



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, June 8, 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. GENERAL FUND BUDGET AMENDMENT – FY2022 TRANSFER FUNDS INTO SCHOOL CAPITAL RESERVE FUNDS
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
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. May 25, 2022 – Regular Meeting**
- 11. MAYOR'S REPORT**
- 12. UNFINISHED BUSINESS**
 - A. ORDINANCES IN THE 2nd READING**
 - B. ORDINANCES IN THE 3RD READING**
 - C. RESOLUTIONS**
 - 1. 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.)
SPONSORED BY MAYOR CARRIER BY REQUEST**
 - 2. GENERAL FUND BUDGET AMENDMENT – FY2022 TRANSFER FUNDS INTO SCHOOL CAPITAL RESERVE FUNDS
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
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13. NEW BUSINESS

A. CONSENT CALENDAR

1. **OPERATION AND MAINTENANCE OF THE CLOSED CITY OF DOVER LANDFILL SUPERFUND SITE LIFT STATION, FISCAL YEAR 2023**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **TIRE, ELECTRONICS AND PROPANE TANK RECYCLING SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **ACCEPTANCE OF COMMEMORATIVE SIGN FOR THE FIRST SETTLERS BURIAL GROUND**
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) | |

B. RESOLUTIONS

1. **APPROVAL OF PLAQUE COMMEMORATING DOVER'S OLYMPIC AND PARALYMPIC ATHLETES**
SPONSORED BY DEPUTY MAYOR SHANAHAN
2. **AUTHORIZATION TO ACCEPT AND EXPEND THE NH DEPARTMENT OF ENVIRONMENTAL SERVICES CRITICAL FLOOD RISK INFRASTRUCTURE GRANT FOR STORMWATER & FLOOD RESILIENCE UTILITY PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.) (TO BE REFERRED TO A PUBLIC HEARING ON JUNE 22, 2022.)**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **REPROGRAM APPROPRIATION FOR WATER TREATMENT PLANT & WELL EQUIPMENT CIP PROJECT TO WATER METER REPLACEMENT CIP PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON JUNE 22, 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

June 8, 2022

Reporting On:
May 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 May 2022:

	For Month	FY22	FY21	FY20	FY19
Legal Matters/Questions Handled	64	697	703	466	342
Review Existing Legal Contracts & Draft Memo	22	149	-	-	-
Legal Contracts/Memo Created	11	193	350	256	269
Right to Know Requests Processed	4	67	51	49	41
Resolutions	3	62	73	75	53
Ordinances	0	24	19	10	18
Leases	0	13	-	-	-
Primex Auto Claims Handled	5	45	-	-	-
Primex Liability Claims Handled	5	61	-	-	-
Primex Property Claims Handled	6	59	-	-	-

Right to Know Requests

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

- Jeffrey Clay, M.ED. – Emails sent or received by Lisa Dillingham regarding DTU business
- Partners Engineering & Science – 149 Portland Avenue: information regarding USTs/ASTs, spill records, remediation sites, dump sites, storage of hazardous materials, hazardous material activities, groundwater monitoring wells, violations
- SteepSteel, Inc. – Information regarding all active leases/licenses for cell towers, rooftop antennas or other wireless installations on property owned or managed by the City of Dover, along with 24 months of associated payment histories
- EBI Consulting – Request for documents relating to Phase I Environmental Site Assessment for 44 Industrial Park, Dover, NH

Assistance to City Departments

City Council & City Boards	Attention to resolutions and ordinances as needed or requested by City Council;
Community Services	Assistance with certain procurements; assistance with code enforcement issues; assistance with proposed tower lease; assistance with Great Bay matters, including public comment on NPDES permit; assistance with contract administration questions; assistance with easement needs and questions; assistance with outdoor dining program; assistance with potentially hazardous trees;
Executive	Assistance with proposed new development agreement; assistance with drafting purchase and sale agreement; assistance with outdoor dining program;
Fire & Rescue	No assistance required.
Finance	Track and file City claims with Primex; assistance with bankruptcy matters; assistance with collection efforts; assistance with water and sewer lien process; assistance with lease tracking; assistance with assessing matters and research;
Planning	Assistance with plan review questions; assistance with zoning appeal; assistance with code enforcement matters; assistance with waterfront project;
Police	Assistance with Right to Know inquiries; assistance with contracts; assistance with other matters;
Public Library	Assistance with vendor engagement; assistance with contracts; assistance with other matters as requested;
Public Welfare	Discuss compliance matters;
Recreation	No assistance required.
School	Assistance with RSA 91-A and requests; assistance with contract review; assistance with trademark filing;

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 Court has declined 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.

-Petition of City of Dover & a (House Redistricting) - This month a petition for original jurisdiction was filed with the New Hampshire Supreme Court seeking to challenge the constitutionality of recently enacted districts for the New Hampshire House of Representatives. The State opposed the petition. The New Hampshire Supreme Court declined to hear the petition at this time, without prejudice to seeking relief first in the trial court. This office is coordinating with other counsel to prepare a Complaint to be filed in New Hampshire Superior Court.

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
May 2022	25	24	00	05	07

New Business

- ★ The Fermanent, wine shop, opened at 45 Pointe Place, Unit 8.
- ★ Maha Yoga Shala opened at 1 Washington, Suite 4189.
- ★ The Gravy Train food truck is now open. Their current schedule is listed on social media.
- ★ The Groovy Witch, a women's clothing store, moved to 332 Central Avenue.
- ★ Central Stitch, a fabric store, opened at 458 Central Ave.

Waterfront - May 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 May with staff from Horsley Witten to review the status of state and federal permitting and discuss site plan updates to prepare for Planning Board meeting.
 - Project Manager Bird:
 - Held online meetings on May 11 & 15 with Horsley-Witten and Ironwood to discuss various waterfront issues.
 - Held online meeting on May 2 with Recreation Director Bannon and Jeff Hyland of Ironwood to discuss park design elements.
 - Held online meetings on May 2 & 26 with City Engineer Mavrogeorge, Tighe & Bond, and Cathartes to discuss site plan issues and the TRC meeting.
 - Held an online meeting on May 3 to discuss the upcoming Wetland public hearing with DES mitigation staff and Horsley Witten staff.
 - Held online meetings on May 4 & 25 to discuss potential amendments to the LDA with Cathartes, their attorney, the City Attorney and the Deputy City Manager.
 - Attended a meeting on May 5 of the Technical Review Committee with Horsley Witten and Ironwood staff to present the public improvements site plan.

- Attended a public hearing on May 5 at the DES offices at Pease to present the City wetlands application.
- Attended an online meeting on May 6 with City Engineer Mavrogeorge and GZA to discuss an RFP for the clean-up of contaminated soils.
- Attended a meeting on May 9 with numerous Community Services staff, Bill Simons, Jim Maxfield and Horsley Witten staff to review the public improvement site plan in detail.
- Held an online meeting on May 10 with Jon Ford of Horsley Witten to discuss their contract and a change order to extend the contract.
- Attended an online coordination meeting on May 11 with Community Services staff and consultants working on the dredge cell, waterfront development, River Street pump station upgrade and Henry Law Avenue reconstruction projects.
- Met with the Deputy City Manager five times during May to provide project updates.
- Held an online meeting on May 11 to discuss the TRC meeting and Planning Board schedule with Cathartes and Planning Director Benton.
- Attended an online meeting on May 12 with City Engineer Mavrogeorge, Horsley Witten, Cathartes and Tighe & Bond to discuss site plan coordination.
- Attended a meeting with the Finance Director on May 16 to discuss the status of the waterfront finances.
- Attended a meeting on May 17 to discuss the dredge cell closure with Community Services staff and the City consultant.
- Prepared for and held a CWDAC meeting on May 17 to endorse the Cathartes site plan and the Public Improvements site plan and discuss the TRC meeting and the status of permits.
- Held an online meeting on May 18 with City Engineer Mavrogeorge, Horsley Witten staff and Unutil staff to discuss natural gas service.
- Held an online meeting on May 19 with Doucet Survey and Wright-Pierce staff to discuss the lot lines around the River Street pump station.
- Attended the May 25 City Council meeting to provide an update and present a resolution related to the Horsley Witten contract.
- Held an online meeting on May 27 with Ironwood staff and 2 CWDAC members to discuss park design elements.

Commercial Development:

- ✚ The Planning Board approved a conditional use permit and major subdivision to Westfield, LLC for commercial property located on Littleworth Road.
- ✚ The Planning Board approved the site review and granted conditional use permit for new development of 47 Chestnut Street. The space includes a 3,000 SF commercial/restaurant space.

Downtown Update

- ✚ Twelve businesses were assisted with their outdoor dining efforts. Outdoor dining is up and running for all Dover restaurants. They are looking forward to a busy summer season.
- ✚ Best of Times Barbershop & Stronghold Barbershop have merged into one location at 280 Central Ave.

- The Children's Museum of NH hosted a Fairy House Tour in Henry Law Park. The tour included participation from several downtown businesses.
- Dover Main Street hosted Dover Pride Cleanup Day, with over 100 volunteers.

Economic Activity

- Some local retailers and restaurants reported slower sales during the month of May. Inflationary pressures remain strong and companies are continuing to pass swiftly rising input costs to customers.
- Hiring and retention challenges continue to plague the local labor market. Some businesses have had to modify their hours of operation, or close temporarily due to a lack of workers.
- Manufacturers are seeing steep increases in raw materials, transportation, utility, and labor costs. Supply chain disruptions have been exacerbated by the ongoing conflicts between the Ukraine and Russia, as well as the Covid-19 lockdowns in China.
- NH is seeing indications of a strong tourism season as many in the hospitality sector reported being at full capacity during Memorial Day weekend. Despite rising fuel prices, projections suggest a very robust tourism outcome.

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
March 2021	18,570	3.00%	\$324,400	38
March 2022	18,730	2.10%	\$390,000	20
April 2021	18,410	2.50%	\$327,200	34
April 2022	18,380	2.10%	\$420,000	21

Housing metrics obtained from NHAR-Strafford County.

Parking Division

April	Apr-22	Apr-21	Apr-20	Fiscal YTD 2022	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019
Meter Activity - Total							
Meter Transactions	47,295	37,592	3,682	398,562	385,006	442,999	466,721
Income from Meters	\$89,951	\$68,082	\$9,673	\$750,567	\$676,715	\$836,199	\$648,806
Active Meter Days	26	26	26	250	302	292	249
Average Daily Meter Transactions	1,819	1,446	142	1,594	1,275	1,517	1,874
Meter Activity - Parking Garage							
Meter Transactions	2,658	2,126	143	26,371	11,463	36,219	34,749
Income from Meters	\$7,141	\$6,163	\$342	\$76,488	\$62,637	\$88,142	\$61,468
Active Meter Days	26	26	26	250	302	292	249
Average Daily Meter Transactions	102	84	6	105	74	124	148
Parking Permit Activity							
Total Parking Permits Issued	754	756	576	7,731	8,756	6,809	6,767
Residential Permits Issued	29	39	33	355	473	441	637
Business Permits Issued	725	717	543	7,376	8,283	6,499	6,130
Permit Income	\$18,894	\$21,338	\$7,385	\$301,241	\$265,168	\$246,485	\$232,682
Parking Ticket Activity							
Total Parking Tickets Issued	715	573	162	7,203	6,588	7,835	8,188
Accessible Space Tickets Issued	6	2	0	30	21	72	141
Winter Restriction Tickets Issued	0	0	0	495	486	186	331
Parking Ticket Income	\$20,875	\$13,357	\$8,793	\$159,678	\$160,519	\$180,148	\$168,062
Electric Vehicle Charging Stations							
Number of times Stations Used	28	10	2	225	100	233	not captured
Charging Station Income	\$249	\$48	\$6	\$1,872	\$571	\$952	not captured

COAST

Ridership Activity

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

Month	Route 1 Dover/Somersworth/ Berwick	Route 13 Dover/Somersworth	Route 33 Downtown Dover/County Complex/Portland Ave	Route 34 Downtown Dover/Knox Marsh Rd
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
April 2022	4,039	3,620	1,472	156

J. MICHAEL JOYAL, JR.
CITY MANAGER



CITY OF DOVER

CITY COUNCIL - MINUTES

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Meeting Date: **Wednesday, May 25, 2022**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Williams led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Shanahan, Councilor Hackett, Councilor Muffett-Lipinski, Councilor Nemeth, and Councilor Williams. Councilor Cullen left at 7:20 pm. Councilor Hinkel arrived at 7:45 pm.

Absent: Councilor Thibodeaux.

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

5. PROCLAMATIONS/AWARDS

Mayor Carrier read a Proclamation for Pride Month.

6. APPROVAL OF AGENDA

Deputy Mayor Shanahan moved to add background material to Item 13.B.3.

Deputy Mayor Shanahan moved to approve the Agenda as amended; seconded by Councilor Hackett.

Vote: 7/0.

7. PUBLIC HEARINGS

A. AUTHORIZATION TO ACCEPT AND EXPEND THE NH DEPARTMENT OF ENVIRONMENTAL SERVICES ARPA GRANT FOR HUGHES WELL AND FRENCH CROSS ROAD TREATMENT PLANT SPONSORED BY MAYOR CARRIER BY REQUEST

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

B. DISSOLUTION OF PRIOR YEARS' CAPITAL PROJECT FUNDS INTO THE GENERAL FUND SPONSORED BY MAYOR CARRIER BY REQUEST

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

C. 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.) (CITY COUNCIL VOTE TO OCCUR ON JUNE 8, 2022.) SPONSORED BY MAYOR CARRIER BY REQUEST

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



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8. PUBLIC FORUM

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

Steve Piper, Vice Chairperson for Dover Main Street: He gave an overview of the Dover Main Street report to the Council.

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

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing, which includes department updates. He gave an overview of paving projects in the City. Community Garden is starting up for the season. He said the July 4th fireworks will be shot off from Maglaras Park this year. He recognized employees' anniversary.

Councilor Cullen left at 7:20 pm.

Mr. Bird gave an overview on the Cocheco Waterfront Development Advisory Committee Report to the Council.

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

Vote: 6/0.

10. APPROVAL OF MINUTES

A. May 11, 2022 – Regular Meeting

Deputy Mayor Shanahan moved to approve the Minutes; seconded by Councilor Hackett.
Vote: 6/0.

11. MAYOR'S REPORT

Mayor Carrier gave an overview of events he attended the last two weeks. He reminded the Council and citizen's that Dover High School graduation is June 9th. He spoke about the Memorial Day event on Monday, May 30th at the Pine Hill Cemetery.

Deputy Mayor Shanahan moved to accept the Mayor's Report; seconded by Councilor Hackett.
Vote: 6/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3RD READING



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C. RESOLUTIONS

1. AUTHORIZATION TO ACCEPT AND EXPEND THE NH DEPARTMENT OF ENVIRONMENTAL SERVICES ARPA GRANT FOR HUGHES WELL AND FRENCH CROSS ROAD TREATMENT PLANT
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: 6/0.

2. DISSOLUTION OF PRIOR YEARS' CAPITAL PROJECT FUNDS INTO THE GENERAL FUND
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: 6/0.

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. B12040 CONTINUATION OF EXISTING AGREEMENT FOR MISCELLANEOUS WORK BOOTS/FOOTWEAR WITH RED'S SHOE BARN**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. B13052 EMULSION POLYMER EXTENSION WITH SOLENIS LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 3. VARIOUS SENIOR CENTER TRIPS**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 4. APPROVAL OF DOWNEASTER MUNICIPAL STATION AGREEMENT**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 5. APPROVAL OF LOT LINE RESTORATION FOR 10 BOYLE STREET**
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

- | | |
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| 15. McConnell Center Advisory Committee (Thibodeaux) | |



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CITY COUNCIL - MINUTES

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

Roll Call Vote: 6/0.

Councilor Williams gave an overview the Transportation Advisory Commission Report to the Council.

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

Councilor Hinkel arrived at 7:45 pm.

B. RESOLUTIONS

1. B15060 ADDITIONAL SCOPE OF WORK FOR THE COCHECHO WATERFRONT DEVELOPMENT PROJECT - HORSLEY WITTEN GROUP, INC
SPONSORED BY MAYOR CARRIER BY REQUEST

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

Roll Call Vote: 7/0.

2. B21001 ROCK SALT & SOLAR SALT COOPERATIVE PURCHASE YEAR 3
SPONSORED BY MAYOR CARRIER BY REQUEST

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

Roll Call Vote: 7/0.

3. GENERAL FUND BUDGET AMENDMENT – FY2022 TRANSFER FUNDS INTO SCHOOL CAPITAL RESERVE FUNDS
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 8, 2022.)
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer to a public hearing on June 8, 2022; seconded by Councilor Williams.

Vote: 7/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Muffett-Lipinski said the Dover Adult Learning graduation is June 15, 2022 here in City Hall.

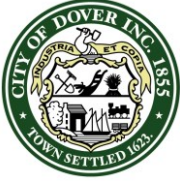
Councilor Nemeth started a discussion with the Council about the recent mass shootings in Texas.

Councilor Nemeth said she was invited to attend the Empowerment Club at the Dover High School.

16. ADJOURN

Councilor Muffett-Lipinski moved to adjourn; seconded by Councilor Nemeth.

Vote: 7/0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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#: 12.C.1. 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	

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

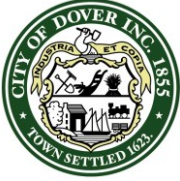
Recorded by: Susan M. Mistretta
City Clerk

DOCUMENT HISTORY:

First Reading Date: 05/11/2022	Public Hearing Date: 05/25/2022
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2022.05.25 – 115**
Resolution Re: General Fund Budget Amendment – FY2022 Transfer
Funds into School Capital Reserve Funds

WHEREAS: The Dover School Department requires significant capital investments for the support of students and school facilities; and

WHEREAS: The Dover School Board has identified that there is unexpended FY2022 appropriations that exist and could be reprogrammed to transfer into certain School capital reserves; and

WHEREAS: The Dover School Board approved a May 23, 2022 resolution requesting the City Council approve the transfer of funds into the School Technology Capital Reserve and School Student Services Capital Reserve; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The amount of Five Hundred and Fifty Thousand Dollars (\$550,000.00) is appropriated for transfer into the respective School Capital Reserve Funds from the Dover School District's FY2022 General Fund adopted appropriations as follows:

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

Account Number	Account Description	Adopted	Budget	Revised
		Budget	Amendment	Budget
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to School Athletics Capital Reserve	50,000.00	0.00	50,000.00
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to School Curriculum Capital Reserve	50,000.00	0.00	50,000.00
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to School Instructional Equipment Capital Reserve	50,000.00	0.00	50,000.00
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to School Technology Capital Reserve	250,000.00	300,000.00	550,000.00
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to School Student Services Capital Reserve	100,000.00	250,000.00	350,000.00
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to School Facilities Capital Reserve	300,000.00	0.00	300,000.00
		800,000.00	550,000.00	1,350,000.00
1000.1.600.46900.4950.00000.00.000.000.950	School District Education Appropriation	62,446,025.00	(550,000.00)	61,896,025.00
		62,446,025.00	(550,000.00)	61,896,025.00

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 M. Wyatt
City Attorney

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2022.05.25 – 115**
Resolution Re: General Fund Budget Amendment – FY2022 Transfer
Funds into School Capital Reserve Funds

DOCUMENT HISTORY:

First Reading Date: 05/25/2022	Public Hearing Date: 06/08/2022
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:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

In accordance with City Charter C6-8 Transfers, the School Department's School Board approved a resolution on May 23, 2022 identifying that \$550,000.00 of the department's FY2022 General Fund available (unexpended) appropriations be transferred into the School Capital Reserve Funds. \$250,000 would be transferred into the Student Services Capital Reserve Fund and \$300,000 would be transferred into the School Technology Capital Reserve Fund.

In accordance with NH RSA Chapter 34 *Capital Reserve Funds for Cities*, the City Council must approve any transfer into a city capital reserve fund.

This resolution does not increase any appropriations.

A copy of the adopted School Board resolution is attached to this City Council resolution.

RESOLUTION

RE: TRANSFER FUNDS TO THE SCHOOL TECHNOLOGY AND STUDENT SUPPORT SERVICES CAPITAL RESERVE FUNDS

WHEREAS: The Dover City Council established capital reserve funds titled Technology and Student Support Services Capital Reserve funds; and

WHEREAS: The Dover School Board has recognized an amount up to five hundred and fifty thousand (\$550,000) dollars in unencumbered funds within the 2021-2022 Dover City Council adopted budget appropriation available for transfer into capital reserves; and

WHEREAS: If necessary, the Superintendent, or designee, must be able to rescind or reduce the amount of the requested transfer if additional unanticipated expenses are incurred prior to June 26, 2022; and

NOW, THEREFORE, BE IT RESOLVED THAT HEREIN IS A FORMAL REQUEST FROM THE DOVER SCHOOL BOARD TO THE MAYOR AND DOVER CITY COUNCIL THAT:

The City Council transfer an amount up to \$550,000 into the School Department Capital Reserve accounts and to appropriate those funds from General Fund-Education as noted below:

Transfer Budget Increase

Account	Detail Description	Transfer Amount
1000.2.600.05251.4918.00000.00.000.000.910	Technology CRF	\$ 300,000
1000.2.600.05251.4918.00000.00.000.000.910	Student Support Services CRF	\$ 250,000

Budget Reductions

Account	Detail Description	Transfer Amount
1000.2.630.01100.4110.00000.00.000.120.100	SALARIES TEACHERS DHS	\$ 300,000
1000.2.620.01100.4110.00000.00.000.120.100	SALARIES TEACHERS DMS	\$ 250,000

AND BE IT FURTHER RESOLVED THAT:

The Dover School Board gives authority to the Superintendent, or designee, the authority to rescind or reduce, if necessary, the amount of the requested transfer if additional unanticipated expenses are incurred prior to June 26, 2022.

SUBMITTED BY:


Carolyn Mebert, Chairperson


Jessica Rozzo, Vice-Chairperson

Kathleen Morrison, Secretary

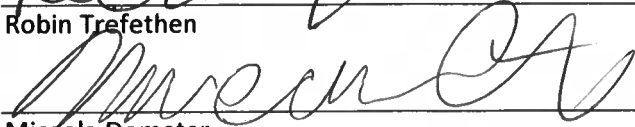
Maggie Fogarty

RESOLUTION

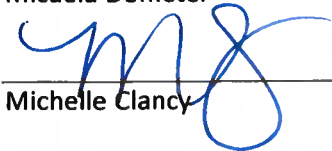
RE: TRANSFER FUNDS TO THE SCHOOL TECHNOLOGY AND STUDENT SUPPORT SERVICES CAPITAL RESERVE FUNDS



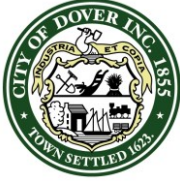
Robin Trefethen



Micaela Demeter



Michelle Clancy



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2022.06.08 – 116**

Resolution Re: Operation and Maintenance of the Closed City of Dover
Landfill Superfund Site Lift Station, FY2023

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

WHEREAS: In 2017, the City received a proposal from CES Inc/Blue Granite Environmental Consultants, the contractor performing operations and maintenance at the Tolend Landfill remediation system, to perform operations and maintenance activities on the City's pump station and sewer force main that extends from Tolend Road to County Farm Cross Road and was awarded via council resolution [R-2017.06.28-073](#) in the amount of \$80,200.00. The City extended the agreement via council resolution [R-2018.07.11-096](#) in the amount of \$93,200.00, as well as an additional extension of the agreement for services provided in FY2022 via council resolution [R-2021-05.12-067](#); and

WHEREAS: The City again seeks to extend this agreement for the period of July 1, 2022 to June 30, 2023 to coordinate the pump station and sewer force main cleaning with the land fill remediation system. In an effort to improve the system performance and meet operation objectives, it is the recommendation to award the operation and maintenance activities of the pump station and sewer force main to Haley Ward, Inc., formerly known as CES, Inc., of Lewiston, ME in the amount of \$96,500.00; and

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

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Haley Ward, Inc. of Lewiston, ME for operation and maintenance services of the pump station and sewer force main for the period of July 1, 2022 to June 30, 2023 at a cost not to exceed \$96,500.00. The City Manager, or designee, is hereby authorized to finalize contract language with the vendor, consistent with the Purchase Order authorized herein, for the City Manager's signature.

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

Financing

Account	Description	Appropriation	Balance	Charge
5320.1.300.43250.4341.00000.00	CS-Sewer-Technical Svs, FY23	213,734.00	213,734.00	96,500.00
			Total	96,500.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2022.06.08 – 116**
Resolution Re: Operation and Maintenance of the Closed City of Dover
Landfill Superfund Site Lift Station, FY2023

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.A.1.

Resolution Number: **R – 2022.06.08 – 116**
Resolution Re: Operation and Maintenance of the Closed City of Dover
Landfill Superfund Site Lift Station, FY2023

RESOLUTION BACKGROUND MATERIAL:

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

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

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

The proposal from the current contractor, Haley Ward, Inc. and Blue Granite Environmental Consultants, Inc., operating the landfill remediation system is desirable as they will perform cleaning of the pump station and sewer force main on a prioritized maintenance schedule that is coordinated with the maintenance of the remediation system. The total cost to maintain the sewer pump station and sewer force main is \$96,500.00 for the period of July 1, 2022 to June 30, 2023.

Bid Information:

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

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	51	Number of Responses:	4 and 2 no bids
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One Year, 6/30/2023	Estimated Delivery:	2021
Recommended Award to:	Haley Ward, Inc.	Fund:	WWTP, Sewer Fund
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring City Council approval.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2022.06.08 – 117**

Resolution Re: Tire, Electronics and Propane Tank Recycling Services

WHEREAS: In 1981, four New Hampshire municipalities founded the Northeast Resource Recovery Association to provide a clearinghouse for current, up to date information and a source of technical and marketing assistance in the general areas of waste reduction and recycling. Membership has grown to over 300 municipalities. Dover has been a member of and has utilized these services for several years; and

WHEREAS: As a member of this organization, the City would like to continue to utilize Northeast Resource Recovery Association for its recycling needs. The estimated annual expenditure for Fiscal Year 2023 is \$45,000.00, of which \$35,000.00 will be applied to the Vehicle Reclamation Trust (Fund 8933) and \$10,000.00 to the General Fund operating fund; and

WHEREAS: Per 5-29.B, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the Purchasing Agent may, with approval of the City Manager, waive bidding procedures when purchasing can be accomplished through the State of New Hampshire or at state bid prices, other governmental agencies or cooperative buying groups.

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 Northeast Resource Recovery Association for continued as-needed recycling services at rates outlined in the background section for fiscal year 2023. 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
1000.1.300.43240.4421.00000.00	Recycling Mgmt-Waste Disp Svs, FY23	174,317.00	174,317.00	10,000.00
8933.1.300.43240.4831.00000.00	Vehicle Redamation Trust	5/31/22 Balance	364,284.32	35,000.00
			Total	45,000.00

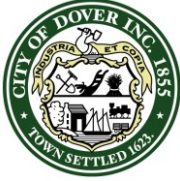
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2022.06.08 – 117**

Resolution Re: Tire, Electronics and Propane Tank Recycling Services

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 – 2022.06.08 – 117**

Resolution Re: Tire, Electronics and Propane Tank Recycling Services

RESOLUTION BACKGROUND MATERIAL:

In 1981, four NH Municipalities founded the Northeast Resource Recovery Association (NRRA) to provide a clearinghouse for current, up to date information and a source of technical and marketing assistance in the general areas of waste reduction and recycling. Membership has grown to over 300 municipalities with goals such as maximizing recycling revenues, sharing cutting edge information, reducing disposal costs, reducing global warming emissions and access to expert technical assistance.

Dover is a member of this non-profit recycling cooperative and has utilized this program for many years. An annual resolution will be presented to the Board of Trustees of the Trust Funds on or about August 15, 2022, documenting disbursement of funds from the Vehicle Reclamation Trust.

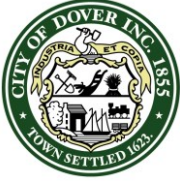
Electronic Recycling Services: NRRA will provide the City a closed container at the rate of \$120.00 per month, a hauling fee of \$100.00 per trip and a per pound fee of \$0.165 for mixed electronics and \$0.27 for projection and console televisions, as well as a commodity surcharge (subject to change) of \$0.03 per pound.

Tire Recycling Services: NRRA will supply a 20' on-site container at the rate of \$120.00 per month, as well as a per tire fee ranging from \$3.50/each for car tires (up to 19.5") to a fee of \$155.00/each for oversized 25" loader tires.

Propane Tank Services: NRRA will provide removal services of propane tanks in good or bad condition at rates ranging from \$1.00/each for 1 lb. tanks to \$1.25/each for 20 lb. tanks with bad OPD (overfill protection device) valves or \$0.75/each for 20 lb. tanks with good OPD valves. NRRA also accepts larger size tanks up to 100 lb. at the cost of \$2.25/each. In addition to the per unit recycling cost, NRRA has a trip charge of \$200.00 (estimate). The minimum pickup is 50 - 20 lb. tanks or 109 - 1 lb. tanks.

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	One Year	Estimated Delivery:	As Needed
Recommended Award to:	Northeast Resource Recovery Association	Fund:	Trust / Recycling Disposal Services
Other Approvals Required:	Yes, Board of Trustees of the Trust Funds	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2022.06.08 – 118**
Resolution Re: **Acceptance of Commemorative Sign for the First Settlers Burial Ground**

WHEREAS: The First Settlers Burial Ground, also known as the Roberts Cemetery was established in 1633 for the original settlers of Dover; and

WHEREAS: The Margery Sullivan Chapter of the Daughters of the American Revolution, through the work of genealogists, has identified more than 115 known burials at the First Settlers Burial Ground; and

WHEREAS: The Margery Sullivan Chapter of the Daughters of the American Revolution now wishes to donate a sign commemorating the First Settlers Burial Ground to include a QR Link to a website that will include a list of those buried, their birth and death dates, any pertinent information known, and verifying sources used.

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

The City Manager is authorized to sign a letter confirming the acceptance of the Margery Sullivan Chapter of the Daughters of the American Revolution's generous donation of a commemorative sign for the First Settlers Burial Ground, which is hereby accepted and sincerely appreciated, and coordinate the installation of the sign at the First Settlers Burial Ground.

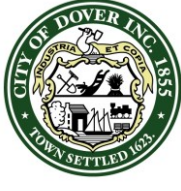
AUTHORIZATION

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.3. Resolution Number: R – 2022.06.08 – 118 Resolution Re: Acceptance of Commemorative Sign for the First Settlers Burial Ground
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DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

Joanne Eaton came before the Cemetery Board in 2019 with a plan to place a sign at the First Settlers Burial Ground. Joanne Eaton is a trained genealogist and had found her own ancestor buried here. After this discovery, Joanne wanted to erect a sign to benefit Dover, highlight the significance of the property, honor the First Settlers of Dover, and potentially help others looking for their own ancestors. Unfortunately, Joanne's untimely passing paused the work on this project.

Julie Black, the Margery Sullivan Chapter Vice Regent and genealogist, continued Joanne's research and identified more than 115 known burials at First Settlers Burial Ground. Throughout this past fall and winter Julie worked with Meghan Moisan and Nick Gagnon designing a plan which involves creating a specific link for First Settlers Burial Ground on the Dover Public Library site, under Dover History. That site will have a history of the First Settlers Burial Ground, as well as a list of everyone buried there, their birth and death dates, any pertinent information about them, and the verifying sources we used. There is also a plan in place should updating be necessary to ensure this list is maintained. A QR code on the plaque, which can be upgraded and/or replaced as needed, will allow people, while standing in the cemetery, to view only the names and dates of those interred. The QR code allows for the sign size to remain manageable and helps avoid mistakes or omissions.

The Margery Sullivan Chapter is looking at bronze or a cast aluminum marker on a post (3 feet+/- high). See attached for examples of sign styles and the sign verbiage.

On Tuesday, May 17, the Cemetery Board voted to accept the donation of this sign.

Document Created by: Legal	Acceptance of Commemorative Sign for the First Settlers
Document Posted on: June 3, 2022	Burial Ground
	Page 2 of 2



FIRST SETTLERS BURYING GROUND

ESTABLISHED C. 1633

THY REMEMBRANCE SHALL ENDURE INTO ALL GENERATIONS
PSALMS 102:12

THIS BURIAL GROUND IS THE FINAL RESTING PLACE OF DOVERS FIRST SETTLERS AND MANY EARLY PROMINENT CITIZENS. MOST OF THE GRAVES ARE UNMARKED. BURIALS BEGAN HERE IN THE EARLY 17TH CENTURY AND CONTINUED FOR OVER 300 YEARS.

ALSO KNOWN AS ROBERTS CEMETERY, THIS GRAVEYARD WAS ESTABLISHED FOR THE ORIGINAL SETTLERS BY THOMAS ROBERTS FROM A PARCEL OF HIS LAND. THOMAS ROBERTS BECAME GOVERNOR AND WAS THE LAST CHIEF MAGISTRATE OF THE DOVER COLONY BEFORE IT CAME UNDER THE RULE OF THE MASSACHUSETTS BAY COLONY IN 1642.

MARKER PLACED BY THE MARGERY SULLIVAN CHAPTER
NATIONAL SOCIETY DAUGHTERS OF THE AMERICAN REVOLUTION
DEDICATED IN 2022 TO THE MEMORY OF
JOANNE NUTTER EATON
WHOSE ANCESTOR IS BURIED HERE
ELDER HATEVIL NUTTER (1603-1675)

USE THIS QR CODE TO ACCESS A LIST OF THOSE BURIED HERE
A MORE DETAILED DESCRIPTION OF THIS CEMETERY IS AVAILABLE ON
THE DOVER PUBLIC LIBRARY WEBSITE





Type R Post Cap Mount
 Cast as part of an aluminum or bronze plaque, the post cap mount is designed to fit on 1½", 2" or 3" ID schedule 40 posts. Available on almost any custom plaque, single or double-sided, up to 30" x 30".





FIRST SETTLERS BURYING GROUND

DRAFT

ESTABLISHED C. 1633

"THY REMEMBRANCE SHALL ENDURE INTO ALL GENERATIONS"
PSALMS 102

THIS BURIAL GROUND IS THE FINAL RESTING PLACE OF DOVERS FIRST SETTLERS AND MANY EARLY PROMINENT CITIZENS. MOST OF THE GRAVES ARE UNMARKED. BURIALS BEGAN HERE IN THE EARLY 17th CENTURY AND CONTINUED FOR OVER 300 YEARS.

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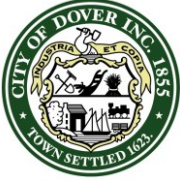




KATE DUNCAN SMITH- DAUGHTERS OF THE AMERICAN REVOLUTION SCHOOL

In 1924, the Alabama Society of the Daughters of the American Revolution (DAR) established Kate Duncan Smith School to provide a patriotic education dedicated to academic achievement and service to "God, Home, and Country" for the people of Guster Mountain. The National Society of the Daughters of the American Revolution (NSDAR) designated the school as a nationally recognized DAR school in 1928. Now a collaborative effort between the DAR, the Marshall County Board of Education, and the local citizens, it has remained a public school open to all of the children of the Guster Mountain region.

(Continued on other side)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2022.06.08 – 119**

Resolution Re: Approval of Plaque Commemorating Dover's Olympic and Paralympic Athletes

WHEREAS: Our City of Dover has a rich history of notable athletes that have competed for the United States Olympic and Paralympic Teams; and

WHEREAS: The Dover Recreation Advisory Board wishes to recognize and memorialize the Olympic and Paralympic athletes with connections to the City of Dover; and

WHEREAS: The Recreation Advisory Board proposed to prepare a plaque with images and biographies of these athletes, and recommends installing this plaque in the Henry Law Park in an area by the entrance.

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

A plaque recognizing the achievements of these seven Dover athletes who have participated in the Olympics and Paralympics:

- Jessica Parratto
- Barb Marois
- Cathy O'Brien
- Jennis Marshall
- Jenny Thompson
- Liza Corso
- Ted Vogel

be placed in the Henry Law Park and contain the following inscription:

"Dover is proud to honor a roster of United States Olympians who have called our city "home" during their renowned sports careers. From collegiate and international contests to Olympic and Paralympic events, these outstanding athletes excelled in their sports and reached the highest echelons of competition, often winning gold, silver, or bronze medals in their quest for excellence."

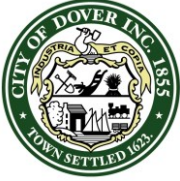
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Deputy Mayor
Dennis Shanahan

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2022.06.08 – 119**

Resolution Re: Approval of Plaque Commemorating Dover's Olympic and Paralympic Athletes

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2022.06.08 – 119**

Resolution Re: Approval of Plaque Commemorating Dover's Olympic and Paralympic Athletes

RESOLUTION BACKGROUND MATERIAL:

Dover has produced seven exceptional athletes who have competed for the United States Olympic and Paralympic teams. These are:

- Jessica Parratto
- Barb Marois
- Cathy O'Brien
- Jennis Marshall
- Jenny Thompson
- Liza Corso
- Ted Vogel

A plaque is being designed with the names of these athletes, brief biographical information, and images of them in competition. The Recreation Advisory Board and Recreation Director Gary Bannon have selected the area indicated below for the plaque to be installed.

The athletes have each been contacted and have given permission to be included in this commemoration, including images and biographical information.





CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2022.06.08 – 120**

Resolution Re: Authorization to Accept and Expend the NH Department of Environmental Services Critical Flood Risk Infrastructure Grant for Stormwater & Flood Resilience Utility Project

WHEREAS: The City has received notice from the New Hampshire Department of Environmental Services (NHDES) of an award of a Critical Flood Risk Infrastructure Grant (CFRING) grant funds thanks to funding available from the American Rescue Plan Act (ARPA) in the amount of \$100,000 to be utilized for eligible costs for the Stormwater and Flood Resilience Utility Project, contingent upon Governor and Executive Council approval; and

WHEREAS: The grant application requests funding for consulting services in the amount of \$100,000.00 and lists no match required. Scope would include the hiring a consultant to provide technical and manpower assistance needed to thoroughly investigate the existing data and make informed decisions around the specifics in order to move forward with the creation of a utility as approved by council in February 2022 as well as facilitate a robust public outreach campaign; 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 the Stormwater and Flood Resilience Utility Project, and any funding received is hereby appropriated for said purposes. The City Council, in a majority vote, accepts the terms and requirements of the Grant, and authorizes the City Manager to sign all necessary paperwork for the grant as well as contract(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 Critical Flood Risk Infrastructure Grant	100,000.00	100,000.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2022.06.08 – 120**

Resolution Re: Authorization to Accept and Expend the NH Department of Environmental Services Critical Flood Risk Infrastructure Grant for Stormwater & Flood Resilience Utility Project

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk

DOCUMENT HISTORY:

First Reading Date:
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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2022.06.08 – 120**

Resolution Re: Authorization to Accept and Expend the NH Department of Environmental Services Critical Flood Risk Infrastructure Grant for Stormwater & Flood Resilience Utility Project

RESOLUTION BACKGROUND MATERIAL:

Dover is faced with ongoing and increasing regulatory and climate driven needs to expand and adapt stormwater management practices, as well as the need to continue to operate and maintain an extensive aging network of existing stormwater infrastructure. This work is expensive and represents a significant, ongoing, and increasing cost to City taxpayers. The city created an Ad-Hoc committee to examine equitable and adequate funding for stormwater and flood resiliency. The Committee unanimously recommended that the City pursue a utility. On February 23, 2022 the Dover City Council voted to accept that recommendation and has directed staff to move ahead with the creation of this utility.

There are many details related to the development of a utility that require additional careful consideration. Further investigation is needed to finalize several components of the utility including but not limited to setting the desired funding level, rate structure, determining a ERU, and developing a fair crediting system. Further, decisions on these details and considerations require careful deliberation and feedback from the public and other stakeholders through committees and other outreach programs. The City requested the \$100,000 grant to hire a consultant to provide the technical and manpower assistance needed to thoroughly investigate the existing data and make informed decisions around the specifics of the utility as well as facilitate a robust public outreach campaign.

The City of Dover is the first community in the State of New Hampshire to move forward with implementing a stormwater and flood resilience utility and is committed to sharing the lessons learned and all deliverables with other communities facing similar challenges. The city is looking to NHDES to help fully fund the robust effort that is needed to ensure that this project is successful.

As identified in the Climate Adaptation Chapter of the City of Dover Master Plan (2018), parts of the City's stormwater system are not sized to handle the volume of stormwater runoff from current and future storms. The proposed stormwater and flood resilience utility will ensure adequate and dedicated funding to allow the city to make needed improvements to protect against existing and projected flood risk.

The proposed project will result in a fully developed plan for a Stormwater and Flood Resilience Utility that could be presented to the City Council for a vote at the end of 2023 with implementation to occur on July 1, 2024. Once a stormwater and flood resilience utility is established, all of the revenue is dedicated to a separate utility fund. Therefore, the Stormwater Program would no longer compete with other General Fund programs for funding.

This resolution authorizes acceptance of the NHDES ARPA grant in the amount of \$100,000 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 \$100,000 for the scope of work.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2022.06.08 - 121**
Resolution Re: Reprogram Appropriations for Water Treatment Plant & Well Equipment CIP Project to Water Meter Replacement CIP Project.

WHEREAS: On an annual basis the City Council adopts the Capital Improvements Program (CIP), which includes the Capital Reserve (Non-Debt) Financing authorization for certain Water Fund CIP projects; and

WHEREAS: There is \$131,692.00 of unexpended appropriations in Water Treatment Plant & Well Equipment CIP Project that could be utilized for other Water Fund CIP projects; and

WHEREAS: The City has identified the need for additional funding for completing the Water Meter Replacement CIP Project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The amount of \$131,692.00 of unexpended appropriations from the Water Treatment Plant & Well Equipment CIP Project to the Water Meter Replacement CIP Project as follows:

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
5300.1.300.43320.4741.03530.17	Water Treatment Plant & Well Equipment	56,692.00	(56,692.00)	0.00
5300.1.300.43320.4741.03530.19	Water Treatment Plant & Well Equipment	75,000.00	(75,000.00)	0.00
5300.1.300.43320.4741.03510.17	Water Meter Replacement	0.00	56,692.00	56,692.00
5300.1.300.43320.4741.03510.19	Water Meter Replacement	63,815.29	75,000.00	138,815.29
	Total Available Funding	195,507.29	0.00	195,507.29

NOTE: This resolution reprograms unexpended appropriations therefore requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage.

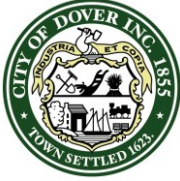
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2022.06.08 - 121**
Resolution Re: Reprogram Appropriations for Water Treatment Plant & Well Equipment CIP Project to Water Meter Replacement CIP Project.

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2022.06.08 - 121**
Resolution Re: Reprogram Appropriations for Water Treatment Plant & Well Equipment CIP Project to Water Meter Replacement CIP Project.

RESOLUTION BACKGROUND MATERIAL:

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the Water Treatment Plant & Well Equipment CIP Project.

This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized capital reserve (non-debt) financing the identified project. This resolution reprograms funding from the Water Treatment Plant & Well Equipment CIP Project to the Water Meter Replacement CIP Project.

On December 9, 2015 the City Council adopted the FY2017 Capital Improvements Plan (CIP) Non-Debt Financed Projects Authorization, which included \$75,000.00 for Water Treatment Plant & Well Equipment. On December 13, 2017 the City Council adopted the FY2019 Capital Improvements Plan (CIP) Non-Debt Financed Projects Authorization, which included \$75,000.00 for Water Treatment Plant & Well Equipment. A review of the remaining Water Meter replacements that are required to move the City off of using the old Trace and Orion meters has been determined. Whereas completing the Water Meter replacement change out is a top priority for the City, it has been determined most advantageous to utilize unexpended Water Treatment Plant & Well Equipment unexpended appropriations for Water Meter Replacement.

The Capital Improvements Program contains an annual funding level to support the water meter change-out program to abandon old, outdated water meters. Technology has shifted to a full radio-read system that allows for fixed-based monitoring of water reads over the City's dedicated microwave tower system. The City has been using in-house staff to change out all the meters to save on installation costs as opposed to engaging plumbing or mechanical contractors. A replacement schedule ensures the water meters in the system are not outdated and are recording water usage correctly. Not only have some meters reached their life expectancy, but also require inefficient, manual reading of the actual meters. The meter readings are also used as the basis for determining volumetric sewer bills.

The goal is to convert to an entire radio read system to eliminate the need for manual reading of meters which will improve meter read accuracy and enhance overall efficiency. Work remains ongoing with in-house City staff where two separate crews have been dedicated to meter change outs. As of the end of May 2022, the total service #1 domestic meter count was 8,591 with the following breakdown: Orion 330 (intermediate technology – allows for remote reading, but only if crew drives by with remote antenna); MMI/Trace 92 (old/non-supported units – no remote read capability); and Galaxy 8,169 (newest technology – allows for remote reading via antenna network).

The requested funding amount will allow the City to complete final conversion of all older style water meters, with replacements of newest radio read technology. Future annual and ongoing CIP requests are expected to help maintain the existing network of meters, and to allow periodic replacements, as may be necessary.