



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 11, 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 9 – BOARDS AND COMMISSIONS, SECTION 25**
SPONSORED BY COUNCILOR NEMETH
 - B. CHAPTER 141 – VEHICLES AND TRAFFICS, SECTION 42 SCHEDULE C**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 8. PUBLIC FORUM**

Taxpayers, Business owners, and Residents are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
- 9. CITY MANAGER'S REPORT**
- 10. APPROVAL OF MINUTES**
 - A. April 27, 2022 – Workshop Session**
 - B. April 27, 2022 – Regular Meeting**
 - C. May 4, 2022 – Workshop Session**
 - D. May 4, 2022 – Special Meeting**
- 11. MAYOR'S REPORT**
- 12. UNFINISHED BUSINESS**
 - A. ORDINANCES IN THE 2ND READING**
 - 1. CHAPTER 9 – BOARDS AND COMMISSIONS, SECTION 25**
SPONSORED BY COUNCILOR NEMETH
 - 2. CHAPTER 141 – VEHICLES AND TRAFFICS, SECTION 42 SCHEDULE C**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - B. ORDINANCES IN THE 3RD READING**
 - C. RESOLUTIONS**
- 13. NEW BUSINESS**
 - A. CONSENT CALENDAR**
 - 1. PURCHASE OF STREET SWEEPER SUPPLIES, EQUIPMENT AND SERVICE THROUGH ALLIED EQUIPMENT, LLC - SOLE SOURCE PURCHASE**
SPONSORED BY MAYOR CARRIER BY REQUEST



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- 2. PURCHASE OF EXCAVATOR AND TRACTOR SUPPLIES, EQUIPMENT AND SERVICE THROUGH CHADWICK BAROSS, INC - SOLE SOURCE PURCHASE**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 3. AUTHORIZATION TO ACCEPT AND EXPEND NEW HAMPSHIRE CHARITABLE FOUNDATION GRANT**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 4. ACCEPTANCE OF DOVER 400 WAYFINDING SIGNS**
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

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

B. RESOLUTIONS

- 1. PROCLAIMING MAY 21, 2022 KIDS TO PARKS DAY**
SPONSORED BY COUNCILOR HINKEL
- 2. AMEND CITY COUNCIL CITY FINANCIAL POLICIES – ANNUAL EVALUATION AND RECOMMENDATION TO RESOLVE SPECIAL REVENUE AND CAPITAL PROJECTS DEFICIT FUND BALANCES.**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 3. TECHNICAL CORRECTION TO THE FISCAL YEAR 2023 TOTAL ADOPTED ALL FUNDS BUDGET AMOUNT**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 4. PURCHASE OF TWO (2) AERZEN D98S HYBRID PACKAGES FOR THE AERATION BLOWER 1 & 2 UPGRADE PROJECT THROUGH AERZEN USA CORPORATION**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 5. FISCAL YEAR 2022 TRANSFER OF APPROPRIATION – GENERAL FUND**
SPONSORED BY MAYOR CARRIER BY REQUEST



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- 6. AUTHORIZATION TO ACCEPT AND EXPEND THE NH DEPARTMENT OF ENVIRONMENTAL SERVICES ARPA GRANT FOR HUGHES WELL AND FRENCH CROSS ROAD TREATMENT PLANT
(TO BE REFERRED TO A PUBLIC HEARING ON MAY 25, 2022.)
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 7. DISSOLUTION OF PRIOR YEARS' CAPITAL PROJECT FUNDS INTO THE GENERAL FUND
(TO BE REFERRED TO A PUBLIC HEARING ON MAY 25, 2022.)
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 8. FISCAL YEAR 2022 GENERAL FUND UNASSIGNED FUND BALANCE TRANSFERS TO CERTAIN SPECIAL REVENUE AND CAPITAL PROJECT FUNDS TO ADDRESS FUND DEFICITS (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
(TO BE REFERRED TO A PUBLIC HEARING TO BE HELD ON MAY 25, 2022, WITH COUNCIL VOTE TO OCCUR ON JUNE 8, 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

May 11, 2022

Reporting On:
March & April 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 March 2022:

	For Month	FY22	FY21	FY20	FY19
Legal Matters/Questions Handled	96	558	703	466	342
Review Existing Legal Contracts & Draft Memo	12	115	-	-	-
Legal Contracts/Memo Created	25	145	350	256	269
Right to Know Requests Processed	3	60	51	49	41
Resolutions	7	53	73	75	53
Ordinances	2	18	19	10	18
Leases	3	13	-	-	-
Primex Auto Claims Handled	7	36	-	-	-
Primex Liability Claims Handled	3	48	-	-	-
Primex Property Claims Handled	7	47	-	-	-

For the month of April 2022:

	For Month	FY22	FY21	FY20	FY19
Legal Matters/Questions Handled	75	633	703	466	342
Review Existing Legal Contracts & Draft Memo	12	127	-	-	-
Legal Contracts/Memo Created	37	182	350	256	269
Right to Know Requests Processed	3	63	51	49	41
Resolutions	6	59	73	75	53
Ordinances	4	24	19	10	18
Leases	0	13	-	-	-
Primex Auto Claims Handled	4	40	-	-	-
Primex Liability Claims Handled	8	56	-	-	-
Primex Property Claims Handled	6	53	-	-	-

Right to Know Requests

Pursuant to RSA 91-A, the following Right to Know requests were received in March & April:

- Kajko Weisman & Colasanti – Request to Dover Police Department for all records regarding Alyssa Burson
- Kajko Weisman & Colasanti – Request to Dover Police Department for all records regarding Alyssa Burson
- Partners Engineering and Science – 510 Martha's Way – any open building/code/fire inspection violations
- Ohm Analytics – Request for issued residential and commercial solar permits from January 2016 to date
- Donahue, Tucker & Ciandella, PLLC – Request for Planning, Zoning and/or building files related to 432 Central Avenue property
- R. Craig Williams – Request for documentation relating to Middle Road and Back Road

Assistance to City Departments

March 2022

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 NH DES use restriction request; assistance with driveway compliance; assistance with deed research; assistance with proposed tower lease; assistance with Great Bay matters; assistance with cemetery research project;
Executive	Assistance with two proposed new development agreements;
Fire & Rescue	Assistance with document retention schedule; assistance with code enforcement; assistance with HIPAA/confidentiality inquiry;
Finance	Track and file City claims with Primex; assistance with bankruptcy matters; assistance with collection efforts; assistance with tax assessing research projects; assistance with lease tracking; assistance with overdue sewer accounts;
Planning	Assistance with easements; assistance with several code enforcement matters; assistance with conservation easement donation; assistance with waterfront project; assistance with title research;
Police	Assistance with Right to Know inquiries; assistance with outdoor dining program; assistance with other matters;
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; assistance with community garden inquiry;
School	Assistance with RSA 91-A requests; assistance with labor/employment matters, assistance with contract review; assistance with permission slip documents; assistance with other matters as requested;

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 driveway compliance; assistance with deed research; assistance with proposed tower lease; assistance with Great Bay matters; assistance with contract administration questions; assistance with easement needs and questions; assistance with outdoor dining program; assistance with potentially hazardous trees;
Executive	Assistance with two proposed new development agreement; assistance with drafting purchase and sale agreement; assistance with outdoor dining program;
Fire & Rescue	Assistance with document retention schedule; assistance with code enforcement; assistance with updating HIPAA/confidentiality forms;
Finance	Track and file City claims with Primex; assistance with bankruptcy matters; assistance with collection efforts; assistance with lease tracking; assistance with overdue sewer accounts; assistance with disposition of City property;
Planning	Assistance with easements; assistance as requested with plan review issues; assistance with several code enforcement matters; assistance with conservation easement donation; assistance with waterfront project; assistance with title research; assistance with lien release.
Police	Assistance with Right to Know inquiries; assistance with other matters;
Public Library	Assistance with contracts; assistance with review of past due fees; 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/employment matters, assistance with contract review;

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 - Served on City of Dover on April 17, 2019. Partial summary judgment rulings received in February 2021. Following trial in 2021, a final trial order was issued by the Court on April 1, 2022, finding in favor of the City on the width of Spruce Lane, the location of Old Garrison Road, several disputed issues of law concerning allowable uses on public roads, and issuing an injunction requiring remedial action. The parties have ten days from the notice of decision to seek reconsideration. A reconsideration motion has been filed, which is currently awaiting decision.

-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.

-Estate of Stephen Towne - This is a probate matter concerning administration of estate that includes a bequest to the Dover School District. The City Attorney has filed an appearance and is monitoring the progression of the docket.

Business Development

by Christopher Parker, Deputy City Manager

Month	Businesses Reached Out for Assistance	Business Visitations Performed	Businesses Connected to Commercial Properties	Businesses Opened	New Businesses Contacted to Locate in Dover
March 2022	15	16	07	00	03
April 2022	19	20	12	02	05

New Business

Aplomb Gallery had their Grand Opening Reception on March 26. The art gallery is located at 15 Mechanic Street, in Suite 117.

The Game Chamber opened at 334 Central Avenue in early April. The shop specializes in board games, tabletop miniature games, collectable card games, role playing games, and game tournaments.

Waterfront - March Update:

- 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 March with staff from Horsley Witten to review the status of state and federal permitting and discuss various design issues.
 - Project Manager Bird:
 - Held two online meetings during March with Horsley-Witten and City Engineer Mavrogeorge to bring him up to speed on various waterfront issues.
 - Attended an online coordination meeting on March 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 meetings on March 15 and 21 with Recreation Director Bannon to discuss potential of applying for LWCF grant and to review crew building options.
 - Had five telephone conversations during March with CWDAC members to discuss project status, the next TRC meeting, the pavilion building and the CWDAC meeting agenda.
 - Worked with the Purchasing Agent and Community Services staff to review the four submissions for the RFQ for selecting qualified contractors.
 - Met with the Deputy City Manager four times during March to provide project updates.

- Attended a webinar on the NHDES Critical Flood Risk Infrastructure Grant program on March 7 and talked with the grant manager on March 29 about preparing an application for a portion of the waterfront infrastructure. Held an online meeting on March 31 with City Engineer Mavrogeorge and Environmental Projects Manager Young to coordinate potential application topics.
- Held an online meeting on March 8 to discuss the peer review of the traffic study with Cathartes, Planning Director Benton and Deputy City Manager Parker.
- Attended a meeting with Community Services staff on March 11 to assist with bringing their new staff up to speed on the waterfront project.
- Prepared for and held a CWDAC meeting on March 15 to endorse the Arts Commission park art plan and discuss the TRC meeting and the status of permits.
- Attended an online meeting on March 17 with Community Services staff and the River Street pump station consultants.
- Held two online meetings during March with Horsley-Witten, GZA and City Engineer Mavrogeorge to discuss the Remedial Action Plan.
- Held an online meeting on March 23 with Cathartes, their architect and 2 CWDAC members to discuss the design of the townhouses.
- Held an online meeting on March 28 with staff from the LWCF program, the City Attorney, Recreation Director Bannon and Deputy City Manager Parker to discuss the proximity of proposed private buildings to the public park.
- Attended an online meeting on March 29 with City Engineer Mavrogeorge, Horsley Witten and the River Street pump station consultants to discuss generator placement.
- Attended an online meeting on March 30 to discuss amendments to the LDA with the City Attorney, Deputy Manager Parker, and Cathartes and their attorney.
- Held an online meeting on March 30 with Horsley-Witten, GZA, City Engineer Mavrogeorge, Cathartes and Tighe & Bond to discuss the Remedial Action Plan.
- Held an online meeting on March 30 with Horsley-Witten, City Engineer Mavrogeorge, Cathartes and Tighe & Bond to discuss coordination of engineered plans related to street designs and elevations and drainage.

Waterfront - April Update:

- 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 two online meetings during April with staff from Horsley Witten to review the status of state and federal permitting and discuss various design issues.
 - Project Manager Bird:
 - Held two online meetings during April with Horsley-Witten, Ironwood and City Engineer Mavrogeorge to discuss various waterfront issues.
 - Attended an online coordination meeting on April 13 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 meeting on April 25 with Recreation Director Bannon to discuss applying for LWCF grant, which was submitted on April 27.
- Had two telephone conversations during April with CWDAC members to discuss project status, the next TRC meeting, and the next CWDAC meeting.
- Attended an online meeting on April 5 with the Purchasing Agent, Planning Director and Community Services staff to review the four submissions for the RFQ for selecting qualified contractors.
- Met with the Deputy City Manager four times during April to provide project updates.
- Prepared an application for the NHDES Critical Flood Risk Infrastructure Grant program to fund a portion of the waterfront infrastructure. The application was submitted to DES on April 27.
- Held an online meeting on April 4 to discuss the next TRC meeting with Cathartes and Planning Director Benton.
- Met at the waterfront on April 5 with staff from Severino Trucking and GZA.
- Held an online meeting on April 6 with Cathartes, Tighe & Bond, Planning Director Benton and the Building Official to discuss site plan issues.
- Attended an online meeting on April 12 with City Engineer Mavrogeorge, Horsley Witten and Kleinfelder to discuss coordination with Henry Law Avenue project.
- Held two online meetings during April with Horsley-Witten, GZA and City Engineer Mavrogeorge to discuss engineering coordination.
- Held an online meeting on April 13 with Cathartes, their architect and 2 CWDAC members to discuss the design of the townhouses.
- Attended an online meeting on April 29 with City Engineer Mavrogeorge, Horsley Witten and GZA to discuss an RFP for the clean-up of contaminated soils.

Commercial Development:

March:

- Repurposing opportunities are expected to come forward for some underutilized commercial properties along Central Avenue.
- A concept plan for a 42,000SF medical office building was presented to the Technical Review Committee.
- Mixed-use residential/commercial on 239 Knox Marsh Road was presented to the Technical Review Committee.

April:

- A mixed-use redevelopment project for 47 Chestnut Street, was re-reviewed by the Technical Review Committee. The plan includes a 3,000 SF restaurant space.
- A proposed self-storage facility site plan was reviewed for 64 Littleworth Road.
- The old Courthouse project is underway, and site work is progressing.

Downtown Update

March:

- Wildside Candle Co. is locating to 6 School Street.
- Restaurants collaborated to create specials to coincide with the Dover Main Street race.
- Many of the empty storefronts downtown have been leased. Most will be working on buildouts throughout the summer.
- The Strand is successfully hosting comedians from the Boston area.

April:

- Flawless Faces moved to 44 Portland Avenue.
- Auspicious Brew is hosting family-friendly music events in their 1 Washington space.
- Five downtown breweries collaboratively celebrated NH Craft Beer Week with drink/food specials and fun events.
- A public art vending machine, called Flex Machine NH, has been installed inside The 603. The OBD is working with the owner to help her expand this concept to more locations.

Economic Activity

March

- ♦ Retail & automotive sectors increased at a moderate pace.
- ♦ Hospitality & restaurants sectors saw a decline due to Omicron variants.
- ♦ Manufacturing revenues have increased slightly.
- ♦ Office leasing experienced a modest increase throughout the last month.
- ♦ Industrial lease space continues to be in high demand.
- ♦ Labor demand remains strong but employment is stable. Wage pressures remain high.
- ♦ There remains continued concern for high inflation and ongoing supply chain issues.
- ♦ Multiple small businesses are reporting skyrocketing utility costs.

April

- ♦ There were small employment gains as hiring eased slightly for some firms but wages increased moderately.
- ♦ Manufacturers reported softer sales as a result of raising output prices due to increased material costs.
- ♦ Many small local retailers reported slight increases over last year.
- ♦ Market indicators suggest tourism demand will be increasing in the coming months.
- ♦ Software and IT sectors show robust demand and moderate revenue growth.
- ♦ Demand for office and retail space increased slightly.
- ♦ Home sales are down due to low inventory.

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

<i>Economic Metrics</i>	Dover Labor Force	Dover Unemployment Rate	Median Home Sales-Single Family	Average Days on Market
February 2021	18,540	2.90%	\$324,145	33
February 2022	18,600	2.10%	\$372,500	31
YTD Average	18,407	2.51%	\$369,000	35
March 2021	18,570	3.00%	\$324,400	38
March 2022	18,730	2.10%	\$390,000	20
YTD Average	18,422	2.45%	\$375,000	31

Housing metrics obtained from NHAR-Strafford County.

Rebecca Proctor, of The Arts Center, was nominated by The Dover Arts Commission for the Greater Dover Chamber of Commerce's-Community Arts Champion Award. A letter was written in support of her nomination by the Office of Business Development, and Ms. Proctor was proclaimed the winner. She collected her award at The Chamber's Annual Award Gala on April 28, 2022.

Parking Division

February	Feb-22	Feb-21	Feb-20	Fiscal YTD 2022	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019
Meter Activity - Total							
Meter Transactions	34,360	26,093	48,997	305,505	385,006	442,999	466,721
Income from Meters	\$69,581	\$49,931	\$90,134	\$571,079	\$676,715	\$836,199	\$648,806
Active Meter Days	23	23	24	197	302	292	249
Average Daily Meter Transactions	1,494	1,134	2,041	1,551	1,275	1,517	1,874
Meter Activity - Parking Garage							
Meter Transactions	3,168	2,765	4,029	20,446	11,463	36,219	34,749
Income from Meters	\$10,474	\$7,247	\$9,791	\$60,163	\$62,637	\$88,142	\$61,468
Active Meter Days	23	23	24	197	302	292	249
Average Daily Meter Transactions	138	115	168	104	74	124	148
Parking Permit Activity							
Total Parking Permits Issued	763	783	673	6,218	8,756	6,809	6,767
Residential Permits Issued	38	45	38	291	473	441	637
Business Permits Issued	725	738	635	5,927	8,283	6,499	6,130
Permit Income	\$18,570	\$17,548	\$16,526	\$243,455	\$265,168	\$246,485	\$232,682
Parking Ticket Activity							
Total Parking Tickets Issued	746	772	732	5,663	6,588	7,835	8,188
Accessible Space Tickets Issued	1	1	7	21	21	72	141
Winter Restriction Tickets Issued	180	320	26	449	486	186	331
Parking Ticket Income	\$20,328	\$15,247	\$24,793	\$119,515	\$160,519	\$180,148	\$168,062
Electric Vehicle Charging Stations							
Number of times Stations Used	8	4	31	168	100	233	not captured
Charging Station Income	\$83	\$32	\$94	\$1,353	\$571	\$952	not captured

March	Mar-22	Mar-21	Mar-20	Fiscal YTD 2022	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019
Meter Activity - Total							
Meter Transactions	45,762	36,218	27,878	351,267	385,006	442,999	466,721
Income from Meters	\$89,537	\$66,786	\$49,782	\$660,616	\$676,715	\$836,199	\$648,806
Active Meter Days	27	27	26	224	302	292	249
Average Daily Meter Transactions	1,695	1,341	1,072	1,568	1,275	1,517	1,874
Meter Activity - Parking Garage							
Meter Transactions	3,267	1,992	2,031	23,713	11,463	36,219	34,749
Income from Meters	\$9,184	\$5,914	\$4,887	\$69,347	\$62,637	\$88,142	\$61,468
Active Meter Days	27	27	26	224	302	292	249
Average Daily Meter Transactions	121	74	78	106	74	124	148
Parking Permit Activity							
Total Parking Permits Issued	759	769	672	6,977	8,756	6,809	6,767
Residential Permits Issued	35	38	43	326	473	441	637
Business Permits Issued	724	731	629	6,651	8,283	6,499	6,130
Permit Income	\$38,892	\$25,682	\$16,526	\$282,347	\$265,168	\$246,485	\$232,682
Parking Ticket Activity							
Total Parking Tickets Issued	825	598	498	6,488	6,588	7,835	8,188
Accessible Space Tickets Issued	3	3	4	24	21	72	141
Winter Restriction Tickets Issued	46	0	0	495	486	186	331
Parking Ticket Income	\$19,288	\$22,268	\$24,793	\$138,803	\$160,519	\$180,148	\$168,062
Electric Vehicle Charging Stations							
Number of times Stations Used	29	7	23	197	100	233	not captured
Charging Station Income	\$270	\$29	\$81	\$1,623	\$571	\$952	not captured

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
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
February 2022	3,030	2,615	1,132	109
March 2022	4,065	3,460	1,418	117

J. MICHAEL JOYAL, JR.
CITY MANAGER



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, April 27, 2022**
Meeting Time: **6:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Nemeth.

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.

Philip Hatcher, 9 Woodland Road: He spoke about the need for Ward 4 to have proper representation in the State, and how the State's redistricting violates the constitution.

NH Representative Thomas Southworth, 56 Durham Road, #26: He spoke about the need for Ward 4 to have proper representation in the State, and how the State's redistricting violates the constitution.

Charles Rhoades, 4 Austin Drive: He spoke about the need for Ward 4 to have proper representation in the State, and how the State's redistricting violates the constitution.

Patricia Whitney, 75 Crown Point Drive: She spoke about the need for Ward 4 to have proper representation in the State, and how the State's redistricting violates the constitution.

Kristine Baber, 5 Gerry's Lane: She spoke about the need for Ward 4 to have proper representation in the State, how the State's redistricting violates the constitution.

Cora Quisumbing-King, 40 Sandpiper Drive: She spoke about the need for Ward 4 to have proper representation in the State.

James Verschueren, 102B Sixth Street: He spoke about the need for Ward 4 to have proper representation in the State.

Micaela Demeter, 33A Piscataqua Road: She spoke about the need for Ward 4 to have proper representation in the State.

Dona Layton, 161 Back River Road: She spoke about the need for Ward 4 to have proper representation in the State, and how the State's redistricting was not constitutional.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, April 27, 2022**
Meeting Time: **6:00 pm**

William Baber, 5 Gerry's Lane: He spoke against jerrymandering.

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

6. DISCUSSIONS

A. LEGISLATIVE REDISTRICTING

City Attorney Wyatt gave a PowerPoint presentation regarding the background facts, law, and other considerations with the New Hampshire House Redistricting 2022 to the Council.

Mr. David Andrews, Representative for the Map-a-thon Coalition, answered questions from the Council.

City Manager asked the Council if there was consensus to direct some action take place on this issue.

Deputy Mayor Shanahan asked for an Executive Session to discuss strategy.

City Manager Joyal recommended they finish this meeting. Hold the Regular meeting, recess to Executive Session, reconvene to vote on the issue if necessary.

B. GENERAL BUDGET DISCUSSION

City Manager Joyal discussed the updated handouts with the Council.

- Proposed FY2023 Budget – Suggested General Fund Budget Adjustment Options
- 10 Year History of Statewide Education Property Tax (SWEPT) and State Adequacy Aid Grant

7. ADJOURNMENT

Councilor Hackett moved to adjourn; seconded by Councilor Williams.

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 27, 2022**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. ~~MOMENT OF SILENCE~~

3. ~~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. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Councilor Muffett-Lipinski moved to approve the Agenda as presented; seconded by Councilor Hinkel.

Vote: 8/0.

7. PUBLIC HEARINGS

A. CHAPTER 81 – FIRE PREVENTION AND LIFE SAFETY, SECTION 23 SPONSORED BY MAYOR CARRIER BY REQUEST

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

B. CHAPTER 125 – STREETS AND SIDEWALKS, SECTION 9 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.

Sally Staude, 21 Sierra Hill Drive: She spoke against the proposed School Department's budget.

NH Representative Peter Schmidt, 53A Fourth Street: He spoke about the State's redistricting and hopes the Council will move forward with addressing the issue.

James Verschueren, 102B Sixth Street: He defined equity to the Council.

Robin Trefethen, 3 Nantucket Court: She spoke in favor of the proposed School Department's budget.

Micaela Demeter, 33A Piscataqua Road: She spoke in favor of the proposed School Department's budget.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 27, 2022**
Meeting Time: **7:00 pm**

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

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing. He gave an overview of a few items: snow removal, finances, Ice Arena, and employees' anniversary dates.

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

Vote: 8/0

10. APPROVAL OF MINUTES

- A. April 13, 2022 – Regular Meeting**
- B. April 20, 2022 – Special Meeting**
- C. April 20, 2022 – Workshop Session**

Deputy Mayor Shanahan moved to approve the Minutes; seconded by Councilor Muffett-Lipinski.
Vote: 8/0.

11. MAYOR'S REPORT

Mayor Carrier listed the events he attended. He gave an overview of upcoming events for Dover Main Street. Dover Clean Up Day is May 14, 2022.

Deputy Mayor Shanahan moved to accept the Mayor's Report; seconded by Councilor Hackett.
Vote: 8/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. CHAPTER 81 – FIRE PREVENTION AND LIFE SAFETY, SECTION 23 SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Muffett-Lipinski.
Roll Call Vote: 8/0.

2. CHAPTER 125 – STREETS AND SIDEWALKS, SECTION 9 SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Muffett-Lipinski.
Roll Call Vote: 8/0.

B. ORDINANCES IN THE 3rd READING

C. RESOLUTIONS



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 27, 2022**
Meeting Time: **7:00 pm**

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **B17022 TAX ASSESSING AND DATA COLLECTION SERVICES – AGREEMENT EXTENSION REQUEST**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B19042 FOURTH OF JULY FIREWORK DISPLAY**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **B19043 ORGANIC TURF TREATMENT, WOODMAN PARK ELEMENTARY SCHOOL ATHLETIC FIELD - AGREEMENT EXTENSION REQUEST**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **B22061 PRECAST CONCRETE STRUCTURES**
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **CITYWIDE 2022-2023 GROUNDWATER MONITORING PROGRAM WITH EMERY & GARRETT GROUNDWATER INVESTIGATIONS LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST
6. **DOVER PUDDING HILL AQUIFER ADDITIONAL SCOPE OF WORK #9 – EMERY & GARRETT GROUNDWATER INVESTIGATIONS LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST
7. **PROFESSIONAL ENGINEERING SERVICES FOR THE CONSTRUCTION OF THE PUDDING HILL WATER TREATMENT FACILITY, ADDITIONAL SCOPE OF WORK NO. 1 - UNDERWOOD ENGINEERS**
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 (Thibodeaux) | 21. Solid Waste Advisory Commission (Muffett-Lipinski) |
| 7. Collaborative City Council and School Board (M-Lipinski) | 22. Transportation Advisory Commission (Williams) |
| 8. Conservation Commission (Williams) | 23. Waterfront TIF Advisory Board (Shanahan) |
| 9. Downtown TIF Advisory Board (Hinkel) | 24. Joint Building Committee – DHS (Carrier) |
| 10. Energy Commission (Thibodeaux) | 25. COAST (Shanahan) |
| 11. Graffiti Management Ad Hoc Committee (Nemeth) | 26. Coheco Waterfront Development Advisory Committee (Carrier) |
| 12. Heritage Commission (Nemeth) | 27. Dover Main Street (Carrier) |
| 13. Legislative Liaison (Shanahan) | 28. Strafford Regional Planning Commission (Williams) |
| 14. Library Board of Trustees (Thibodeaux) | 29. Government Affairs (Carrier) |
| 15. McConnell Center Advisory Committee (Thibodeaux) | |

Deputy Mayor Shanahan moved for the adoption of the Consent Calendar; seconded by Councilor.

Mayor Carrier asked the Council if they had items they would like pulled for further discussion. Councilor Hinkel pulled Items 13.A.3., 13.A.5., and 13.A.6.

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

Roll Call Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 27, 2022**
Meeting Time: **7:00 pm**

Deputy Mayor Shanahan moved for the adoption of Item 13.A.3.; seconded by Councilor Hinkel.
City Manager Joyal gave an overview of the Resolution to the Council.
Roll Call Vote: 8/0.

Deputy Mayor Shanahan moved for the adoption of Item 13.A.5.; seconded by Councilor Hackett.
Community Services Director Storer gave an overview of the Resolution to the Council.
Roll Call Vote: 8/0.

Deputy Mayor Shanahan moved for the adoption of Item 13.A.6.; seconded by Councilor Hinkel.
Community Services Director Storer gave an overview of the Resolution to the Council.
Roll Call Vote: 8/0.

Councilor Muffett-Lipinski gave an overview of the School Board Report to the Council.

Councilor Cullen gave an overview of the Planning Board Report to the Council.

Councilor Hackett gave an overview of the Arena Commission Report to the Council.

Councilor Thibodeaux gave an overview of the Board of Health Report to the Council.

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

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

B. RESOLUTIONS

- 1. B14074 CONSTRUCTION PHASE FOR THE COMPOSITE ELEVATED WATER STORAGE TANK, ADDITIONAL SCOPE OF WORK NO. 19, UNDERWOOD ENGINEERS, INC.**
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.
Community Services Director Storer addressed questions from the Council.
Roll Call Vote: 8/0.

- 2. B22013 CONSTRUCTION OF THE PUDDING HILL WATER TREATMENT FACILITY - ADDITIONAL SCOPE OF WORK NO. 1**
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Hackett.
City Manager Joyal gave an overview of the Resolution to the Council.
Roll Call Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 27, 2022**
Meeting Time: **7:00 pm**

3. B22035 COMPOSITE ELEVATED WATER STORAGE TANK 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: 8/0.

4. ADOPTION OF 2022-2023 CITY COUNCIL GOALS SPONSORED BY MAYOR CARRIER

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Hackett.
Roll Call Vote: 8/0.

C. ORDINANCES IN 1ST READING

1. CHAPTER 9 – BOARDS AND COMMISSIONS, SECTION 25 **(TO BE REFERRED TO A PUBLIC HEARING ON MAY 11, 2022.)** SPONSORED BY COUNCILOR NEMETH

Deputy Mayor Shanahan moved to refer to a public hearing on May 11, 2022; seconded by Councilor Thibodeaux.
Vote: 8/0.

2. CHAPTER 141 – VEHICLES AND TRAFFICS, SECTION 42 SCHEDULE C **(TO BE REFERRED TO A PUBLIC HEARING ON MAY 11, 2022.)** SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer to a public hearing on May 11, 2022; seconded by Councilor Muffett-Lipinski.
Vote: 8/0.

14. COUNCIL CORRESPONDENCE

A. Letter from the Town of Rye, Office of the Selectmen, dated April 11, 2022.

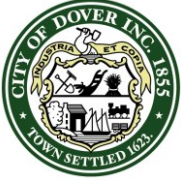
Deputy Mayor Shanahan moved to place correspondence on file; seconded by Councilor Hinkel.
Vote: 8/0.

15. COUNCIL MATTERS OF INTEREST

Councilor Thibodeaux talked about growing up in the deep South with racial problems.

Councilor Cullen asked for the Council Goals be addressed in three months to update progress.

Councilor Thibodeaux moved to recess to Executive Session; seconded by Councilor Hackett.
Vote: 8/0.

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: City Hall, Council Chambers Meeting Date: Wednesday, April 27, 2022 Meeting Time: 7:00 pm
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Councilor Williams moved to reconvened the Regular Meeting; seconded by Councilor Hinkel.
Vote: 8/0.

Councilor Hackett motion to direct the City Manager to pursue legal action regarding the constitutionality of the New Hampshire House Redistricting; seconded by Councilor Hinkel.
Roll Call Vote: 7/1; passed. Councilor Cullen was opposed.

16. ADJOURN

Councilor Muffett-Lipinski moved to adjourn; seconded by Councilor Hinkel.
Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, May 4, 2022**
Meeting Time: **6:00 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 Muffett-Lipinski, Councilor Nemeth, Councilor Thibodeaux, and Councilor Williams.

Also Present: City Manager Joyal, Finance Director Lynch, 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.

Amanda Russell, 20 Cranbrook Lane: She spoke in favor of the proposed School Budget as presented.

Betsy Breen, 7 Gerry's Lane: She spoke in favor of the proposed School Budget as presented.

Carolyn Mebert, School Board Chairperson, 254 Dover Point Road: She spoke in favor of the proposed School Budget as presented.

Johanna Haust, 30 Atkinson Street: She spoke in favor of the proposed School Budget as presented.

Michael Christopher, 30 Atkinson Street: He spoke in favor of the proposed School Budget as presented.

Nabia Fortier, 344 Washington Street: She spoke in favor of the proposed School Budget as presented.

Whitney Carrier, 61 Toftree Lane: She spoke in favor of the proposed School Budget as presented.

Eric Schlapak, 12 Mathes Hill Drive: He spoke in favor of the proposed School Budget as presented.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, May 4, 2022**
Meeting Time: **6:00 pm**

Robin Trefethen, 3 Nantucket Court: She spoke in favor of the proposed School Budget as presented.

James Verschueren, 102B Sixth Street: He spoke in favor of the proposed School Budget as presented.

Deputy Mayor Shanahan moved to suspend the rules to allow a non-resident, Lisa Dillingham, to speak to the Council; seconded by Councilor Thibodeaux.
Roll Call Vote: 9/0.

Lisa Dillingham, Dover Teachers' Union President: She spoke in favor of the proposed School Budget as presented.

Jodi Langellotti, 453 Sixth Street: She spoke in favor of the proposed School Budget as presented.

Janice Packard, 13 Bristol Lane: She spoke in favor of the proposed School Budget as presented.

Robert Ragazzo, 16 Hill Street: He spoke in favor of the proposed School Budget as presented.

8th Grade Student: She spoke in favor of the proposed School Budget as presented.

Jack Gosselin, Student Liaison for the School Board: He spoke in favor of the proposed School Budget as presented.

Mayor Carrier, seeing no one else wishing to speak, closed the Public Forum. He thanked all who spoke tonight.

6. DISCUSSIONS

A. BUDGET PRESENTATIONS

1. GENERAL BUDGET DISCUSSION

Mayor Carrier reviewed the updated list of suggested General Fund Budget Adjustment Options with the Council.

City Manager Joyal said the item highlighted with a green he asked that the Council accept those adjustments.

A.1. – No.

A.2. – Yes.

A.3. – No.

B.1. – No.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, May 4, 2022**
Meeting Time: **6:00 pm**

- C.1. – No.
 - C.2. – No.
 - C.3. – No.
 - C.4. – No.
 - D.1. – No.
 - D.2. – Yes, to reduce proposed street paving overlay expense increase to \$100,000
 - D.3. – No.
 - D.4. – No.
 - D.5. – No.
 - E.1. – No.
 - E.2. – No.
 - E.3. – No.
 - F.1. – No.
 - F.2. – Yes.
 - F.3. – Yes.
 - G.1. – No.
 - G.2. – No.
 - H.1. – No. There to show \$100,000 impact.
 - H.2. – Yes.
 - H.3. – H.12. Related.
- City Manager Joyal gave an overview of the reductions in Item H.3. through H.12.
Council discussed proposed reductions.
City Manager Joyal gave an overview of the proposed changes to the budget.
\$3,173,706 above the overall tax cap. The vote on the budget would require a 2/3 majority vote.
Average property tax will change.

7. ADJOURNMENT

Deputy Manager Shanahan moved to adjourn to the Special Meeting.
Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Special Meeting
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 4, 2022**
Meeting Time: **To follow Workshop Session**

1. CALL TO ORDER

2. ~~MOMENT OF SILENCE~~

3. ~~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, Finance Director Lynch, and City Clerk Mistretta.

5. PUBLIC FORUM

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

Micaela Demeter, 33A Piscataqua Road: She thanked the Council and supports their proposed budget.

Nathaniel Stewart, 5 Redden Street: He supported the full proposed education budget, but appreciated the Council's work.

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

6. FISCAL YEAR 2023 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM

SPONSORED BY MAYOR CARRIER BY REQUEST

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

City Manager Joyal again listed the suggested adjustments to the budget:

A.2. \$11,415.00 reduction McConnell Center Vacant Space Subsidy

D.2. \$184,382.00 reduction in Street Paving Overlay

F.2. & F.3. – Net change of \$8,600.00 increased to Library

H.2. \$77,013.00 reduction in School Debt Service

\$850,000.00 reduction in the School Department's overall proposed budget, with an increase of \$200,000 (H.12.), which is a net change of \$650,000 reduction in the School Department's proposed budget.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Special Meeting
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 4, 2022**
Meeting Time: **To follow Workshop Session**

City Manager Joyal listed the suggested amendments to the resolution:

Page 1

- Line 1000 - General Fund: change number to \$140,134,191 for both Estimated Revenues and Appropriations
 - Line 3455 – Library Fines Fund: change number to \$28,005 for both Estimated Revenues and Appropriations
 - Totals – change to \$180,064,718 for both Estimated Revenues and Appropriations
- Deputy Mayor Shanahan moved to make the amendments; seconded by Councilor Thibodeaux.
Roll Call Vote: 8/1; Passed. Councilor Cullen was opposed.

- Page 2, Item 2: change number for General Fund Appropriations to \$49,383,238 for City operations and \$67,866,258 for School Department operations, and \$12,576,098 for Debt Service.

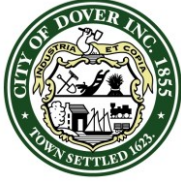
Deputy Mayor Shanahan moved to make the amendments; seconded by Councilor Thibodeaux.
Roll Call Vote: 8/1; Passed. Councilor Cullen was opposed.

- Page 3. Item 12. Effective July 1, 2022 the elimination of Library Overdue Fines is adopted.
- Deputy Mayor Shanahan moved to make the amendments; seconded by Councilor Hackett.
Roll Call Vote: 9/0.

Deputy Manager Shanahan moved for the adoption of the budget as amended; seconded by Councilor Hackett.
Roll Call Vote: 8/1. Councilor Cullen was opposed.

7. ADJOURNMENT

Deputy Mayor Shanahan moved to adjourn.
Vote: 9/0.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.1. Ordinance Number: O – 2022.04.27 – 006 Ordinance Title: Boards, Commissions and Committees Chapter: 9 Section: 25 Heritage Commission
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The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to increase the membership of the Heritage Commission and to add clarifying language to the purpose and duties.

2. AMENDMENT

Chapter 9 entitled “Boards, Commissions and Committees” is hereby amended by revising Section 9-25, “Heritage Commission”

§ 9-25**Heritage Commission.**

[Added 10-28-2015 by Ord. No. 2015.10.14-021; amended 6-8-2016 by Ord. No. 2016.05.25-008]

A. Membership. The Heritage Commission shall consist of ~~five~~seven voting members, including one City Councilor; one citizen recommended by the Woodman Institute Museum, and ~~three~~five citizens, one of whom may be a Planning Board member and one of whom may be a Downtown Dover Tax Increment Finance Advisory Board member. A representative from the Library, appointed by the City Manager, shall be an ex-officio non-voting member. A staff liaison shall be appointed by the City Manager.

B. Terms of members. Members shall be appointed to terms of three years. The City Council member shall serve for his/her current Council term and shall be appointed by the Mayor with the approval of the Council. Original appointments may be staggered so that all Commissioner’s terms do not expire at the same time.

C. Authority and duties. The Heritage Commission shall have the capacity to oversee the following duties and functions consistent with RSA 674:

(1) Survey and inventory all cultural and historic resources, in order to plan for preservation and include valuation.

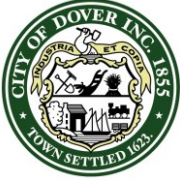
(2) Conduct research and publish findings to inform the City Council and City Manager.

(3) Assist the Planning Board, as requested, in the development and review of those sections of the Master Plan which address cultural and historic resources.

(4) Advise, upon request, local agencies and other local boards in their review of requests on matters affecting or potentially affecting cultural and historic resources, including advising the City Council on the historic value of potentially replaced qualifying structures pursuant to RSA 79-E:4.

(5) Coordinate activities with appropriate service organizations and nonprofit groups, at the discretion of the City Council.

D. Appropriations. Any appropriations established by the City Council for use by the Heritage Commission shall be held in a Heritage Commission fund and disbursed in accordance with RSA 674:44-b, subject to the



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2022.04.27 – 006**
Ordinance Title: Boards, Commissions and Committees
Chapter: 9
Section: 25 Heritage Commission

requirements of the City's purchasing procedures and accounting requirements as administered by the City Manager.

3. TAKES EFFECT

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

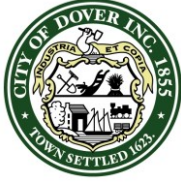
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Nemeth
Councilor

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.1. Ordinance Number: O – 2022.04.27 – 006 Ordinance Title: Boards, Commissions and Committees Chapter: 9 Section: 25 Heritage Commission
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DOCUMENT HISTORY:

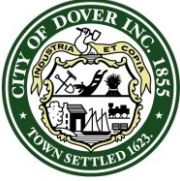
First Reading Date: 04/27/2022	Public Hearing Date: 05/11/2022
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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

ORDINANCE BACKGROUND MATERIAL:

The Heritage Commission held a meeting on March 7, 2022 where the Commission’s purpose, duty, and scope of authority were discussed. Following this discussion and after review of the Commission’s intended responsibilities, an increase in membership and additional clarifying language within the ordinance establishing the Commission is recommended.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2022.04.27 – 007**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: 42 Schedule C: Stop Intersections

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 141, entitled “Vehicles and Traffic,” to add stop signs on Mount Vernon Street (at the intersection of Abbott Street and Roosevelt Avenue), on Coolidge Avenue (at the intersection of Pearl Street), and on Pearl Street (at the intersection of Park Street), as recommended by the City’s Transportation Advisory Commission.

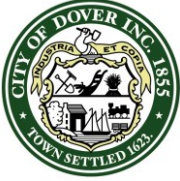
2. AMENDMENT

Chapter 141 entitled “Vehicles and Traffic” is hereby amended by revising Section 141-42, “Schedule C: Stop Intersections” as follows:

§ 141-42 Schedule C: Stop Intersections.

In accordance with § 141-8, the following streets are designated as full stop street intersections:

Stop Sign on	At Intersection of:
Abbott Street	Central Avenue
Abbott Street	Mount Vernon Street
Academy Street	Church Street
Adelle Drive	Durham Road
Alder Lane	Wilbrod Avenue
Allan Street	Old Rochester Road
Alumni Drive	Bellamy Road
Alumni Drive	Durham Road
Amy Lane	Sixth Street
Angle Street	Central Avenue
Apache Street	Old Rochester Road
Applevale Drive	Middlebrook Road
Arch Street	Washington Street
Ash Street	Central Avenue
Ash Street	Grove Street
Ash Street	Horne Street
Ash Street	Mt. Vernon Street
Ash Street (4-way)	Maple Street
Atkinson Street	St. Thomas Street
Atkinson Street	Silver Street
Atkinson Street	Washington Street
Atlantic Avenue	Portland Avenue
Auburn Street	New Rochester Road
Augusta Way	Middle Road
Austin Drive	Garrison Road



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2022.04.27 – 007**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: 42 Schedule C: Stop Intersections

Stop Sign on

Ayers Lane
Back Road
Baker Street
Beech Road
Beech Road
Belanger Drive
Belknap Street
Belknap Street
Belknap Street
Bellamy Road
Benjamin Way
Beverly Lane
Birchwood Place **[Added 4-25-2018 by Ord. No. 2018.04.11-003]**

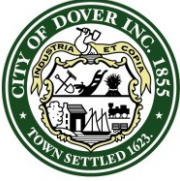
Boxwood Lane
Brickyard Drive
Browning Drive
Cailey Anna Lane
Canney Lane
Canney Lane
Cataract Avenue
Cataract Avenue
Chandler Way
Chapel Street
Charles Street
Cherrywood Drive
Chestnut Street
Chestnut Street (4-way)
Church Street
Church Street
Clearwater Drive
Clifford Street
Clifford Street **[Added 1-28-2015 by Ord. No. 2015.01.14-001]**
Cobble Hill Drive
Cochecho Street
Columbus Avenue
Columbus Avenue
Conifer Commons

At Intersection of:

Royer Lane
Henry Law Avenue
East Concord Street
Longmeadow Road
Stark Avenue
Dover Point Road
Fisher Street
Silver Street
Washington Street
Durham Road
Danielle Lane
Bellamy Road
Central Avenue

Cottonwood Drive
Isaac Lucas Drive
Tennyson Avenue
Corbin Drive
Overlook Drive
Quaker Lane
Bellamy Road
Rutland Street
Knox Marsh Road
Portland Avenue
Central Avenue
Sixth Street
Central Avenue
Sixth Street
Central Avenue
Locust Street
Spur Road
Rutland Street
Towle Avenue

Elmview Circle
Rogers Street
Littleworth Road
Tolend Road
Glenwood Avenue



CITY OF DOVER

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Ordinance Number: **O – 2022.04.27 – 007**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: 42 Schedule C: Stop Intersections

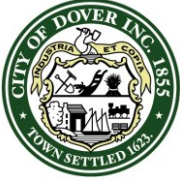
Stop Sign on

Constitution Way
Coolidge Avenue
Corbin Drive
Cordeiro Drive
Cornerstone Drive
Cottonwood Drive
Country Club Drive
County Farm Cross Road
County Farm Cross Road
County Farm Road
County Farm Road
Court Street
Crescent Avenue
Crestview Drive [Added 12-26-2016 by Ord.
No. 2016.10.12-013]
Crosby Road
Cushing Street
Cushing Street
Danielle Lane
Danielle Lane
Dean Drive
Deborah Lane
Digby Lane
Dover Neck Road
Dover Point Road (northbound)
Drew Road
Dover Street
Dover Street
Dunn's Bridge Lane
Durrell Street
East Street
East Concord Street
East Concord Street
East Watson Street
Ela Street
Elliott Park
Elm Street
Elm Street
Elmview Circle

At Intersection of:

Dover Point Road
Pearl Street
Mast Road
Varney Road
County Farm Cross Road
Wildewood Drive
Gulf Road
County Farm Road
Sixth Street
County Farm Cross Road
Sixth Street
Central Avenue
Horne Street
Glenwood Avenue

Littleworth Road
Silver Street
Washington Street
Mathes Hill Drive
Spruce Lane
Tolend Road
Spur Road
Back River Road
Middle Road
Route 4
Back River Road
East Street
Park Street
Durham Road
St. John Street
New York Street
Ham Street
Hill Street
Court Street
Pearl Street
Stark Avenue
Silver Street
Summer Street
Court Street



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2022.04.27 – 007**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: 42 Schedule C: Stop Intersections

Stop Sign on

At Intersection of:

Emerald Lane [Added 12-9-2015 by Ord. No. 2015.10.28-02]

Essex Street

Forest Street

Essex Street

Portland Avenue

Everett Street

Ham Street

Evergreen Valley Drive

Sullivan Drive

Ezras Way

Littleworth Road

Fairway Drive

Gulf Road

Fayette Street

Green Street

Fieldstone Drive

Long Hill Road

Fifth Street

Central Avenue

Fifth Street

Chestnut Street

Fifth Street [Added 8-27-2014 by Ord. No. 2014.08.13-16]

Grove Street

Fisher Street

Locust Street

Fisher Street

Rutland Street

Florence Street [Added 3-27-2019 by Ord. No. 2019.03.13-005]

Broadway

Florence Street [Added 3-27-2019 by Ord. No. 2019.03.13-005]

Oak Street

Florence Street

Pearl Street

Forest Street [Added 4-22-2020 by Ord. No. 2020.48.08-004]

Essex Street

Forest Street [Added 4-22-2020 by Ord. No. 2020.48.08-004]

Hancock Street

Fourth Street

Central Avenue

Fourth Street

Chestnut Street

Fourth Street [Added 12-9-2015 by Ord. No. 2015.10.28-025]

Grove Street

Fourth Street

Washington Street

Foxtail Ridge

Sixth Street

Franklin Plaza

Central Avenue

French Cross Road

Tolend Road

Garrison Road

Back River Road

George Street

Henry Law Avenue

Gerrish Road

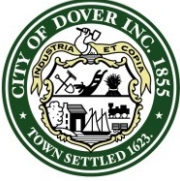
Old Dover Point Road

Glen Hill Road [Added 4-23-2014 by Ord. No. 2014.04.09-006]

Tolend Road

Glencrest Avenue [Added 11-10-2021 by Ord. No. 2021.11.10-007]

Glenwood Avenue



CITY OF DOVER

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Stop Sign on

No. 2021.10.13-009]

Glencrest Avenue
Glenwood Avenue
Governor Sawyer Lane
Grady's Lane
Grandview Drive
Green Street
Grove Street
Grove Street [Added 4-22-2020 by Ord. No.

2020.48.08-004]

Grove Street
Grove Street
Grove Street
Grove Street (northerly and southerly)
Hale Street
Hale Street
Ham Street
Ham Street
Ham Street
Hampshire Circle
Hancock Street
Hancock Street
Hanson Street [Added 4-25-2018 by Ord. No.

2018.04.11-003]

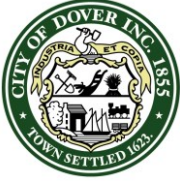
Hanson Street
Harlans Way
Hawthorne Road
Henry Law Avenue
Hill Street
Hill Street
Homestead Lane
Horne Street
Horne Street
Horne Street
Hough Street
Hough Street
Hough Street
Hough Street
Hough Street

At Intersection of:

Horne Street
Sixth Street
Stark Avenue
Mast Road
Littleworth Road
Washington Street
Ash Street
Third Street

Fifth Street
Fourth Street
Hough Street
Sixth Street
Central Avenue
Locust Street
Broadway
Central Avenue
Park Street
Whittier Street
Forest Street
Portland Avenue
Central Avenue

Henry Law Avenue
Mast Road
Stark Avenue
George Street
Broadway
Central Avenue
Dover Point Road
Glenwood Avenue
Hough Street
Sixth Street
Central Avenue
Grove Street
Horne Street
Maple Street
Mt. Vernon Street



CITY OF DOVER

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Ordinance Title: Vehicles and Traffic
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Stop Sign on

Hubbard Road
Hubbard Road
Industrial Park Drive
Ironwood Lane
Ironwood Lane
Isaac Lucas Circle
Ivans Lane
Karens Way
Keating Avenue [Added 4-22-2020 by Ord. No. 2020.48.08-004]
Kent Avenue [Added 9-9-2020 by Ord. No. 2020.08.26-012]
Kent Avenue [Added 9-9-2020 by Ord. No. 2020.08.26-012]
Kirkland Street
Kirkland Street
Landing Way
Leathers Lane
Leighton Road
Lexington Street
Lexington Street
Locust Street
Long Hill Road
Long Hill Road
Longmeadow Road
Lowell Avenue
Maple Street
Maple Street
Maple Street
Martin Lane
Mast Road
Mast Road
Mathes Hill Drive
Mathes Hill Drive
Mechanic Street
Merry Street [Added 12-26-2016 by Ord. No. 2016.10.12-013]
Merry Street
Middle Road

At Intersection of:

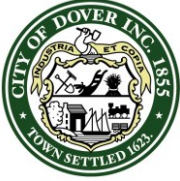
Hawthorne Road
Middle Road
Littleworth Road
Cherrywood Drive
Cottonwood Drive
Middle Road
Dover Point Road
Cordeiro Drive
Renaud Avenue

Newport Road

Applevale Drive and Middlebrook Road

Central Avenue
Locust Street
Dover Point Road
Back River Road
Dover Point Road
Silver Street
Washington Street
Washington Street
Old Rochester Road
Sixth Street
Woodland Road
Central Avenue
Ash Street
Hough Street
Sixth Street
Henry Law Avenue
Back River Road
Spruce Lane
Danielle Lane (south)
Mast Road
Chapel Street
Central Avenue

Ridge Street
Back Road



CITY OF DOVER

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Agenda Item#: 12.A.2.

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Stop Sign on

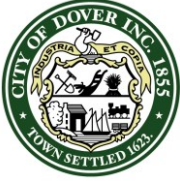
Middle Road
Middlebrook Road
Milk Street
Mineral Park Drive
Mohawk Drive
Morningside Drive (southerly)
Mt. Vernon Street
Mt. Vernon Street
Mt. Vernon Street
Mt. Vernon Street
Mt. Vernon Street (4-way)
Mulligan Drive
Mulligan Drive
Nelson Street
Newport Road
Newport Road [Added 9-9-2020 by Ord. No. **2020.08.26-012**]
Newton Street
New Bellamy Lane
New Bellamy Lane
New York Street
Niles Street
Northam Drive
Northway Circle
Oak Street
Old Dover Point Road
Old Littleworth Road
Olde Madbury Lane
Old Rochester Road
Old Rochester Road
Old Stage Road
Orchard Street
Overlook Drive
Park Street
Park Street [Added 3-27-2019 by Ord. No. **2019.03.13-005**]
Park Street
Park Street
Parker Street

At Intersection of:

Dover Point Road
Stark Avenue
Central Avenue
Pleasant View Circle
Shawnee Lane
River Dale Avenue
Abbott Street and Roosevelt Avenue
Hough Street
Lowell Avenue
Sixth Street
Ash Street
Back Road
Samuel Hanson Avenue
Atkinson Street
Middlebrook Road
Hawthorne Road

New Rochester Road
Dover Point Road
Spur Road
Broadway
Henry Law Avenue
Glenwood Avenue
Plaza Drive
Atlantic Avenue
Dover Point Road
Littleworth Road
Knox Marsh Road
Indian Brook Drive
Long Hill Road
Littleworth Road
Central Avenue
Tuttle Lane
Ham Street
Hill Street

New York Street
Oak Street
Rutland Street



CITY OF DOVER

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Stop Sign on

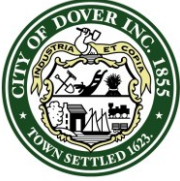
Parker Street
Pearl Street
Pearson Drive
Penny Lane
Philip Street
Philip Street
Pierce Street
Pierce Street
Pinecrest Lane
Pineview Drive
Plaza Drive
Pleasant View Circle
Pointe Place [Added 3-27-2019 by Ord. No. 2019.03.13-005]
Pondview Drive
Portland Avenue
Production Drive
Progress Drive
Quail Drive
Quaker Lane
Redden Street
Renaud Avenue [Added 4-22-2020 by Ord. No. 2020.48.08-004]
Reservoir Street
Reyner's Brook Drive
Richmond Street
Ridge Street
River Street
Riverside Drive
Roberta Drive
Roberts Road
Rogers Street
Roosevelt Avenue
Roosevelt Avenue
Rutland Street
Rutland Street
St. John Street
St. John Street
St. Thomas Street (westerly)

At Intersection of:

Woodman Park Drive
Park Street
Dover Point Road
Henry Law Avenue
Long Hill Road
Old Rochester Road
Broadway
Central Avenue
Weeks Lane
Dover Point Road
Glenwood Avenue
Whittier Street
Julia Drive and Teresa Drive

Mast Road
Main Street
Sixth Street
Knox Marsh Road
Sixth Street
Tuttle Lane
Horne Street
Shamrock Lane

Mt. Vernon Street
Sixth Street
Washington Street
Driveway of 833 Central Avenue
Henry Law Avenue
Dover Point Road
Dover Point Road
Dover Point Road
Portland Avenue
Horne Street
Mt. Vernon Street
Central Avenue
Silver Street
Broadway
Chapel Street
Atkinson Street



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2022.04.27 – 007**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: 42 Schedule C: Stop Intersections

Stop Sign on

St. Thomas Street (westerly)
St. Thomas Street (westerly)
Salem Avenue [Added 9-9-2020 by Ord. No. 2020.08.26-012]
Samuel Hanson Avenue
Sandpiper Drive
School Street
Seaborne Drive
Second Street
Shamrock Lane [Added 4-22-2020 by Ord. No. 2020.48.08-004]
Shawnee Lane
Shaw's Lane
Sixth Street
Sixth Street (4-way)
South Pine Street
South Watson Lane
South Watson Lane
Southwood Drive
Spring Street
Spring Street
Spruce Lane (easterly and westerly)
Spur Road [Added 4-1-1992 by Ord. No. 04-92]
Station Drive
Strafford Road
Sullivan Drive
Summer Street
Summer Street [Added 3-27-2019 by Ord. No. 2019.03.13-005]
Summer Street
Sumner Drive
Sunnybrooke Drive
Sunset Drive
Susannah's Crossing [Added 12-9-2015 by Ord. No. 2015.10.28-026]
Sylvan Drive
Tennyson Avenue
Tennyson Avenue

At Intersection of:

Belknap Street
Locust Street
Applevale Drive

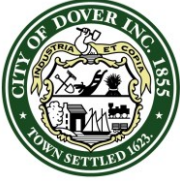
Back Road
Watson Road
Main Street
Garrison Road
Chestnut Street
Renaud Avenue

Old Rochester Road
Garrison Road
Central Avenue
Chestnut Street
Central Avenue
East Watson Street
Stark Avenue
Mast Road
Central Avenue
Locust Street
Back River Road
Gerrish Road

Sixth Street
Old Rochester Road
Old Rochester Road
Central Avenue
Elm Street

Locust Street
Knox Marsh Road
Mast Road
Bellamy Road
Emerald Lane

Durham Road
Court Street
Henry Law Avenue



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2022.04.27 – 007**
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Chapter: 141
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Stop Sign on

Third Street
Third Street
Third Street (westerly)
Thornwood Drive [**Added 3-27-2019 by Ord. No. 2019.03.13-005**]
Three Rivers Farm Road
Towle Avenue
Towne Drive
Trakey Street
Trakey Street
Tuttle Lane
Tuttle Lane
Union Street
Upper Factory Road [**Added 4-23-2014 by Ord. No. 2014.04.09-007**]
Wallace Drive
Washington Street [**Added 12-26-2016 by Ord. No. 2016.10.12-013**]
Watson Road
Watson Road
Wentworth Douglass Hospital Driveway
Wentworth Douglass Hospital ER Entrance
Wentworth Terrace
Westgate Drive
Westwood Circle
Whittier Street
Whittier Street
Wilbrod Avenue
Wildewood Drive
Wildewood Drive
Willand Avenue
Willand Avenue
Williams Street
Willow Street
Wingate Lane
Winston Avenue [**Added 9-9-2020 by Ord. No. 2020.08.26-012**]
Winston Avenue [**Added 9-9-2020 by Ord. No. 2020.08.26-012**]

At Intersection of:

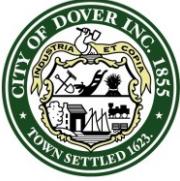
Chestnut Street
Grove Street
Chestnut Street
Julia Drive and Teresa Drive

Gulf Road
Clifford Street
Henry Law Avenue
Central Avenue
Locust Street
Dover Point Road
Middle Road
Court Street
Tolend Road

Columbus Avenue
Arch Street

County Farm Road
Tolend Road
Old Rollinsford Road
Central Avenue
Hilton Park Drive
Knox Marsh Road
Littleworth Road
Glenwood Avenue
Tolend Road
Glenwood Avenue
Cottonwood Drive
Sixth Street
New Rochester Road
Old Rochester Road
Henry Law Avenue
Tolend Road
Back River Road
Applevale Drive

Applevale Drive and Middlebrook Road



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2022.04.27 – 007**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: 42 Schedule C: Stop Intersections

Stop Sign on

Woodland Road
Woodman Park Drive
Young Street

At Intersection of:

Stark Avenue
Clifford Street
Main Street

3. TAKES EFFECT

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

REQUIRES PUBLIC HEARING

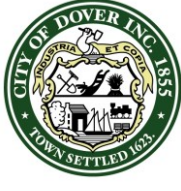
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - ORDINANCE		Agenda Item#: 12.A.2.
	Ordinance Number:	O – 2022.04.27 – 007	
	Ordinance Title:	Vehicles and Traffic	
	Chapter:	141	
	Section:	42 Schedule C: Stop Intersections	

DOCUMENT HISTORY:

First Reading Date: 04/27/2022	Public Hearing Date: 05/11/2022
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

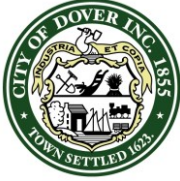
VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth,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

ORDINANCE BACKGROUND MATERIAL:

The City of Dover’s Transportation Advisory Commission (TAC) has reviewed and approved the proposed amendments set forth in this ordinance, which add stop signs as follows:

Mt. Vernon Street (intersection of Abbott Street and Roosevelt Avenue): This amendment was endorsed by the TAC after consideration of resident concerns. Neighborhood residents expressed concerns related to pedestrian safety, confusion over the right-of-way rule, and frequent traffic detours through the Mt. Vernon Street neighborhood generated by the upper Central Avenue utility project which will continue in the coming construction year. This revision will effectively convert this intersection to an all-way stop from a two-way stop (currently only Abbott and Roosevelt have stop signs), making it consistent with other nearby intersections such as Mt. Vernon/Ash and Mt. Vernon/Hough.

Coolidge Avenue (intersection of Pearl Street) and Pearl Street (intersection of Park Street): This amendment was endorsed by the TAC after consideration of resident concerns pertaining to near-miss traffic incidents and potential confusion over the absence of stop signs. These are recognized to be local, low-volume streets but if the neighborhood were laid out today, engineering practice would specify stop signs at these intersections.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2022.05.11 – 096**

Resolution Re: Purchase of Street Sweeper Supplies, Equipment and Service through Allied Equipment, LLC – Sole Source Purchase

WHEREAS: The City owns one (1) Global M3 High Performance Mechanical Street Sweeper and two (2) Johnston Sweepers requiring the purchase of Global parts and equipment items for service and repair; and

WHEREAS: Allied Equipment, LLC of Hartland, ME is the sole authorized and exclusive distributor for Global Environmental Products, Inc., a manufacturer of the Global M3, M3 Electric and R3 Air three wheel purpose built street sweepers in the states of Maine, Vermont and New Hampshire. Products include all new and used finished products, as well as OEM parts to support said products; and

WHEREAS: The City has been very pleased with the availability, service and pricing structure offered by this vendor, it is the recommendation to continue to purchase parts and equipment items on an as-needed basis through Allied Equipment, LLC; and

WHEREAS: Per 5-29.F. Exemptions to Competitive Bidding: Sole Source purchases where the proposed purchase is manufactured or provided by only one entity.

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

The Purchasing Agent is hereby authorized to issue Purchase Orders on an as needed basis to Allied Equipment, LLC of Hartland, ME for the purchase of street sweeper supplies and equipment, as well as related service. 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
6310.1.550.49200.4895.00000.00	Fleet Maint - Cost of Sales	328,667.00	31,147.98

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2022.05.11 – 096**
Resolution Re: Purchase of Street Sweeper Supplies, Equipment and Service
through Allied Equipment, LLC – Sole Source Purchase

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 – 2022.05.11 – 096**
Resolution Re: Purchase of Street Sweeper Supplies, Equipment and Service through Allied Equipment, LLC – Sole Source Purchase

RESOLUTION BACKGROUND MATERIAL:

The City currently has one (1) 2020 Global M3 High Performance Mechanical Street Sweeper that was purchased new in 2021, and two (2) Johnston Sweepers, now under Global, which were manufactured in 2003 and 2007. Allied Equipment, LLC is the sole authorized and exclusive distributor for Global Environmental Products, Inc. in the states of Maine, Vermont and New Hampshire for the purchase of Global parts and equipment items for service and repairs.

Bid Information:

Per 5-29.F. Exemptions to Competitive Bidding: Sole Source purchases where the proposed purchase is manufactured or provided by only one entity. As the estimated expense may exceed the \$25,000.00 threshold, Council approval is required.

Award Information:

A purchase order(s) will be issued on an as needed basis to Allied Equipment, LLC to authorize future expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	N/A
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	N/A – purchase as needed	Estimated Delivery:	As Needed
Recommended Award to:	Allied Equipment, LLC	Fund:	6310-Fleet Maint.
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase may exceed the \$25,000 amount requiring Council approval.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2022.05.11 – 097**
Resolution Re: Purchase of Excavator and Tractor Supplies, Equipment and Service through Chadwick Baross, Inc - Sole Source Purchase

WHEREAS: The City owns (1) Volvo excavator and two (2) Holder sidewalk tractors requiring the purchase of replacement parts, equipment and related service; and

WHEREAS: Chadwick Baross, Inc. of Concord, NH is the only authorized dealer in the states of Maine and New Hampshire for supplies, equipment, and related service for the Volvo excavator and Holder sidewalk tractors; and

WHEREAS: The City has been very pleased with the availability, service and pricing structure offered by this vendor, it is the recommendation to continue to purchase parts and equipment items, as well as related service on an as-needed basis through Chadwick Baross, Inc.; and

WHEREAS: Per 5-29.F. Exemptions to Competitive Bidding: Sole Source purchases where the proposed purchase is manufactured or provided by only one entity.

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

The Purchasing Agent is hereby authorized to issue Purchase Orders on an as needed basis to Chadwick Baross, Inc. of Concord, NH for the purchase of excavator and tractor supplies, equipment, as well as related service. 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
6310.1.550.49200.4895.00000.00	Fleet Maint - Cost of Sales	328,667.00	31,147.98

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 Created by: Purchasing
Document Posted on: May 6, 2022

R-2022.05.11 Purchase of Excavator and Tractor Supplies, Equipment and Service through Chadwick Baross, Inc. - Sole Source Purchase

Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2022.05.11 – 097**
Resolution Re: Purchase of Excavator and Tractor Supplies, Equipment and Service through Chadwick Baross, Inc - Sole Source Purchase

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2022.05.11 – 097**
Resolution Re: Purchase of Excavator and Tractor Supplies, Equipment and Service through Chadwick Baross, Inc - Sole Source Purchase

RESOLUTION BACKGROUND MATERIAL:

Chadwick Baross, Inc. provides replacement parts and service for the City owned 2012 Volvo excavator and two (2) 2011 Holder sidewalk tractors.

Bid Information:

Per 5-29.F. Exemptions to Competitive Bidding: Sole Source purchases where the proposed purchase is manufactured or provided by only one entity. As the estimated expense may exceed the \$25,000.00 threshold, Council approval is required.

Award Information:

A purchase order(s) will be issued on an as needed basis to Chadwick Baross, Inc. to authorize future expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	N/A
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	N/A – purchase as needed	Estimated Delivery:	As Needed
Recommended Award to:	Chadwick Baross, Inc.	Fund:	6310-Fleet Maint.
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase may exceed the \$25,000 amount requiring Council approval.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2022.05.11 – 098**
Resolution Re: Authorization to Accept and Expend the New Hampshire Charitable Foundation Grant

WHEREAS: The City of Dover Public Library has received notice from the New Hampshire Charitable Foundation of the approval of an Express Grant in the amount of \$9,950.00; and

WHEREAS: The Public Library submitted Application, to support the digitization of the Fosters Daily Democrat newspapers currently on microfilm; and

WHEREAS: In adhering to the requirements established per NH RSA 31:95-b, authorization by the City Council to apply for, accept and expend Grant funds for eligible uses is required; and

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

In accordance with RSA 31:95-b the City Manager is authorized to accept and expend the New Hampshire Charitable Foundation Grant funds allocated for use by the City of Dover Public Library as appropriated for said purposes. Upon receipt of the grant award or any amendments thereto, the amount of the grant is hereby appropriated. The City Council, in a majority vote, accepts the terms and requirements of the Grant and authorizes the City Manager to sign all necessary paperwork for the grant.

AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible uses identified in the New Hampshire Charitable Foundation Grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Orders authority herein. The amount of this authorization shall be limited so as not to exceed available funding.

Financing			
Account	Description	Appropriation	Balance
TBD	New Hampshire Charitable Foundation	9,950.00	9,950.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

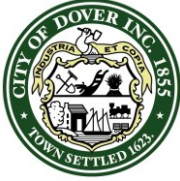
Resolution Number: **R – 2022.05.11 – 098**
Resolution Re: Authorization to Accept and Expend the New Hampshire Charitable Foundation Grant

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#: 13.A.3.

Resolution Number: **R – 2022.05.11 – 098**
Resolution Re: Authorization to Accept and Expend the New Hampshire Charitable Foundation Grant

RESOLUTION BACKGROUND MATERIAL:

The Dover Public Library regularly receives requests for information seeking genealogical and historical records. The Library would like to provide researchers across New Hampshire access to the rich history in the pages of the Foster's Daily Democrat from 1895-1922. Over the years, the Foster's Daily Democrat has covered the three contiguous cities of Dover, Somersworth and Rochester. In addition, the newspaper provided coverage for the nearby communities of Portsmouth, Berwick, Newmarket, Barrington, Durham and Lee.

These newspapers are an invaluable source of historical and genealogical information for the seacoast area of New Hampshire. Currently, research in the Foster's Daily Democrat microfilm is restricted to those who are able to come into the Dover Public Library. The microfilm is not searchable so patrons must know at least an approximate date. Due to the amount of use the microfilm gets, the microfilm is becoming scratched and, in some cases, unreadable. In addition, some reels become fragile, snapping completely.

By digitizing the Foster's Daily Democrat, this resource will become free to access from any web browser, offering the public unparalleled access to New Hampshire and Dover area history and heritage.

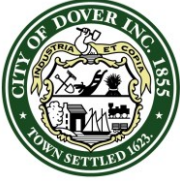
Microfilm from 1895-1922 will be shipped to a company that will be chosen for its expertise in scanning microfilm and converting the information into a searchable format. The partner company will also create and host a database of the information that is free and searchable by anyone with internet access.

Once the database is available, the Dover Public Library will create a landing site on its web page to provide access to the database. The Library will also promote the new database through newspapers, radio, local television channel, and through its social media accounts.

Two of the Dover Public Library's major goals are "to function as a community repository, preserving, and making accessible, an extensive collection of historical materials about Dover, the seacoast region, and New Hampshire"; and "to provide access to digital, electronic, and streamed content via our website and through outreach on popular, customer-focused social software platforms". With funding, Dover Public Library can pay for microfilm of The Foster's Daily Democrat from 1895-1922 to be digitized and added to a searchable database accessible by all.

Once the digitization of the microfilm is complete and entered into a searchable database, citizens of New Hampshire, and researchers across the country will have easy access to historical and genealogical information about the seacoast area. In addition, the Library's microfilm collection would no longer be subjected to so much physical handling which increases the deterioration of the microfilm.

Newspapers are the first draft of history and often the only source of information in some areas of research. They are reputable sources for historic facts, social events, and official announcements. Digitization not only makes them widely accessible online with full text search functionality that tremendously assists research, but it also addresses long overdue preservation challenges.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2022.05.11 – 099**

Resolution Re: Acceptance of Dover 400 Wayfinding Signs

WHEREAS: The Dover 400 is a non-profit corporation formed by members of the former Ad Hoc Dover 400th Anniversary Committee; and

WHEREAS: The Dover 400 continues the Dover 400th Anniversary Committee's mission of planning and facilitating the 400th Anniversary of the settling of Dover to occur in 2023; and

WHEREAS: The Dover 400 wishes to donate, and temporarily display new panels to replace the current green panels at the bottom of the City's new wayfinding signs throughout the City.

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

The City Manager is hereby authorized to accept the new panels and enter the Wayfinding Signs Agreement granting permission to the Dover 400 to temporarily replace the panels on the City's wayfinding signs.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.4. Resolution Number: R – 2022.05.11 – 099 Resolution Re: Acceptance of Dover 400 Wayfinding Signs	

DOCUMENT HISTORY:

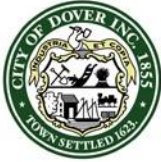
First Reading Date: Approved Date:	Public Hearing Date: Effective Date:
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DOCUMENT ACTIONS:

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:

See attached Wayfinding Signs Agreement. Also attached are the proposed displays for reference.



CITY OF DOVER

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

WAYFINDING SIGNS AGREEMENT

1. This **WAYFINDING SIGNS AGREEMENT** (“Agreement”) is made as of the date executed by parties below, by and between The Dover 400, a Non-Profit Corporation (“Dover 400”) of 24 Chestnut Street, Dover, New Hampshire, and the City of Dover, New Hampshire of 288 Central Avenue, Dover, County of Strafford and State of New Hampshire 03820 (“City”). For good and valuable consideration, the receipt of which hereby acknowledged, the parties agree as follows with respect to the display of Wayfinding Signs within the City of Dover.
2. Dover 400 is hereby granted permission to temporarily replace the green panels on the City’s Wayfinding Signs starting _____ and to be replaced or removed by June of 2026, unless this Agreement is extended by the City Council.
3. Dover 400 will be responsible for providing and installing the signs in accordance with guidelines and recommendations set by the original vendor of the wayfinding signs, and with City standards. Dover 400 will have the option of contracting with one of the City’s general contractors for the proper installation of the signs.
4. Dover 400 hereby RELEASES, WAIVES, DISCHARGES, AND COVENANTS NOT TO SUE the City of Dover or its officials, officers, agents, employees or affiliates from any and all liability, claims, demands, actions and causes of action whatsoever arising out of any loss, damage, or injury that may be sustained by Dover 400, its/his/her employees or agents, any third parties or any of the property belonging to Dover 400, resulting from any activity under this Agreement.
5. Dover 400 further hereby agrees to pay, and to protect, defend (with counsel acceptable to the City), indemnify and save harmless the City from and against any and all liabilities, losses, damages, costs, expenses (including reasonable attorneys’ fees and expenses), causes of action, allegations, suits, claims, demands or judgments of any nature whatsoever arising from any activity under this Agreement.
6. This Agreement shall be construed in accordance with the laws of the State of New Hampshire.

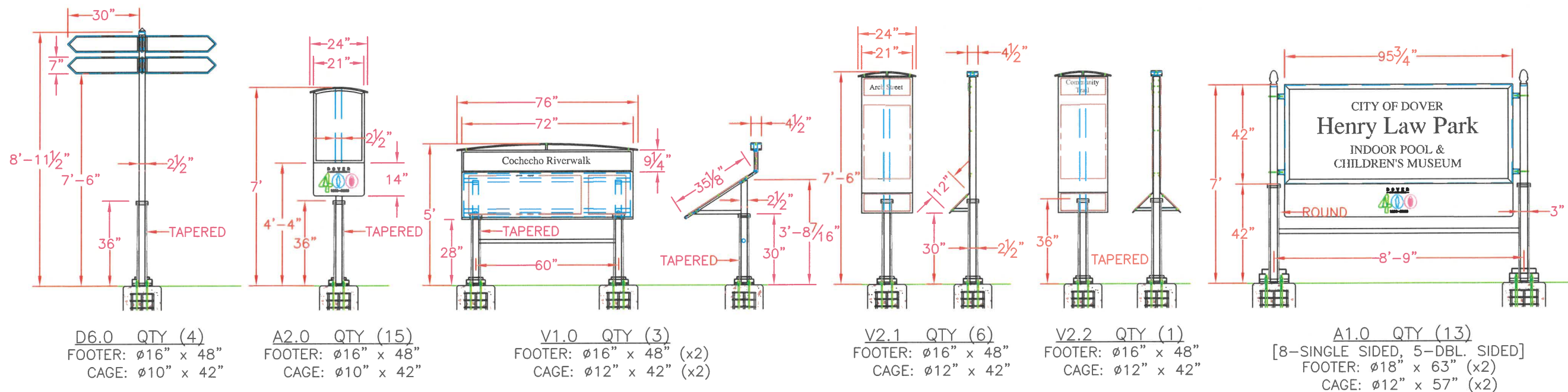
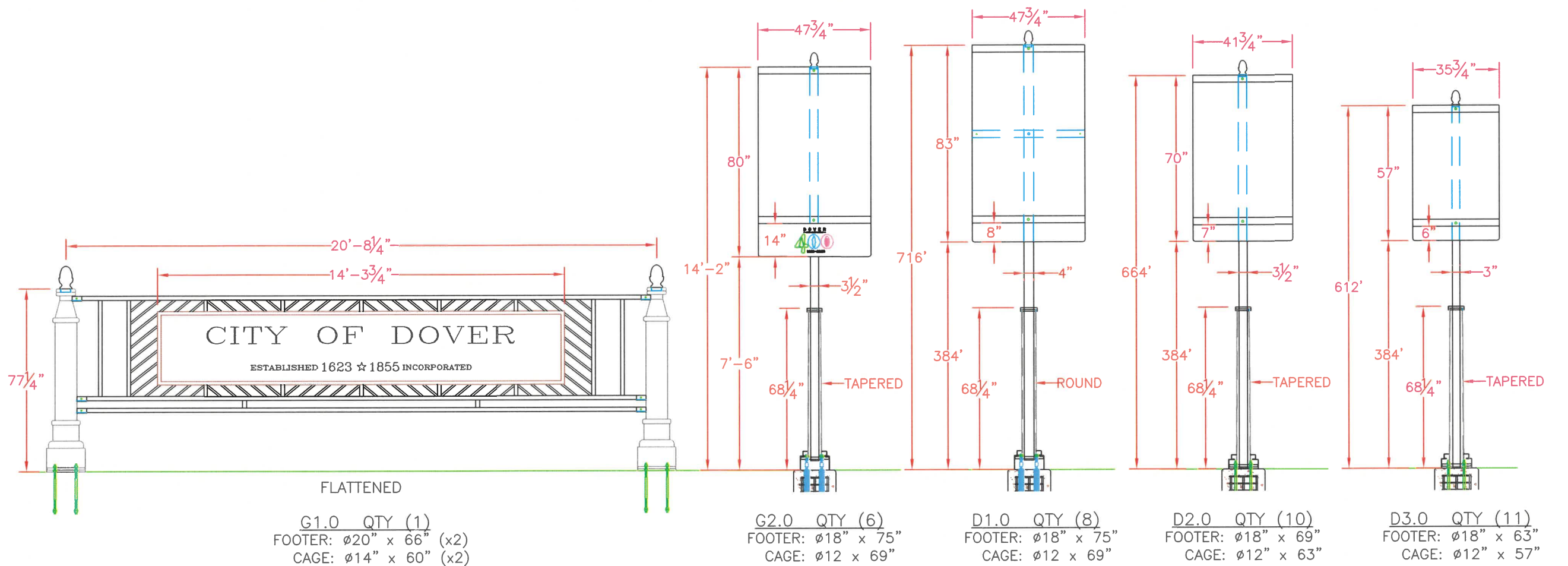
Signatures To Follow.

Dover 400

_____, Duly Authorized	_____
	Date

CITY OF DOVER

_____ J. Michael Joyal, Jr., City Manager	_____
	Date



DETAIL A
SCALE: 1/4" = 1' - 0"

COVER PAGE
QTY (78)

REV	DATE	DESCRIPTION
-	-	-
-	-	-
-	-	-

Finish Schedule	
-	-
-	-
-	-

SUBMITTAL V
10/16/20

LINE ITEM
#

- PART #
- CRATE #
△ - TELEPHONE
WATTS - ELECTRIC
WATTS

CLIENT: City of Dover

TITLE: Cover Page

JOB# 6331

SHOW:

SHOW DATE: BOOTH #:

SHIP DATE:

DRAWN BY: DTM DATE: 10-16-20

REVISED BY: DATE: DATE: DATE:

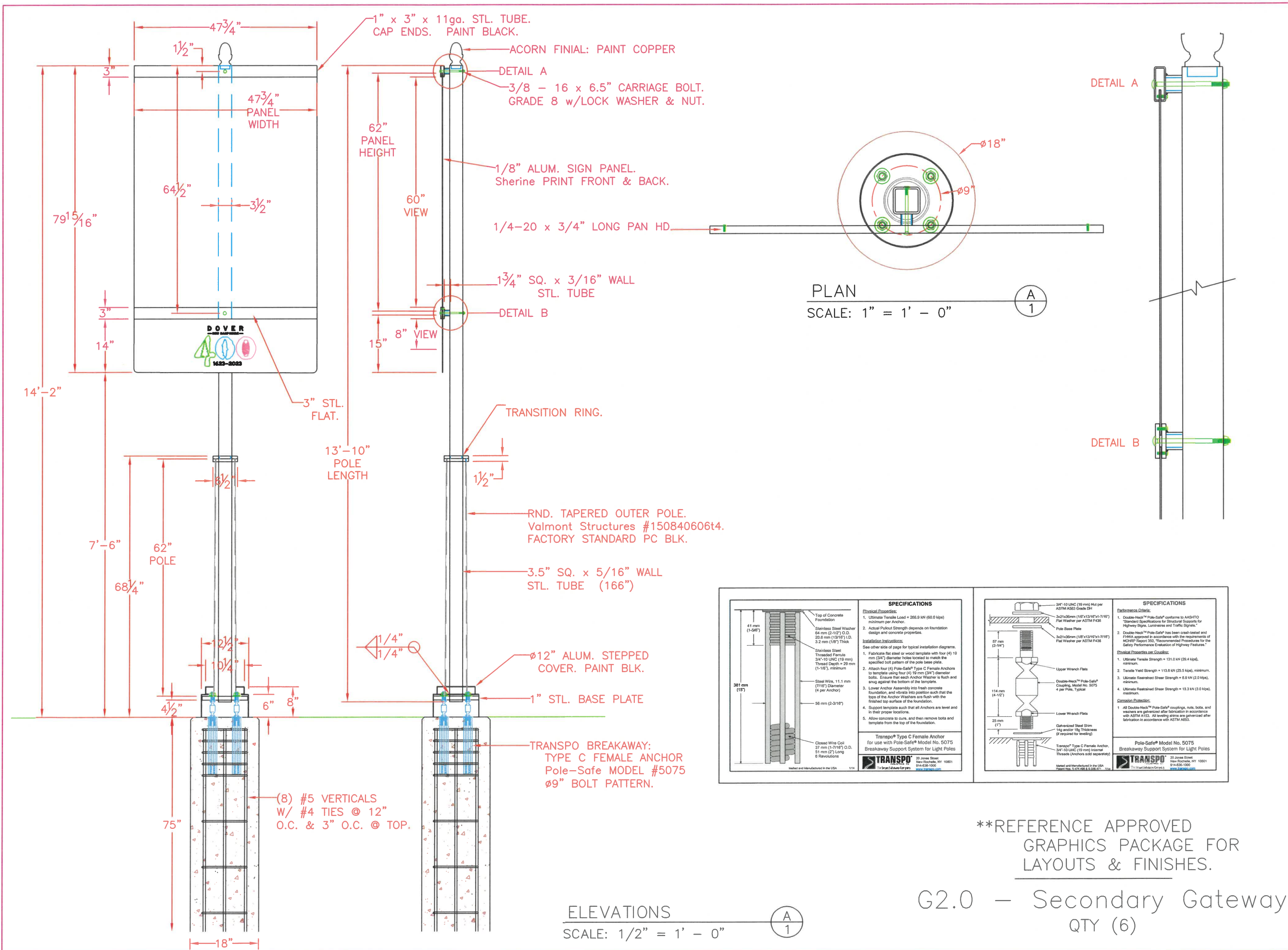
DESC. DATE: DATE: DATE:

APPROVAL: GEOGRAPH DATE:

APPROVAL: CLIENT DATE:

PG# 1 OF 1

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REV	DATE	DESCRIPTION
1	8-7-20	REVISE per REDLINES
2	9-21-20	REVISE POLE SIZE
3	10-5-20	REVISE FOOTER per ENG.
4	8-26-21	REVISED LOWER GRAPHIC PANEL

Finish Schedule

-	--
-	--
-	--

SUBMITTAL V4
8/26/21
LINE ITEM
#

#

- PART #

#

- CRATE #

⚡

- TELEPHONE

WATTS

- ELECTRIC

WATTS

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sales@geographind.com • www.geographind.com • 513.202.9299 fax

CLIENT:
City of Dover

TITLE:
G2.0 - Secondary Gateway

JOB#
6331

SHOW:

SHOW DATE:
BOOTH #:

SHIP DATE:

DRAWN BY:
DTM

DATE:
5-19-20

REVISED BY:

DATE:

DESC.

APPROVAL:
GEOGRAPH

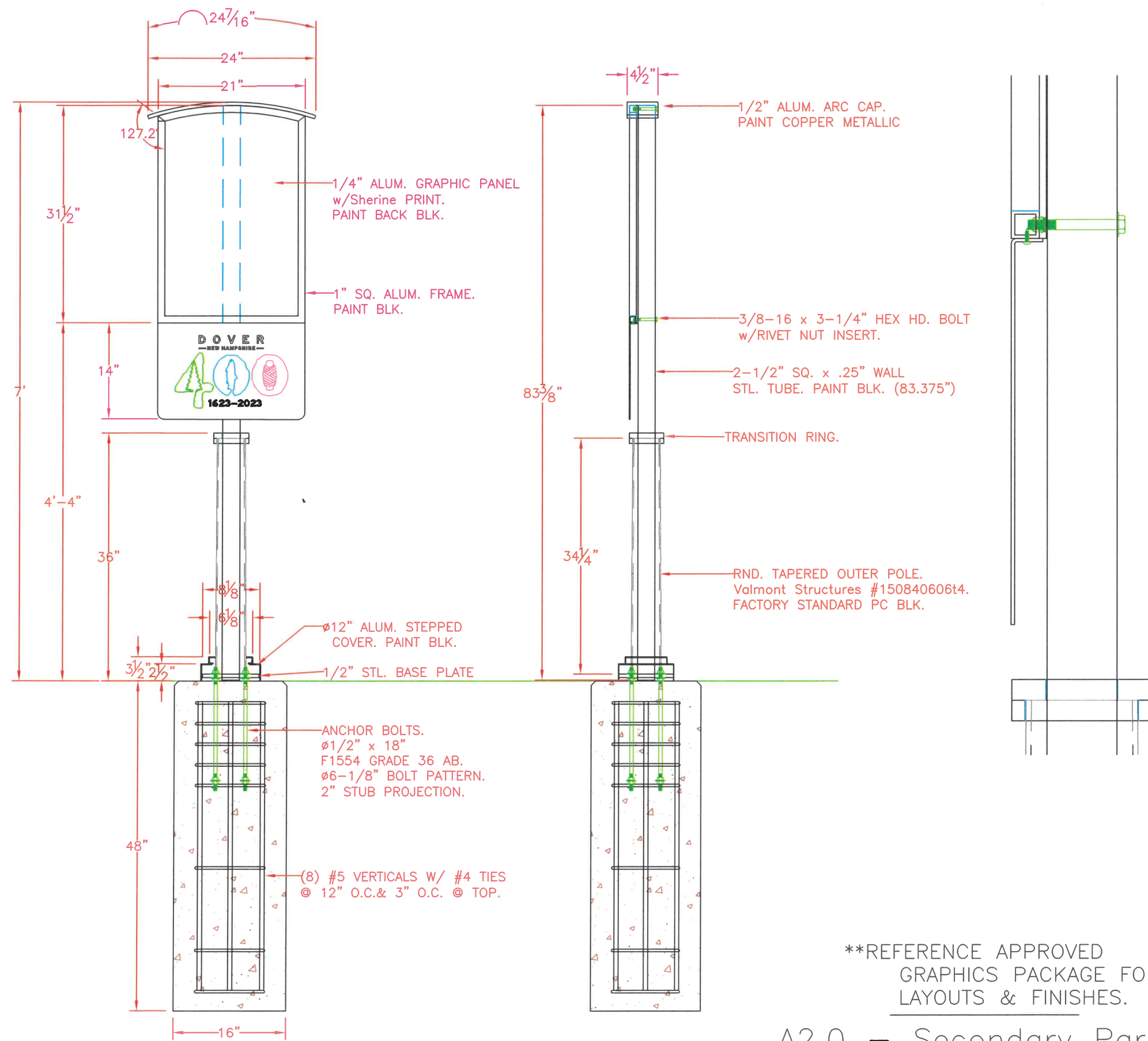
DATE:

APPROVAL:
CLIENT

DATE:

PG# 1
OF 1

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ELEVATIONS
SCALE: 3/4" = 1' - 0" A
1

**REFERENCE APPROVED
GRAPHICS PACKAGE FOR
LAYOUTS & FINISHES.

A2.0 – Secondary Park ID
QTY (15)

REV	DATE	DESCRIPTION
1	8-7-20	REVISE per REDLINES
2	10-5-20	REVISE FOOTER per ENG.
3	10-13-20	REVISE QTY: FROM 3 to 15
4	8-26-21	ADDED LOWER GRAPHIC PANEL

Finish Schedule

-	--
-	--
-	--

SUBMITTAL V4
8/26/21
LINE ITEM
#

#

- PART #

#

- CRATE #

△

- TELEPHONE

WATTS

- ELECTRIC

WATTS

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sales@geograph-ind.com • www.geograph-ind.com • 513.202.9299 fax

CLIENT:
City of Dover

TITLE:
A2.0 Secondary Park ID

JOB#
6331

SHOW:

SHOW DATE:
BOOTH #:

SHIP DATE:

DRAWN BY: DTM
DATE: 5-19-20

REVISOR BY:
DATE:

DESC:

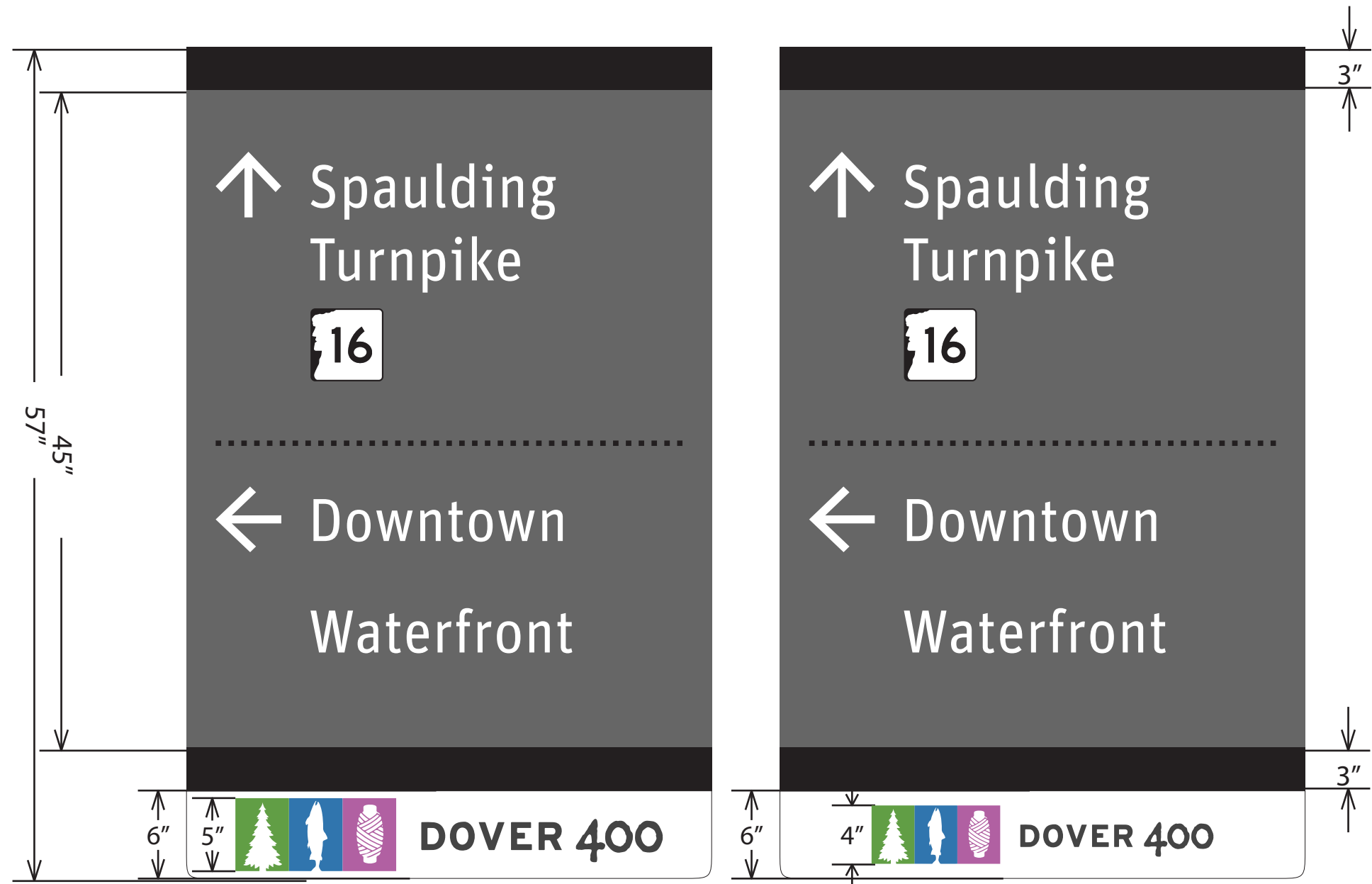
APPROVAL: GEOGRAPH
DATE:

APPROVAL: CLIENT
DATE:

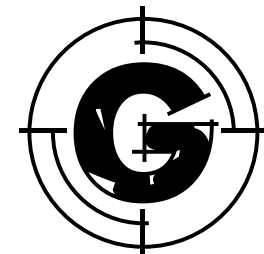
PG# 1 OF 1

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21-08-001 DOVER WAYFINDING PROJECT - SIGN TYPE D3



****CURRENT SIZING FOR D3 BLADE**



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www.geograph-ind.com

Date Created: 02/17/2022

Version: 11

Date Modified: 02/17/2022

Job Number: 21-08-001

Job Name: Dover

Drawn By: Mark Acra

Sign Type:

Quantity: as noted

Scale:

Approved By: _____

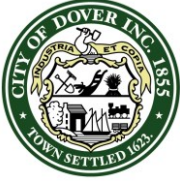
Notes: _____

NOTE: ALL GRAPHIC LAYOUTS ARE FOR GRAPHICS ONLY- NOT CONSTRUCTION BUILD.
REFER TO SHOP DRAWINGS FOR FINAL CONSTRUCTION OF SIGN BUILD.

PLEASE CHECK LAYOUTS FOR TYPOGRAPHICAL ERRORS.
GEOGRAPH WILL NOT BE HELD RESPONSIBLE FOR ERRORS ONCE LAYOUT HAS BEEN APPROVED.

Client Approval By: _____
Date Approved: _____

Geograph Check By: _____
Date Checked: _____



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2022.05.11 – 100**

Resolution Re: Proclaiming May 21, 2022 Kids to Parks Day

- WHEREAS: May 21, 2022, is the twelfth Kids to Parks Day organized and launched by the National Park Trust held annually on the third Saturday of May; and
- WHEREAS: Kids to Parks Day encourages children and families to get outdoors, visit local parks, lead more active lifestyles, and broaden appreciation of nature; and
- WHEREAS: Kids to Parks Day will recognize the importance of responsibility while enjoying the benefits the outdoors and empower kids to get outdoors and lead more active lifestyles; and
- WHEREAS: The City of Dover has established itself as a community that supports healthy activities for its citizens; and
- WHEREAS: Dover is the home to 24 public parks and recreation areas made up of many neighborhood parks, passive recreation areas and locations for community events.

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

May 21, 2022 is hereby proclaimed as Kids to Parks Day in the City of Dover. All citizens, and particularly children with their family members, are encouraged get outside to enjoy the recreational resources and experiences our parks offer.

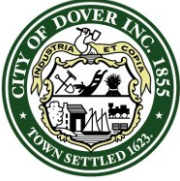
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Robert J. Hinkel, Ward 2
City Councilor

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 – 2022.05.11 – 100**

Resolution Re: Proclaiming May 21, 2022 Kids to Parks Day

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

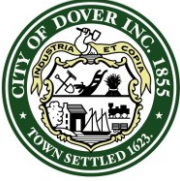
DOCUMENT ACTIONS:

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.		

RESOLUTION BACKGROUND MATERIAL:

There are 24 community parks and recreation areas throughout the City of Dover and are available for all to enjoy on a year-round basis. May 21, 2022 is the specific designation of a national day to encourage outdoor recreation by children sponsored by the National Park Trust called “Kids to Parks Day”. It is an opportunity to encourage Dover Citizens, residents of the surrounding communities, and visitors to fully enjoy the resources we have available in our parks. Kids to Parks Day will also encourage people to spend time with their neighbors and other residents of the community, and encourage children to embrace the outdoor recreation experiences available.

A list of Dover’s 24 community parks is attached for reference.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2022.05.11 – 101**

Resolution Re: Amend City Council City Financial Policies – Annual Evaluation and Recommendation to Resolve Special Revenue and Capital Projects Deficit Fund Balances

WHEREAS: The City Council adopted a set of City Financial Policies in 1996, and in 2011 adopted revisions and additions to the City Financial Policies to establish the current set of financial policies; and

WHEREAS: The City Financial Policies are necessary to maintain and improve the short term and long term financial condition of the City and School finances; and

WHEREAS: The City's independent auditors have recommended that the City develop a financial policy to conduct an annual evaluation and recommendation to resolve deficit fund balances in capital project funds and certain special revenue funds; and

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

A revision to the City Financial Policies pertaining to resolving deficit fund balances for capital project funds and special revenue funds will be added to the Stabilization Funds section of the City Financial Policies and is hereby adopted as follows:

“Annually perform an evaluation of capital project funds and special revenue funds to determine which funds may have a deficit fund balance at fiscal year-end and by May 15th the City Manager shall submit to the City Council the results of the evaluation along with recommendations to resolve a deficit fund balance of any fund. The City Council shall review and approve any recommendations to resolve a deficit fund balance through a resolution at its next regularly scheduled meeting.”

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.2. Resolution Number: R – 2022.05.11 – 101 Resolution Re: Amend City Council City Financial Policies – Annual Evaluation and Recommendation to Resolve Special Revenue and Capital Projects Deficit Fund Balances	

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:

This resolution will establish a policy requiring an annual evaluation of capital project funds and special revenue funds to determine, if at fiscal year-end, any such fund may result in a deficit fund balance. The policy further establishes a process to report the results of the evaluation to the City Council, and to have the City Council review recommendations for resolving the deficit fund balance and as appropriate adopt those recommendations.

Establishing this policy is the recommendation of the City’s independent auditors.

For fiscal year 2020, 2021, and 2022 an evaluation of capital project funds and special revenue funds has been completed by the City. Each year a resolution has been presented to the City Council for their review and as appropriate adopt recommendations for resolving any deficit fund balances. To resolve deficit fund balances, the City will evaluate and may recommend funding operating transfers from unanticipated revenues or unexpended appropriations in the General Fund.



ITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2022.05.11 - 102**

Resolution Re: Technical Correction to the FY2023 Total Adopted All
Funds Budget Amount

WHEREAS: The City Council adopted the FY2023 City Budget on May 4, 2022; and

WHEREAS: At the May 4, 2022 Special Meeting, the City Council adopted budget adjustments and adopted amendments to the FY2023 Budget Appropriations resolution, to include amending the Total All Funds Budget Amount to \$180,064,718; and

WHEREAS: Upon finalizing the adopted FY2023 Budget Appropriations resolution for posting it was determined that the correct Total All Funds Budget Amount is \$180,056,118; and

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

The Total All Funds Budget Amount for FY2023 is \$180,056,118, and the FY2023 adopted budget resolution will reflect the correct amount presented in the budget table contained on page 1 of the adopted budget resolution.

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



ITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2022.05.11 - 102**

Resolution Re: Technical Correction to the FY2023 Total Adopted All
Funds Budget Amount

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.		



ITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2022.05.11 - 102**

Resolution Re: Technical Correction to the FY2023 Total Adopted All Funds Budget Amount

RESOLUTION BACKGROUND MATERIAL:

This resolution does not increase appropriations, nor does it change the appropriations adopted for each Fund by the City Council on May 4, 2022.

The table below reflects the amounts as adopted by the City Council on May 4, 2022.

Fund	Fund Description	Est Revenue	Appropriations	Fund Type
1000	General Fund	140,134,191	140,134,191	General Fund
2100	Community Development Fund	347,340	347,340	Special Revenue
2210	Drug Investigation Fund	247,873	247,873	Special Revenue
2220	Dover Housing Auth Policing	136,344	136,344	Special Revenue
2245	DHHS Assistance Programs	76,943	76,943	Special Revenue
2250	Youth Tobacco & Alcohol Awareness	118,314	118,314	Special Revenue
2800	School Cafeteria Fund	1,650,000	1,650,000	Special Revenue
2820	School Dept. of Education Grants	7,766,000	7,766,000	Special Revenue
2950	School Special Pgms & Grants Fund	175,000	175,000	Special Revenue
3207	Public Safety Special Details	317,672	317,672	Special Revenue
3213	Parking Activity Fund	1,371,231	1,371,231	Special Revenue
3320	Residential Solid Waste Fund	1,813,979	1,813,979	Special Revenue
3381	McConnell Center Fund	828,972	828,972	Special Revenue
3410	Recreation Programs	461,920	461,920	Special Revenue
3455	Library Fines Fund	28,005	28,005	Special Revenue
3500	OPEB Liability Fund	2,019,307	2,019,307	Special Revenue
3710	Downtown Dover TIF Fund	868,336	868,336	Special Revenue
3715	Waterfront TIF Fund	788,520	788,520	Special Revenue
3810	School Tuition Program Fund	125,000	125,000	Special Revenue
3830	School Facilities Fund	195,000	195,000	Special Revenue
5300	Water Fund	7,052,364	7,052,364	Enterprise
5320	Sewer Fund	9,936,229	9,936,229	Enterprise
6100	DoverNet Fund	1,748,481	1,748,481	Internal Service
6110	Central Stores Fund	94,608	94,608	Internal Service
6310	Fleet Maintenance Fund	1,257,425	1,257,425	Internal Service
6800	Workers Compensation Fund	497,064	497,064	Internal Service
	Totals	180,064,718	180,064,718	

The total for All Funds of \$180,064,718 should be \$180,056,118.

The following table, reflecting All Funds total of \$180,056,118, will be shown as Total Adopted All Funds in the budget resolution posted as the official FY2023 adopted City budget.



ITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2022.05.11 - 102**

Resolution Re: Technical Correction to the FY2023 Total Adopted All Funds Budget Amount

The table below reflect the corrected Total All Funds amount of \$180,056,118. There are no other changes made to the amounts in this table.

Fund	Fund Description	Est Revenue	Appropriations	Fund Type
1000	General Fund	140,134,191	140,134,191	General Fund
2100	Community Development Fund	347,340	347,340	Special Revenue
2210	Drug Investigation Fund	247,873	247,873	Special Revenue
2220	Dover Housing Auth Policing	136,344	136,344	Special Revenue
2245	DHHS Assistance Programs	76,943	76,943	Special Revenue
2250	Youth Tobacco & Alcohol Awareness	118,314	118,314	Special Revenue
2800	School Cafeteria Fund	1,650,000	1,650,000	Special Revenue
2820	School Dept. of Education Grants	7,766,000	7,766,000	Special Revenue
2950	School Special Pgms & Grants Fund	175,000	175,000	Special Revenue
3207	Public Safety Special Details	317,672	317,672	Special Revenue
3213	Parking Activity Fund	1,371,231	1,371,231	Special Revenue
3320	Residential Solid Waste Fund	1,813,979	1,813,979	Special Revenue
3381	McConnell Center Fund	828,972	828,972	Special Revenue
3410	Recreation Programs	461,920	461,920	Special Revenue
3455	Library Fines Fund	28,005	28,005	Special Revenue
3500	OPEB Liability Fund	2,019,307	2,019,307	Special Revenue
3710	Downtown Dover TIF Fund	868,336	868,336	Special Revenue
3715	Waterfront TIF Fund	788,520	788,520	Special Revenue
3810	School Tuition Program Fund	125,000	125,000	Special Revenue
3830	School Facilities Fund	195,000	195,000	Special Revenue
5300	Water Fund	7,052,364	7,052,364	Enterprise
5320	Sewer Fund	9,936,229	9,936,229	Enterprise
6100	DoverNet Fund	1,748,481	1,748,481	Internal Service
6110	Central Stores Fund	94,608	94,608	Internal Service
6310	Fleet Maintenance Fund	1,257,425	1,257,425	Internal Service
6800	Workers Compensation Fund	497,064	497,064	Internal Service
	Totals	180,056,118	180,056,118	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2022.05.11 - 103**

Resolution Re: Purchase of two (2) Aerzen D98S Hybrid Packages for the Aeration Blower 1 & 2 Upgrade Project through Aerzen USA Corporation

WHEREAS: A sealed Request for Qualifications #B11001 was issued and received for Professional Engineering Services for the Waste Water Treatment Facilities Plan on August 23, 2010 at 2:00 p.m.. Wright-Pierce was awarded the design of equipment upgrades and plant processes via Council resolution [R-2012.07.25-96](#); and

WHEREAS: On February 14, 2018, City Council approved the purchase of one (1) Aerzen Hybrid Blower Model D98S via resolution [R-2018.02.14-010](#) in the amount of \$108,753.00. In April 2022, the City received a proposal from Aerzen USA Corporation for the purchase of two (2) additional Aerzen D98S Hybrid Packages in the total amount of \$261,279.00. In an effort to maintain consistency, it is the recommendation to accept the proposal from Aerzen USA Corporation, which has been thoroughly evaluated by Wright-Pierce and the Community Services Department; and

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

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

The Purchasing Agent is hereby authorized to issue a purchase order to Aerzen USA Corporation in the total amount of \$261,279.00 for two (2) Aerzen D98S Hybrid Packages for the Aeration Blower 1 & 2 Upgrade Project. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance	Charge
5320.1.300.43250.4741.04593.23.	WWTP-Aeration Blower Retrofit Middle Rd	750,000.00	705,912.00	261,279.00
				Total 261,279.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Name
Councilor

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.4.

Resolution Number: **R – 2022.05.11 - 103**
Resolution Re: Purchase of two (2) Aerzen D98S Hybrid Packages for the
Aeration Blower 1 & 2 Upgrade Project through Aerzen
USA Corporation

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.4.

Resolution Number: **R – 2022.05.11 - 103**
Resolution Re: Purchase of two (2) Aerzen D98S Hybrid Packages for the Aeration Blower 1 & 2 Upgrade Project through Aerzen USA Corporation

RESOLUTION BACKGROUND MATERIAL:

The Waste Water Treatment Plant was constructed in 1991 and is a plug flow style activated sludge plant designed to achieve typical secondary treatment standards and designed for an average flow of 4.7 MGD. Current flows average 2.7 MGD.

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

In 2018, the City requested that Wright-Pierce provide a comparison of costs for recent Aerzen installations of the same blower model. Wright-Pierce contacted Aqua Solutions (Aerzen USA Corporation is the manufacturer) to obtain three recent installations in New England and their associated costs. On February 14, 2018, City Council approved the purchase of one (1) Aerzen Hybrid Screw Blower Model D98S via resolution [R-2018.02.14-010](#) in the amount of \$108,753.00.

Aeration blowers are a critical part of the treatment process and are highly specialized equipment. In April 2022, the City requested that Wright-Pierce provide a recommendation for the purchase of two (2) additional Aerzen Hybrid Blower D98S packages and received a proposal from Aerzen USA Corporation in the total amount of \$261,279.00. The two blowers would replace the remaining HSI Turbo Blowers that are no longer manufactured. This equipment supplies oxygen to the Wastewater Facility's biological aeration system. The intent is to sell the replaced turbo blowers that still have some value.

Bid Information:

Per 5-28.B. Competitive Bidding Purchases; Waiver. Competitive bidding may be waived by a majority vote of the City Council.

Award Information:

A purchase order will be issued to Aerzen USA Corporation to authorize future expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	N/A
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	N/A – purchase as needed	Estimated Delivery:	2022
Recommended Award to:	Aerzen USA Corporation	Fund:	5320 - Sewer
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Competitive Bidding Waiver.

R-2022.05.11 Purchase of two (2) Aerzen D98S Hybrid Packages for the Aeration Blower 1 & 2 Upgrade Project through Aerzen USA Corporation.doc

Document Created by: Purchasing
Document Posted on: May 6, 2022

Page 3 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2022.05.11 – 104**

Resolution Re: FY2022 Transfer of Appropriation – General Fund

- WHEREAS: The City Council adopted the FY2022 Budget on June 2, 2021; and
- WHEREAS: Some non-school departments have incurred expenditures not originally anticipated as part of the budget; and
- WHEREAS: Unspent appropriations exist within some non-school department accounts; and
- WHEREAS: A transfer of appropriations is necessary to cover the expenditures not originally anticipated in the department budgets;

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

Pursuant to C6-8 of the City Charter, the City Manager is authorized to transfer unspent FY2022 appropriations as deemed necessary between non-school departments within the General Fund to cover these unanticipated expenditures.

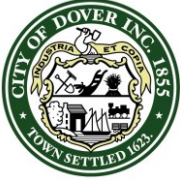
AUTHORIZATION

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.5.

Resolution Number: **R – 2022.05.11 – 104**

Resolution Re: FY2022 Transfer of Appropriation – General Fund

DOCUMENT HISTORY:

First Reading Date:

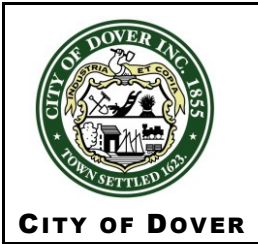
Public Hearing Date:

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 - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2022.05.11 – 104**
Resolution Re: FY2022 Transfer of Appropriation – General Fund

RESOLUTION BACKGROUND MATERIAL:

There are certain departments and divisions within the General Fund that are anticipated to exceed the appropriations and others that will have remaining appropriations. This resolution allows the City Manager to move appropriations between departments in order to cover needed unanticipated expenditures.

The following areas have, or are projected to have, a need for appropriations:

<u>Department</u>	<u>Projected Shortfall</u>
Executive – Legal Division	\$185,962
Fire & Rescue - Suppression	\$ 51,207
Misc. General Government	\$229,401
City Departments Total:	\$466,570

The above areas have a need for appropriations based on current actual expenditures, as well as, estimates of expenditures for the remaining portion of the fiscal year. These areas have been identified because there is currently a need for appropriations.

This resolution does not increase appropriations.

Executive – Legal Division function has an estimated shortfall of \$185,962 due to outside legal services for two trial court cases that were not anticipated at the time of the FY2022 budget adoption.

Fire & Rescue – Suppression function has an estimated shortfall of \$51,207 due to overtime and related payroll benefits.

Miscellaneous General Government function has an estimated shortfall of \$229,401 due to compensated absences payments for eleven employee retirements during the year that were not anticipated at the time of the FY2022 budget adoption.

These estimated shortfalls are anticipated to be covered by position vacancy savings in the Police department portion of the General Fund budget.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2022.05.11 – 105**

Resolution Re: Authorization to Accept and Expend the NH Department of Environmental Services ARPA Grant for Hughes Well and French Cross Road Water Treatment Plant

WHEREAS: The City has received notice from the New Hampshire Department of Environmental Services (NHDES) of an award of American Rescue Plan Act (ARPA) grant funds in the amount of \$50,000 to be utilized for eligible costs for the 2022-2024 Strategic Planning at Hughes Well and the French Cross Road Water Treatment Plant, contingent upon Governor and Executive Council approval; and

WHEREAS: The scope of work includes developing a comprehensive plan for iron and manganese treatment upgrades at the Hughes and Bouchard Wells. The grant application requests engineering/consulting services in the amount of \$50,000.00 and lists no match required; and

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

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

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

AND, FURTHER BE IT RESOLVED THAT:

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

Financing

Account	Description	Appropriation	Balance
TBD	NHDES 2022-2024 Strategic Planning Grant	50,000.00	50,000.00

R-2022.05.11 Authorization to Accept and Expend the NH Department of Environmental Services ARPA Grant for Hughes Well and French Cross Road Water Treatment

Document Created by: Finance
Document Posted on: May 6, 2022

Plant.doc
Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2022.05.11 – 105**
Resolution Re: Authorization to Accept and Expend the NH Department of Environmental Services ARPA Grant for Hughes Well and French Cross Road Water Treatment Plant

THIS RESOLUTION REQUIRES A PUBLIC HEARING 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

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2022.05.11 – 105**

Resolution Re: Authorization to Accept and Expend the NH Department of Environmental Services ARPA Grant for Hughes Well and French Cross Road Water Treatment Plant

RESOLUTION BACKGROUND MATERIAL:

The goal of this project is to develop a comprehensive plan for iron and manganese treatment for the Bouchard Well and Hughes Well. A conceptual evaluation was completed by Underwood Engineers for the City in January 2021 to evaluate a connection of the Hughes Well to the French Cross Road Treatment Plant, which currently serves the Bouchard well. Iron and manganese exceed secondary maximum contaminant levels (SMCLs) in both wells. The Hughes Well does not have any treatment currently for iron and manganese, and manganese exceeds the 0.1 mg/L notification level that will be in effect in 2022 in NH. The Bouchard well has levels of manganese above the new NH MCL of 0.3 mg/L. While these are currently treated, the raw iron and manganese levels are considerably higher than the original design basis for the French Cross Road Water Treatment Plant.

The January 2021 evaluation found that a major plant upgrade including a replacement treatment system would be needed to address aging equipment, inability to recycle water, and support connection of the Hughes Well. In a separate study, the City's hydrogeologist is reviewing the sustainable yield of the Hughes and Bouchard wells, which will impact the required design treatment capacity. Further work is needed to refine the scope and cost of improvements to allow the City to commit to final design.

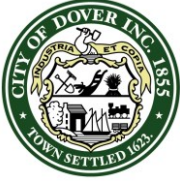
PROJECT GOALS

The proposed strategic planning work will allow the City to plan for implementation by providing a clearer picture of the cost-effective improvements and costs. Centralized treatment with Greensand Plus filtration for both wells at the French Cross Road facility is assumed based on previous studies, including new raw water main from Hughes well. The goals of this project are to:

- Identify a recommended long-term approach for treatment based on factors such as feasibility, cost-effectiveness, reliability, and operational considerations.
- Refine the scope of work, costs, and schedule for improvements at the French Cross Road facility.
- Identify next steps for final design, including field work including pilot studies, topographical survey, and subsurface investigations.

The City has been notified by NHDES that a \$50,000 ARPA grant is awarded to the City to complete the 2022-2024 Strategic Planning Grant Program.

This resolution authorizes acceptance of the NHDES ARPA grant in the amount of \$50,000 and appropriates that amount to contract with a qualification based selection (QBS) vendor to perform the evaluations. There is no City match required for the grant. Upon a QBS vendor being approved by NHDES, the Purchasing Agent will issue a PO for up to \$50,000 for the scope of work.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2022.05.11 – 106**

Resolution Re: Dissolution of Prior Years' Capital Project Funds into the General Fund

WHEREAS: On an annual basis the City Council adopts the City's six-year Capital Improvements Plan and in conjunction adopts appropriations for projects to be debt financed or reserved financed; and

WHEREAS: On an annual basis a Capital Project fund is being created for each annual adoption of appropriations; and

WHEREAS: Due to extraordinary circumstances certain Capital Project Funds have an existing fund balance and upon completion of projects within certain Capital Project funds revenues are actually greater than expenditures resulting in fund balances; and

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

The following Capital Project Funds, with fund balances, are hereby dissolved and will be closed out into the General Fund as of June 30, 2022.

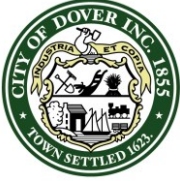
		Fund	Transfer
		Balance	Into
Fund	Description		General Fund
4004	Capital Projects Fund FY2004	4,399	4,399
4005	Capital Projects Fund FY2005	10,678	10,678
4008	Capital Projects Fund FY2008	1,547,697	1,547,697
4011	Capital Projects Fund FY2011	575,936	575,936
4013	Capital Projects Fund FY2013	47,341	47,341
	Total Transfer to General Fund		2,186,051

AND FURTHER BE IT RESOLVED:

The following Capital Projects Funds will be closed out as of June 30, 2022:

Fund	Description
4000	Capital Projects Fund FY2000
4002	Capital Projects Fund FY2002
4003	Capital Projects Fund FY2003

Note: This resolution requires a public hearing and a 2/3 majority vote according to C6-6 of the charter.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2022.05.11 – 106**
Resolution Re: Dissolution of Prior Years' Capital Project Funds into the General Fund

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

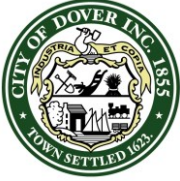
Recorded by: Susan M. Mistretta
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2022.05.11 – 106**

Resolution Re: Dissolution of Prior Years' Capital Project Funds into the General Fund

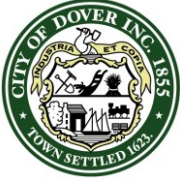
RESOLUTION BACKGROUND MATERIAL:

A Capital Project fund is created to account for the appropriations adopted on an annual basis as part of the Capital Improvements Plan. This annual fund is put in place to account for appropriations to be debt or reserve financed consistent with the resolutions adopted by City Council. The Capital Project funds listed in this resolution are ready to be closed out as the projects have been completed, yet the funds have existing fund balances. A portion of these balances could have been created due to posting of revenues to the incorrect capital project year, resulting in revenues greater than expenditures.

Capital Project Funds 4004, 4005, 4008, 4011 and 4013 have fund balance that can be closed into the General Fund. This resolution is authorizing the close out of these funds.

Capital Project Funds 4000, 4002, and 4003 have no fund balance or fund deficit. This resolution is authorizing the close out of these funds.

The Finance Department has improved the accounting for capital projects by ensuring projects have a complimenting appropriation account and revenue account to ensure project expenditures are agreeing to project revenues. Internal controls have also been put in place to track projects that are reserved financed and annually track that the necessary transfers are being made from the appropriate capital reserves for eligible expenditures.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.8.

Resolution Number: **R – 2022.05.11 – 107**
Resolution Re: FY2022 General Fund Unassigned Fund Balance Transfers to Certain Special Revenue and Capital Project Funds to Address Fund Deficits

WHEREAS: The City Council has adopted the creation of Special Revenue Funds to account for specific sources of revenue and account for the expenditure of those revenues for said purpose; and

WHEREAS: On an annual basis the City Council adopts the City's six-year Capital Improvements Plan and in conjunction adopts appropriations for projects to be debt financed or reserved financed, with a capital project fund being created for each annual adoption of appropriations; and

WHEREAS: Due to extraordinary circumstances certain Special Revenue Funds have an existing fund deficit; and upon completion of projects within certain Capital Project funds anticipated revenues are actually less than planned resulting in fund deficits; and

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

To address the following Special Revenue and Capital Project Funds existing and projected Fiscal Year 2022 fund deficits, the following amounts are to be transferred from General Fund Unassigned Fund Balance.

		Fund	Transfer
		Deficit	From
Fund	Description	Deficit	General Fund
4001	Capital Projects Fund FY2001	(1,700)	1,700
4007	Capital Projects Fund FY2007	(401,276)	401,276
4010	Capital Projects Fund FY2010	(1,013,240)	1,013,240
4012	Capital Projects Fund FY2012	(226,790)	226,790
4014	Capital Projects Fund FY2014	(308,211)	308,211
4320	Tolend Road Landfill Closure Fund	(678,213)	678,213
	Total Transfer to Capital Project Funds		2,629,430

AND FURTHER BE IT RESOLVED:

The following Capital Projects Funds will be closed out as of June 30, 2022:

Fund	Description
4001	Capital Projects Fund FY2001
4007	Capital Projects Fund FY2007
4010	Capital Projects Fund FY2010
4012	Capital Projects Fund FY2012

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.8. Resolution Number: R – 2022.05.11 – 107 Resolution Re: FY2022 General Fund Unassigned Fund Balance Transfers to Certain Special Revenue and Capital Project Funds to Address Fund Deficits
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Note: This resolution requires a public hearing and a 2/3 majority vote according to C6-6 of the charter.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

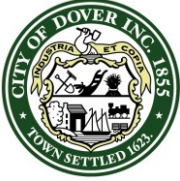
Recorded by: Susan M. Mistretta
City Clerk

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.8.

Resolution Number: **R – 2022.05.11 – 107**
Resolution Re: FY2022 General Fund Unassigned Fund Balance Transfers to Certain Special Revenue and Capital Project Funds to Address Fund Deficits

RESOLUTION BACKGROUND MATERIAL:

The Tolend Road Landfill Fund was established by City Council to track the expenditures incurred for closure and post closure maintenance of the former landfill. The City debt financed the closure costs and post closure costs had been debt financed as well. Starting in FY2017 the City began financing post closure costs through annual operating budget transfers into the Tolend Road Landfill Fund.

The EPA recently completed a Five Year Review of the landfill post closure operations, which had five specific recommendations for additional work at the former landfill including the Eastern Plume, and additional work for the Southern Plume. Two new contaminants have become a national concern for EPA and sampling is being required for these contaminants in the landfill and in the two extended plumes. The FY2022 City operating budget reflected an increase in the annual operating budget transfers to \$520,000 to the Tolend Road Landfill Fund to finance the estimated increased annual operations and maintenance costs. However, there was substantial cost increase in FY2022 resulting in the Tolend Road Landfill fund deficit for FY2022. The annual operations and maintenance costs that were averaging \$450,000 per year for the City's obligation, dramatically increased to \$694,510 in FY2022 and there was a \$259,057 payment in FY2022 for the Southern Plume mitigation work.

A Capital Project fund is created to account for the appropriations adopted on an annual basis as part of the Capital Improvements Plan. This annual fund is put in place to account for appropriations to be debt or reserve financed consistent with the resolutions adopted by City Council. The Capital Project funds listed in this resolution are ready to be closed out as the projects have been completed, yet the funds have existing deficits. A portion of these deficits could have been created due to small balances of appropriations eligible for bonding not actually being debt financed because the related bond sale had to be sized at \$5,000 whole dollar increments. The deficits may also exist because when the project expenditures to be reserve financed were incurred, a transfer from the respective capital reserve to finance an eligible expenditure may have been missed. The Finance Department has improved the accounting for capital projects by ensuring projects have a complimenting appropriation account and revenue account to ensure project expenditures are agreeing to project revenues. Internal controls have also been put in place to track projects that are reserved financed and to annually track that the necessary transfers are being made from the appropriate capital reserves for eligible expenditures.