 12.C.5.

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

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 12.C.5.	
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: _____ Approved Date: _____	Public Hearing Date: _____ Effective Date: _____
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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).

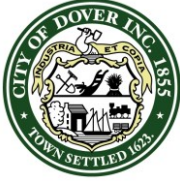
In Dover, the assessing practice has been to fully analyze and reassess all sections and classification of properties on an annual basis in order to keep all assessments proportional and within a market level of 90% to 110%.

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.

Document Created by: Finance Department Document Posted on: March 4, 2022	R-2022.02.23 Authorization of Annual Appraisal of Real Estate for FY2023 (TY2022) Page 2 of 2
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2022.03.09 – 054**
Resolution Re: B22033 Tires and Related Service

- WHEREAS: A sealed Request for Proposal #B22033 was issued and received for new tires and related service on an as-needed and as-requested basis on February 1, 2022 at 2:00 p.m.; and
- WHEREAS: Two bid responses were received and reviewed for necessary technical and professional qualifications, experience, possession of a satisfactory record of performance, as well as cost and delivery timeline. The contract period will be for one (1) year through February 28, 2023; and
- WHEREAS: It is the recommendation to accept the cost proposals from both vendors, Pete's Tire Barns, Inc. and Sullivan Tire Co., Inc. to purchase new tires on an as-needed and as-requested basis using the manufactures' government sales/price list and discount amounts as submitted, as well as each vendor's individual proposed fee schedule for service related items and tire disposal fees.

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

The Purchasing Agent is hereby authorized to issue Purchase Orders to Pete's Tire Barns, Inc. of Manchester, NH and Sullivan Tire Co., Inc. of Dover, NH for the purchase of new passenger and truck tires, as well as other associated services on an as-needed and as-requested basis at rates provided in conjunction with bid #B22033. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
xxxx.1.xxx.xxxxx.4654.xxxxx.xx	Maint Supplies - Vehides	326,476.00	150,389.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2022.03.09 – 054**
Resolution Re: B22033 Tires and Related Service

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.1.

Resolution Number: **R – 2022.03.09 – 054**
Resolution Re: B22033 Tires and Related Service

RESOLUTION BACKGROUND MATERIAL:

While the City utilizes and will continue to do so, State of NH contract #8002529 as approved via Council resolution [R-2020-11.18-189](#), the City solicited a bid for the purchase of new tires and related service on January 12, 2022 for additional comparison of tire pricing, delivery timeline to Dover, and service.

Total City expenditures for FY2021 were approximately \$60,000.00 which included the purchase of tires and retreads, as well as associated costs of tire dismounting, mounting, balancing and alignments.

Bid Information:

A sealed Request for Proposal #B22033 was issued and received for new tires and related service on an as-needed and as-requested basis on February 1, 2022 at 2:00 p.m.

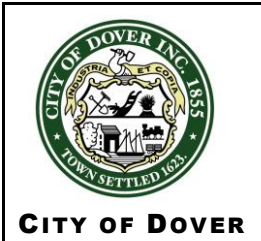
Award Information:

Purchase orders will be issued to Pete's Tire Barns, Inc. and or Sullivan Tire Co., Inc. to authorize expenditures as outlined in this resolution

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	140	Number of Responses:	2
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Through 2/28/2023	Estimated Delivery:	As Needed
Recommended Award to:	Pete's Tire Barns, Inc. and or Sullivan Tire Co., Inc.	Fund:	Various
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.

[B22033 Bid Documents](#)



APPOINTMENTS COMMITTEE – REPORT

March 9, 2022

MEETING

March 2, 2022, 6:00 pm

Mayor Carrier, Deputy Mayor Shanahan, and Councilor Williams were present

RECOMMENDATIONS FOR APPOINTMENTS:

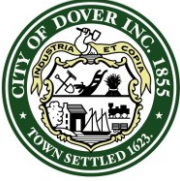
Change in Status – Alternate to Regular Member:
Alicia Rooney – Recreation Advisory Board

Reappointments:
Jason Aube – Conservation Commission
Gina Cruikshank – Planning Board
Jeffrey Spires – Heritage Commission

Mayoral Reappointment:
Sean O'Connell - Dover Business and Industrial Development Authority

DISCUSSIONS:

The Committee discussed the possibility of changing the number of members on certain boards and commissions, review of Dover Code Chapter 3 – Boards and Commissions, review of Operating Rules for all boards and commissions, and the possibility adding new boards and commissions.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2022.03.09 – 055**

Resolution Re: Condemning Russia's Invasion of Ukraine and Expressing Support for Ukraine

- WHEREAS: On or about February 24, 2022, after several years of aggression and months of troop and equipment build-up, Russia began an unprovoked and violent attack and invasion of its sovereign neighbor, Ukraine; and
- WHEREAS: The United States and other countries have imposed swift, and significant, economic sanctions on Russia for its unjust and unjustifiable actions; and
- WHEREAS: On February 26, 2022, Governor Christopher Sununu issued [Executive Order 2022-2](#), which reaffirms that New Hampshire stands united with Ukraine and vehemently opposes the continued Russian attack, as well as ordered that all Russian-made and Russian-branded spirits be removed from the shelves of New Hampshire Liquor and Wine Outlets; and
- WHEREAS: The Dover City Council supports the United States' and New Hampshire's commitment to Ukraine, as well as the United States' and New Hampshire's decisions to withdraw support, including economic support, from Russia.

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

The Russian invasion of Ukraine is condemned in the strongest of terms, as is Russian President Vladimir Putin's years-long aggression toward Ukraine and the Ukrainian people. The City of Dover supports the growth and spread of democracy worldwide.

AND, FURTHER BE IT RESOLVED:

The City of Dover proudly supports Ukraine and the strong, brave and courageous opposition from the Ukrainian military and citizen resistance.

AND, FURTHER BE IT RESOLVED;

Until further directive from the City Council, the City Manager is hereby directed to coordinate with the Purchasing Agent and ensure that new, future quote purchases (Dover Code 5-27) and competitive bidding purchases (Dover Code 5-33) by City departments shall be made only from vendors or suppliers who can, and are willing to, certify that (i) their products do not contain materials or components manufactured by companies, entities, or businesses located in Russia and (ii) that the vendor or supplier is not owned wholly or in part by the Russian government, a Russian agency or political subdivision, a Russian-owned company, a Russian-owned entity, a Russian state enterprise, a Russian-owned business located in Russia, or any other Russian-owned or Russian-controlled interests or subsidiary located in Russia, (collectively "Russian-related purchases").



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2022.03.09 – 055**

Resolution Re: Condemning Russia's Invasion of Ukraine and Expressing Support for Ukraine

AND, FURTHER BE IT RESOLVED:

To the extent required by the City of Dover's purchasing Code in order to exclude and preclude Russian-related purchases by the City of Dover as required herein, this resolution shall function as a standing, limited waiver of competitive bidding pursuant to Dover Code 5-33(H) and Dover Code 5-28(B), but only to the extent that such bidding process would or might otherwise require consideration and/or selection of a bid that is or may be deemed "most advantageous to the city" strictly by the terms of the City's purchasing code. As part of any procurement subject to quote purchases (Dover Code 5-27) or competitive bidding (Dover Code 5-33), the Purchasing Agent is hereby authorized to require the vendor certification concerning Russian-related Purchased as stated above in this resolution.

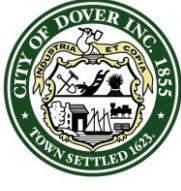
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.1.	
Resolution Number: R - 2022.03.09 – 055 Resolution Re: Condemning Russia's Invasion of Ukraine and Expressing Support for Ukraine		

DOCUMENT HISTORY:

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

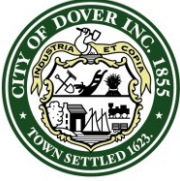
Ukraine regained its independence in 1991 after the dissolution of the Soviet Union. Ukraine is considered a unitary republic in Eastern Europe. It is the second largest country in Europe in terms of area, with a population of 43.6 million, the eighth most populous.

In March 2014, Russian President Vladimir Putin, who is in fact regarded as an authoritarian dictator, directed the annexation of Crimea from Ukraine, and has continued to support and encourage Russian separatists inside Ukraine to divide that country.

In 2016, Ukraine applied for the economic component of the Deep and Comprehensive Free Trade Area with the European Union.

On June 12, 2020, the North Atlantic Council recognized Ukraine as an Enhanced Opportunities Partner, as part of the North Atlantic Treaty Organization's ("NATO") Partnership Interoperability Initiative. As a NATO partner, Ukraine has provided troops to Allied operations, including Afghanistan and Kosovo, as well as other support.

To date, it is reported that as many as one million refugees have already fled Ukraine, with many more expected to come as the conflict continues and worsens. Significant casualties, including citizen casualties, have also been reported due to Russia's unprovoked military invasion and bombing of Ukraine and its cities.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2022.03.09 – 056**
Resolution Re: Declaring December 26th as Annual Dover Mill Girls
Recognition Day

WHEREAS: On December 26, 1828, New Hampshire's first all-women labor strike took place at one of Dover's textile mills; and

WHEREAS: Historical accounts of the event note that approximately half of the 800 "mill girls" working that day in Dover walked out of a downtown textile mill factory in a "turn out" protesting wage cuts, long hours, and harsh working conditions; and

WHEREAS: While the job action was ultimately unsuccessful and the women returned to work three days later, no better off than before, the "turn out" in Dover by the "mill girls" remains very important historically for this was the first strike by an all-women labor force in the United States advocating for improved labor conditions and fair treatment of women in the workforce.

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

Annually, December 26th shall be known in the City of Dover, New Hampshire as "Dover Mill Girls Recognition Day", commemorating the plight of Dover's early textile mill workers and the historical importance of the first all-women labor strike in the United States.

AND, FURTHER BE IT RESOLVED THAT:

The State of New Hampshire is requested to install a historical marker in a designated area along Central Avenue in downtown Dover to recognize the significance of the "turn out" of the Dover "mill girls" that occurred on December 26, 1828.

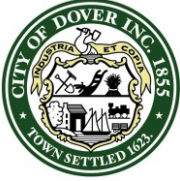
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Linnea Nemeth
At Large

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.2.

Resolution Number: **R - 2022.03.09 – 056**
Resolution Re: Declaring December 26th as Annual Dover Mill Girls
Recognition Day

DOCUMENT HISTORY:

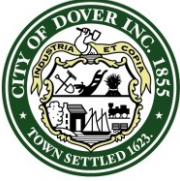
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

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.		



Agenda Item#: 13.B.2.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

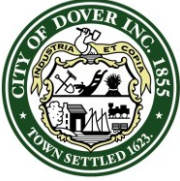
Resolution Number: **R - 2022.03.09 – 056**

Resolution Re: Declaring December 26th as Annual Dover Mill Girls
Recognition Day

returned to work three days later, no better off than before, this turn-out is very important historically for this was the first strike by women in the United States and it happened here in Dover. There was another turn-out against James Curtis in 1834, also unsuccessful, but Curtis did resign in that year. Dover, in fact, was one of the chief places in New England for "turn-outs" because of the boarding house system where the inflammatory spirit spread through the houses like wildfire. But their strikes were hap-hazard, unorganized affairs: more picturesque demonstrations than effective vehicles for change.

The full text of the essay "*A Bright Future Looms: The Dover Manufacturing Co. & The Cocheco Manufacturing Co. 1822-1859*", by Cathleen Beaudoin, is available at the following link:

<https://www.dover.nh.gov/government/city-operations/library/history/a-yarn-to-follow-the-dover-cotton-factory-18121821.html>



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2022.03.09 – 057**
Resolution Re: Establishment of the Beverly O'Brien Scholarship Trust Fund

WHEREAS: On or about November 17, 2021 the School Department received notification from the family of Beverly O'Brien that they wished to establish the Beverly O'Brien Scholarship Trust; and

WHEREAS: On December 13, 2021 the Dover School Board approved a resolution accepting a \$20,000.00 donation and requesting establishment of the Beverly O'Brien Scholarship Trust Fund; and

WHEREAS: The scholarship trust to be created will be funded at an asset level that is below the policy level set by the Board of Trustees of Trust Funds for establishing a separate scholarship trust. The Board of Trustees of Trust Funds voted at their February 28, 2022 meeting to accommodate the School Board's decision to establish the scholarship trust fund and recommend that the City Council approve creation of the Beverly O'Brien Scholarship Trust Fund; and

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

The City of Dover hereby establishes the Beverly O'Brien Scholarship Trust Fund, for the purpose of funding an annual \$2,000.00 scholarship to a Dover High School senior who will be continuing their education in the Arts. The fund is established as an expendable trust fund, which allows for principal, any investment income and any additional donations to the trust to be disbursed for the purpose of the Trust. The City of Dover Board of Trustees of Trust Funds will be trustees of these funds.

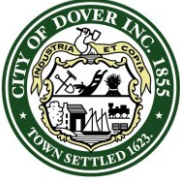
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

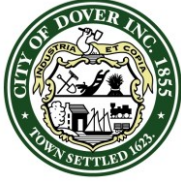
Resolution Number: **R - 2022.03.09 – 057**
Resolution Re: Establishment of the Beverly O'Brien Scholarship Trust Fund

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 - 2022.03.09 – 057 Resolution Re: Establishment of the Beverly O'Brien Scholarship Trust Fund
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RESOLUTION BACKGROUND MATERIAL:

The establishment of this trust fund is per the request of the family of Beverly O'Brien.

Beverly O'Brien had a long and distinguished career as a guidance counselor in the Dover School District.

The trust will be expendable, which allows for principal, any investment income and any additional donations to the trust to be disbursed for the purpose of the Trust.

The payment of the annual scholarship will be per request made by the Dover High School principal and/or guidance department through the established scholarship awards process.

The Board of Trustees of Trust Funds created a policy limit of \$30,000.00 for individual scholarship trust funds. This policy limit was set to ensure scholarship trust funds established by the City are sustainable. A General Scholarship Trust was created in January 2019 to allow for scholarship donations below \$30,000.00 to be accepted by the City. The scholarship trust in this resolution is below the \$30,000.00 policy level. The Board of Trustees of Trust Funds recognizes that this trust fund donation of \$20,000.00, awarding a \$2,000 annual scholarship, will likely exist for only eleven to twelve years, at which time legal action will be required to close out the trust fund as there will be no remaining assets. The Board of Trustees of Trust Funds voted at their February 28, 2022 meeting to accommodate the School Board's decision to establish the scholarship trust fund and recommend that the City Council approve creation of the Beverly O'Brien Scholarship Trust Fund.

All funds of the trust will be managed and reported on by the Trustees of Trust Funds in accordance with State law.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2022.03.09 – 058**

Resolution Re: Acceptance of Donation from Dover Rotary Club for the Skatepark Project

WHEREAS: The Dover Rotary Club is seeking to donate in the total value amount of \$30,000, of which \$17,027.10 representing a shelter structure kit that the Dover Rotary Club is purchasing and the remaining \$12,972.90 reserved for the shelter structure and related sitework and beautification to the City of Dover Recreation Department; and

WHEREAS: The structure will be 14' x 18' treated pine gable ramada with walnut tone stain/sealer and rustic cedar asphalt shingles; and

WHEREAS: In adhering to the requirements established per NH RSA 31:95-b, authorization to accept unanticipated funds for eligible uses and NH RSA 31:95-e acceptance of personal property donated to City, City Council approval is required; and

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

In accordance with RSA 31:95-b and 31:95-e the City Manager is authorized to accept and expend the Dover Rotary Club donation of property and funds allocated for use by the City of Dover Recreation Department as appropriated for said purposes. Upon receipt of the donation or any amendments thereto, the amount of the donation is hereby appropriated. The City Council, in a majority vote, accepts the terms and requirements of the donation and authorizes the City Manager to sign all necessary paperwork for the donation.

AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible uses identified in the Dover Rotary Club donation, 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	Dover Rotaty Club Skatepark Shelter	30,000.00	30,000.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2022.03.09 – 058**

Resolution Re: Acceptance of Donation from Dover Rotary Club for the Skatepark Project

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing 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 Recreation Department seeks the approval of accept the of donation from Dover Rotary Club for the Skatepark Project. Rotary's total donation is \$30,000, with \$17,027.10 representing the shelter structure kit that the Rotary is purchasing and the remaining \$12,972.90 to be set up for the shelter structure and related site work & beautification.