



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, October 12, 2022**
Meeting Time: **7:00 pm**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PROCLAMATIONS/AWARDS**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
 - A. **APPROVAL OF EVERSOURCE TRIMMING AND REMOVAL OF TREES**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - B. **ADOPTION OF FISCAL YEAR 2024 – 2029 CAPITAL IMPROVEMENTS PROGRAM (CIP) (CITY COUNCIL VOTE OCCURRING ON OCTOBER 26, 2022)**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - C. **APPROPRIATION FOR FISCAL YEAR 2024 CAPITAL IMPROVEMENTS PROGRAM (CIP) – NON-DEBT FINANCED PROJECTS**
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(CITY COUNCIL VOTE OCCURRING ON OCTOBER 26, 2022)
SPONSORED BY MAYOR CARRIER BY REQUEST
 - D. **APPROPRIATION FOR FISCAL YEAR 2024 CAPITAL IMPROVEMENTS PROGRAM (CIP) AND AUTHORIZATION FOR BONDING**
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(CITY COUNCIL VOTE OCCURRING ON OCTOBER 26, 2022)
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. **September 28, 2022 – Regular Meeting**
 - B. **October 5, 2022 – Workshop Session**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
 - A. **ORDINANCES IN THE 2nd READING**
 - B. **ORDINANCES IN THE 3RD READING**



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CITY COUNCIL - AGENDA

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Meeting Date: **Wednesday, October 12, 2022**
Meeting Time: **7:00 pm**

C. RESOLUTIONS

1. **APPROVAL OF EVERSOURCE TRIMMING AND REMOVAL OF TREES**
SPONSORED BY MAYOR CARRIER BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **B21013 SEGREGATION AND RECYCLING OF CONSTRUCTION AND DEMOLITION DEBRIS AMENDMENT TWO**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B22056 HOT BITUMINOUS PAVING (ASPHALT) LAID IN PLACE AMENDMENT ONE**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **STATE OF NH CONTRACT FOR CISCO SECURITY HARDWARE AND PROFESSIONAL SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **APPROVAL OF ACCEPTANCE OF DONATION BY NORTHEAST COLOR DONATION FOR WORK AND SUPPLIES FOR IMPROVING THE COMMUNITY TRAIL AND HENRY LAW PARK**
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **DISPOSAL OF TAX DEEDED REAL ESTATE ON LAKE STREET (FORMER MAP/LOT 39-46) ACQUIRED BY DEED DATED JUNE 10, 1953**
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. Cochecho 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. **B22067 DOVER CITY HALL CLOCK TOWER RESTORATION AMENDMENT ONE**
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - AGENDA

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Meeting Date: **Wednesday, October 12, 2022**
Meeting Time: **7:00 pm**

2. ENDORSE NHMA 2023-2024 LEGISLATIVE POLICY POSITIONS

SPONSOR DEPUTY MAYOR SHANAHAN

3. ADOPTING CITY OF DOVER POLICY GOVERNING FLAG DISPLAY

SPONSORED BY MAYOR CARRIER, DEPUTY MAYOR SHANAHAN, AND
COUNCILOR NEMETH

**4. APPROVAL OF LICENSE AGREEMENT FOR PILOT PUBLIC SYRINGE
DISPOSAL PROGRAM**

(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 26, 2022)
SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING

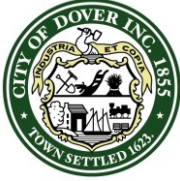
1. CHAPTER 9, BOARDS AND COMMISSIONS, SECTION 4

(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 26, 2022)
SPONSORED BY COUNCILOR THIBODEAUX

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2022.09.28 – 202**

Resolution Re: Adoption of FY2024-FY2029 Capital Improvements Plan

WHEREAS: The Capital Improvements Program (CIP) serves as the City's long range planning document for the purchase or construction of capital assets; and

WHEREAS: The CIP anticipates the scheduling and financing over the course of the next six years of individual capital related projects with an estimated annual aggregate cost of \$25,000 or more and useful life of three years or greater; and that

WHEREAS: The CIP is updated annually following review by the Planning Board and adoption by the City Council;

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

The Proposed Capital Improvements Program for Fiscal Year 2024-2029 reflected in the attached document is hereby adopted.

NOTE: This resolution requires a duly advertised public hearing.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2022.09.28 – 202**

Resolution Re: Adoption of FY2024-FY2029 Capital Improvements Plan

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

This resolution establishes the attached FY2024 through FY2029 Capital Improvements Program.

This resolution only recognizes and adopts a financial and operational planning document for the City's infrastructure and capital assets over the course of the next six years and does NOT authorize or appropriate funding for projects or authorize bonding.

The FY2024 – FY2029 CIP projects and their anticipated schedule for funding are reflected in the attached document.

Capital Improvements Program - FY2024-2029

Proposed 21-Sep-22

Revised 28-Sep-22

All Projects

BOLD = New Project

* = Multi Category Project

UNDERLINED = Change in Schedule

ITALIC = \$ Change

PROJECT DESCRIPTION	2024	2025	2026	2027	2028	2029	Total	Finance Method
GENERAL GOVERNMENT								
Transfer to Capital Reserve - Infrastructure & Equip	1,325,000	1,475,000	1,625,000	1,855,000	1,925,000	2,075,000	10,280,000	OB
Transfer to Capital Reserve - Cemetery	125,000	125,000	125,000	125,000	125,000	125,000	750,000	OB
General Facility Improvements	50,000	50,000	50,000	50,000	50,000	50,000	300,000	RF
<u>Chapel Restoration</u>	250,000	250,000					500,000	RF
<i>City Hall Renovation</i>	475,000				375,000	375,000	1,225,000	OB/RF
Inspection Services Space Needs	1,535,000						1,535,000	OB/RF
Publicly Nominated Annual Project			75,000	75,000	75,000	75,000	300,000	OB
<i>Cemetery Equipment & Improvements</i>				250,000		250,000	500,000	RF
TOTAL GENERAL GOVT.	3,760,000	1,900,000	1,875,000	2,355,000	2,550,000	2,950,000	15,390,000	
POLICE								
Police Cruiser Replacement Program	144,000	144,000	144,000	144,000	144,000	144,000	864,000	RF
Public Safety Communications/Security Improvements	100,000	100,000	100,000	100,000	100,000	100,000	600,000	OB
TOTAL POLICE	244,000	244,000	244,000	244,000	244,000	244,000	1,464,000	
FIRE & RESCUE								
<i>Command/Staff Vehicle Replacement</i>	87,000		97,000		107,000		291,000	RF
<i>Ambulance Replacement</i>		450,000		495,000		545,000	1,490,000	RF
<i>Pumper/Quint Replacement</i>			1,100,000				1,100,000	RF
<i>SCBA Gear</i>			913,000				913,000	RF
<i>Squad Replacement</i>				850,000			850,000	RF
<i>Aerial Platform Replacement</i>					2,500,000		2,500,000	DF
<i>Personal Protective Gear</i>					385,000		385,000	RF
<i>Mobile and Portable Radio Replacement</i>						530,000	530,000	RF
TOTAL FIRE & RESCUE	87,000	450,000	2,110,000	1,345,000	2,992,000	1,075,000	8,059,000	
COMMUNITY SERVICES - PUBLIC WORKS								
PW Heavy Equipment	500,000	550,000	600,000	650,000	700,000	750,000	3,750,000	RF
General Streets Improvements	2,435,109	2,532,513	2,633,814	2,739,166	2,848,733	2,962,682	16,152,017	OB
General Sidewalk Improvements	131,592	136,856	142,330	148,023	153,944	160,102	872,847	OB
Bridge Improvements	200,000	250,000	200,000	200,000	200,000	220,000	1,270,000	OB
Drainage System Improvements	300,000	350,000	400,000	450,000	500,000	550,000	2,550,000	OB
Traffic Signal Upgrades/Traffic Calming	90,000	90,000	90,000	90,000	90,000	90,000	540,000	OB
<i>Bridge Deck - Chestnut St</i>	900,000	444,000					1,344,000	DF
<i>Cochecho River Replace Storm Drain Outfall</i>	1,000,000	1,000,000					2,000,000	DF
<i>Portland Avenue Retaining Wall*</i>	100,000						100,000	DF
<i>Street Reconstruction - Court/Union*</i>	1,000,000	268,000					1,268,000	DF
<i>Street Reconstruction - Fifth/Grove*</i>	1,000,000	100,000					1,100,000	DF
<i>Street Reconstruction Lower Central Avenue*</i>			1,850,000	900,000	245,550	1,500,000	4,495,550	DF
Bridge Replacement - Oak Street			5,000,000				5,000,000	GR
Culvert Reconstruction - Portland Avenue				1,600,000	400,000		2,000,000	DF
<u>Street Reconstruction - Oak/Ham/Ela*</u>						1,000,000	1,000,000	DF
TOTAL COMM SERV - PW	7,656,701	5,721,369	10,916,144	6,777,189	5,138,227	7,232,784	43,442,414	
CULTURE & RECREATION								
Transfer to Capital Reserve - Park/Playground Imprv.	125,000	135,000	140,000	140,000	140,000	140,000	820,000	OB
Park Infrastructure Replace/Maintenance	75,000	75,000	75,000	75,000	75,000	75,000	450,000	RF
Community Trail Phase IV-B	131,000	500,000					631,000	RF/GR
Indoor Pool Solar Panel Purchase		150,000					150,000	RF
<i>Outdoor Pool Improvements</i>				410,000			410,000	RF
Applevale Park Renovations						150,000	150,000	RF
<u>Arena - Foster Rink Air Conditioning</u>						75,000	75,000	RF
Morningside Park/Garrison Park Renovations						175,000	175,000	RF
TOTAL CULTURE & RECREATION	331,000	860,000	215,000	625,000	215,000	615,000	2,861,000	
PUBLIC LIBRARY								
Library Books and Collections	133,118	137,112	141,225	145,462	149,826	154,320	861,063	OB
<u>Library Facility Upgrades</u>		2,000,000	2,000,000	400,000			4,400,000	DF
TOTAL PUBLIC LIBRARY	133,118	2,137,112	2,141,225	545,462	149,826	154,320	5,261,063	
TOTAL CITY DEPARTMENTS	12,211,819	11,312,481	17,501,369	11,891,651	11,289,053	12,271,104	76,477,477	
EDUCATION								
Transfer to Capital Reserve - Curriculum	150,000	150,000	150,000	150,000	150,000	150,000	900,000	OB
Transfer to Capital Reserve - Facilities	250,000	250,000	250,000	250,000	250,000	250,000	1,500,000	OB
Transfer to Capital Reserve - Info. Technology	20,000	20,000	20,000	20,000	20,000	20,000	120,000	OB
Transfer to Capital Reserve - Athletics	20,000	20,000	20,000	20,000	20,000	20,000	120,000	OB
Curriculum Replacement and Upgrade	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
Facilities/School Maintenance and Repairs District Improv	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
DMS Roof Maintenance and Repairs	650,000						650,000	RF
Furniture Replacement	25,000	25,000	25,000	25,000	25,000	25,000	150,000	OB
<i>Information Technology Replacement and Upgrade</i>	485,000	485,000	485,000	485,000	485,000	485,000	2,910,000	OB
DHS Equip Storage, Bleacher, Turf/Track Replacement		2,500,000					2,500,000	DF
<i>Garrison Elementary School Renovations</i>			6,500,000				6,500,000	DF
DHS Solar Panel Purchase			600,000	100,000	100,000	200,000	1,000,000	RF

Capital Improvements Program - FY2024-2029

Proposed 21-Sep-22

Revised 28-Sep-22

All Projects

BOLD = New Project

* = Multi Category Project

UNDERLINED = Change in Schedule

ITALIC = \$ Change

PROJECT DESCRIPTION	2024	2025	2026	2027	2028	2029	Total	Finance Method
TOTAL EDUCATION	1,800,000	3,650,000	8,250,000	1,250,000	1,250,000	1,350,000	17,550,000	
TOTAL GENERAL FUND	14,011,819	14,962,481	25,751,369	13,141,651	12,539,053	13,621,104	94,027,477	
SPECIAL REVENUE FUNDS								
Building Access Control and CCTV Systems	100,000	100,000	100,000				300,000	GR
Conservation Funding	250,000	250,000	250,000	250,000	250,000	250,000	1,500,000	OB
<i>DoverNet Client System Replacement</i>	60,420	62,195	62,195	62,195	62,195	62,195	371,395	OB
School Athletic Improvements	30,000	30,000	30,000	30,000	30,000	30,000	180,000	OB
School Cafeteria Maintenance/Repair/Upgrade	40,000	40,000	40,000	40,000	40,000	40,000	240,000	OB
School Light Vehicle Replacement	50,000	50,000	50,000	50,000	50,000	50,000	300,000	OB
Downtown Snow Removal Equipment	78,789						78,789	OB
<i>Elementary School HVAC upgrades</i>	3,850,000						3,850,000	GR
<i>McConnell Center Boiler & Pump Replacement</i>	170,000						170,000	OB
<u>McConnell Center Gym AC</u>		270,000					270,000	OB
<u>McConnell Center Rubber Roof</u>			281,500				281,500	OB
Parking Facility - Downtown			8,100,000				8,100,000	DF
TOTAL SPECIAL REVENUE FUNDS	4,629,209	802,195	8,913,695	432,195	432,195	432,195	15,641,684	
TIF FUNDS								
<i>Site improvements -Waterfront/Dredge Cell Closure</i>	4,000,000						4,000,000	DF
<i>Street Reconstruction Henry Law Avenue/River Street</i>		3,300,000	3,300,000				6,600,000	DF
Park Improvements - Waterfront		100,000	2,000,000				2,100,000	DF
TOTAL TIF FUNDS	4,000,000	3,400,000	5,300,000	0	0	0	12,700,000	
COMMUNITY SERVICES - WATER FUND								
Transfer to Capital Reserve	500,000	500,000	500,000	500,000	500,000	500,000	3,000,000	OB
Water Exploration	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
Water Heavy Equipment Replacement	40,000	40,000	40,000	40,000	40,000	40,000	240,000	RF
Water Light Vehicle Replacement*	15,000	15,000	15,000	15,000	15,000	15,000	90,000	OB
Water Main Replacement - City Wide	168,730	175,479	182,498	189,798	197,390	205,286	1,119,181	RF
Water Meter Replacement	175,000	175,000	175,000	175,000	175,000	175,000	1,050,000	OB
Water Treatment Plant & Well Equipment	84,365	87,740	91,249	94,899	98,695	102,643	559,591	RF
Wellhead Protection	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
Mill Street Pump Station *	2,113,500						2,113,500	GR
<i>Watermain Replacement - Court/Union*</i>	1,808,000						1,808,000	DF
<i>Watermain Replacement - Fifth/Grove*</i>	250,000						250,000	DF
<i>Rehabilitate Garrison Hill Water Storage Tank</i>		2,100,000					2,100,000	DF
Water System Model and Asset Management		450,000					450,000	DF
New Supply Source Development			300,000	4,000,000	4,000,000		8,300,000	DF/RF
<i>Water Main Replacement - Littleworth Road</i>			1,200,000	1,200,000	1,200,000		3,600,000	DF
<i>Water Main Replacement - Lower Central Avenue*</i>			1,800,000				1,800,000	DF
Water Main Replacement - Central Avenue				300,000	3,700,000		4,000,000	DF
Well Upgrades - Hughes Well				2,000,000	2,000,000	1,000,000	5,000,000	DF
<u>Water Main Replacement - Oak/Ham/Ela*</u>						1,000,000	1,000,000	DF
TOTAL WATER FUND	5,354,595	3,743,219	4,503,747	8,714,697	12,126,085	3,237,929	37,680,272	
COMMUNITY SERVICES - SEWER FUND								
Transfer to Capital Reserve	500,000	500,000	500,000	500,000	500,000	500,000	3,000,000	OB
Inflow/Infiltration Study/Mitigation	300,000	300,000	300,000	300,000	300,000	300,000	1,800,000	RF
Pump Station Equipment Replace-Maint.	84,365	87,739	91,249	94,899	98,695	102,643	559,590	OB
Sewer Heavy Equipment Replacement	40,000	40,000	40,000	40,000	40,000	40,000	240,000	RF
Sewer Light Vehicle Replacement*	15,000	15,000	15,000	15,000	15,000	15,000	90,000	OB
Sewer Main Replacements - City Wide	168,730	175,479	182,498	189,798	197,390	205,286	1,119,181	RF
WWTP General Permit Compliance	400,000	400,000	400,000	400,000	400,000	400,000	2,400,000	OB
Phase C Inflow & Infiltration Removal	1,950,000						1,950,000	DF
<i>Pump Station Upgrade - Mill Street*</i>	500,000	2,300,000	1,000,000				3,800,000	DF
<i>Pump Station Upgrade - River Street</i>	4,500,000						4,500,000	DF
<i>Sewer Main Replacement - Fifth/Grove*</i>	100,000						100,000	RF
<i>Sewer Main Replacement - Court/Union*</i>		1,400,000					1,400,000	DF
<i>Pump Station Upgrade - Charles Street</i>			400,000	1,100,000			1,500,000	DF
<i>WWTP - Capacity Upgrades, Treatment</i>			300,000		6,300,000	1,100,000	7,700,000	DF
Sanitary Sewer Model						300,000	300,000	RF
TOTAL SEWER FUND	8,558,095	5,218,218	3,228,747	2,639,697	7,851,085	2,962,929	30,458,771	
TOTAL OTHER FUNDS	22,541,899	13,163,632	21,946,189	11,786,589	20,409,365	6,633,053	96,480,727	
TOTAL ALL PROJECTS	36,553,718	28,126,113	47,697,558	24,928,240	32,948,418	20,254,157	190,508,204	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2022.09.28 – 203**

Resolution Re: **Appropriation For FY2024 Capital Improvements
Program – Non-Debt Financed Projects REVISED**

WHEREAS: The City Council desires to make public improvements as listed in the Capital Improvements Program for Year 1 and to finance these improvements with transfers from Reserve Trust Funds and appropriation of existing funds.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL, THAT:
The following capital outlays are appropriated as part of the FY2024 Capital Improvements Program for the purposes so designated and the Finance Director is authorized to transfer the funds from the respective Reserve Funds in the amounts listed.

Item	Description	Appropriation	Funding	Fund
1	General Facility Improvements	\$50,000	General Fund Capital Reserve	Trust
2	Police Cruiser Replacement Program	144,000	General Fund Capital Reserve	Trust
3	Command/Staff Vehicle Replacement	87,000	General Fund Capital Reserve	Trust
4	Public Works Heavy Equipment	500,000	General Fund Capital Reserve	Trust
5	Chapel Restoration	250,000	Cemetery Maintenance Reserve	Trust
6	Park Infrastructure Replace/Maintenance	50,000	Park Improvements Reserve	Trust
7	Park Infrastructure Replace/Maintenance	25,000	Recreation Facilities Capital Reserve	Trust
8	Community Trail Phase IV-B	131,000	Recreation Facilities Capital Reserve	Trust
9	Facilities/School Maintenance and Repairs	100,000	School Facilities Reserve	Trust
10	DMS Roof Maintenance and Repairs	650,000	School Facilities Reserve	Trust
11	Curriculum Replacement and Upgrade	100,000	School Curriculum Reserve	Trust
12	Water Exploration	100,000	Water Fund Capital Reserve	Trust
13	Water Heavy Equipment Replacement	40,000	Water Fund Capital Reserve	Trust
14	Water Main Replacement - City Wide	168,730	Water Fund Capital Reserve	Trust
15	Water Treatment Plant & Well Equipment	84,365	Water Fund Capital Reserve	Trust
16	Wellhead Protection	100,000	Water Fund Capital Reserve	Trust
17	Inflow/Infiltration Study/Mitigation	300,000	Sewer Fund Capital Reserve	Trust
18	Sewer Heavy Equipment Replacement	40,000	Sewer Fund Capital Reserve	Trust
19	Sewer Main Replacement - City Wide	168,730	Sewer Fund Capital Reserve	Trust
20	Sewer Main Replacement - Fifth/Grove	100,000	Sewer Fund Capital Reserve	Trust
		\$3,188,825		

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 Wyatt
City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2022.09.28 – 203**
Resolution Re: **Appropriation For FY2024 Capital Improvements
Program – Non-Debt Financed Projects REVISED**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2022.09.28 – 203**
Resolution Re: **Appropriation For FY2024 Capital Improvements
Program – Non-Debt Financed Projects REVISED**

RESOLUTION BACKGROUND MATERIAL:

This resolution appropriates capital reserve funds to finance a portion of the FY2024 Capital Improvements Program as presented on pages 26 – 27 of the FY2024 to FY2029 Capital Improvements Program book. In addition, this resolution authorizes the transfer of Capital Reserve Fund moneys.

The following table reflects the amount to be appropriated from the various funds and their projected balances as of 6/30/2023:

	Proposed	Balance	
Description	Appropriation	6/30/2023	Notes
Capital Reserve Funds CIP			
General Fund Capital Reserve	\$781,000	\$182,330	(1)
Cemetery Maintenance Reserve	\$250,000	\$220,971	(2)
Parks Improvements Reserve	\$50,000	\$49,318	(3)
Recreation Facilities Capital Reserve	\$156,000	\$44,260	(4)
School Facilities Capital Reserve	\$750,000	\$1,545,886	
School Curriculum Reserve	\$100,000	\$92,452	(5)
Water Fund Capital Reserve	\$493,095	\$2,687,417	
Sewer Fund Capital Reserve	\$608,730	\$456,162	(6)
Total	\$3,188,825		

1. The General Fund Capital Reserve will have sufficient funds for the appropriations as a transfer from the General Fund of \$1,325,000 into the reserve is proposed in the FY2024-2029 CIP to be budgeted during FY2024 as part of the City's General Fund Operating Budget.
2. The Cemetery Maintenance Reserve will have sufficient funds for the appropriations as a transfer from the General Fund of \$125,000 into the reserve is proposed in the FY2024-2029 CIP to be budgeted during FY2024 as part of the City's General Fund Operating Budget.
3. The Parks Improvements Reserve will have sufficient funds for the appropriations as a transfer from the General Fund in the amount of \$125,000 into the reserve is proposed in the FY2024-2029 CIP to be budgeted during FY2024 as part of the City's General Fund Operating Budget.
4. The Recreation Facilities Capital Reserve will have sufficient funds for the appropriations as a transfer in the amount of \$130,000 into the reserve is estimated for FY2024 from the collection of Recreation Impact Fees.
5. The School Curriculum Reserve will have sufficient funds for the appropriations as a transfer from the General Fund of \$150,000 into the reserve is proposed in the FY2024-2029 CIP to be budgeted during FY2024 as part of the School's General Fund Operating Budget.
6. The Sewer Fund Capital Reserve will have sufficient funds for the appropriations as a transfer from the Sewer Fund of \$500,000 into the reserve is proposed in the FY2024-2029 CIP to be budgeted during FY2024 as part of the City's Sewer Fund Operating Budget.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 7.D.

Resolution Number: **R – 2022.09.28 – 204**

Resolution Re: **Appropriation For FY2024 Capital Improvements
Program and Authorization for Bonding REVISED**

WHEREAS: The City Council desires to make public improvements and to finance these improvements with the sale of general obligation bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The following capital projects are appropriated, with estimated useful lives in excess of the length indicated, as part of the FY2024 Capital Improvements Program:

Item #	Description	Proposed Appropriations	Life/Yrs	Department	Fund
1	Bridge Deck - Chestnut Street	\$ 1,344,000	20	Comm Serv - PW	General
2	Cochecho River Replace Storm Drain Outfall	2,000,000	20	Comm Serv - PW	General
3	Portland Avenue Retaining Wall	100,000	20	Comm Serv - PW	General
4	Street Reconstruction - Court/Union	1,268,000	20	Comm Serv - PW	General
5	Street Reconstruction - Fifth/Grove	1,100,000	20	Comm Serv - PW	General
6	Site Improvements - Waterfront/Dredge Cell Closure	4,000,000	20	TIF - Waterfront	TIF
7	Water Main Replacement - Court/Union	1,808,000	20	CS - Water	Water
8	Water Main Replacement - Fifth/Grove	250,000	20	CS - Water	Water
9	Phase C Inflow & Infiltration Removal	1,950,000	20	CS - Sewer	Sewer
10	Pump Station Upgrade - Mill Street	3,800,000	20	CS - Sewer	Sewer
11	Pump Station Upgrade - River Street	4,500,000	20	CS - Sewer	Sewer
		22,120,000			

AND FURTHER BE IT RESOLVED THAT:

To meet the appropriations of this resolution there is authorized, under and pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the issuance and sale of general obligation bonds of the City of Dover in a principal amount equal to the total of the appropriations. The full faith and credit of the City is hereby pledged for the principal and interest on said bonds. The bonds are to be signed by the City Manager and countersigned by the City Treasurer, with the Finance Director and City Treasurer having the discretion of fixing the dates, maturities, denominations, place of payment, interest rate or rates and form, and to provide for the sale of the bonds.

AND FURTHER BE IT RESOLVED THAT:

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover is hereby authorized to participate in the NH Clean Water State Revolving Fund (CWSRF) Program for financing eligible Sewer Fund projects provided CWSRF funding is available; and the City of Dover is hereby authorized to participate in the NH Drinking Water State Revolving Fund (DWSRF) Program for financing the Water Fund projects provided DWSRF funding is available. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH CWSRF and DWSRF Programs and obtain loans through the programs for eligible identified projects.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 7.D.

Resolution Number: **R – 2022.09.28 – 204**
Resolution Re: **Appropriation For FY2024 Capital Improvements
Program and Authorization for Bonding REVISED**

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal 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:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 7.D.

Resolution Number: **R – 2022.09.28 – 204**

Resolution Re: **Appropriation For FY2024 Capital Improvements Program and Authorization for Bonding REVISED**

RESOLUTION BACKGROUND MATERIAL:

This resolution makes appropriations for the projects of the FY2024 Capital Improvements Program financed by debt and authorizes the sale of bonds and/or participation in the CWSRF or DWSRF.

This resolution makes appropriations for projects that are scheduled to be completed over multiple years. The Finance Department requests from all departments with projects to submit cash flow requirements for projects. These cash flow projections are completed to determine the amount by project for the coming bond issuance. Those projects that are not financed or are only partially financed remain as authorized unissued debt and bonded (financed) when the cash need arises.

Debt Authorization versus Debt Retirement

The following table compares the tentative authorization amount to the amount of debt being retired: The Net Sewer reflects the amount retired by user fees (total debt retirement less State aid for principal).

Description	City	School	Water	Sewer	Waterfront TIF	Total
FY2024 Authorization	5,812,000	0	2,058,000	10,250,000	4,000,000	22,120,000
FY2024 Retirement	4,243,359	3,457,160	1,501,339	1,724,062	227,542	11,153,462
Net Change	1,568,641	(3,457,160)	556,661	8,525,938	3,772,458	10,966,538

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2022 and this authorization, against the legal debt limits.

Description	City	School	Water	DBIDA-IP	Waterfront TIF	Exempt	Total
Debt Outstanding	42,101,711	86,008,806	16,031,693	0	4,260,704	30,715,885	179,118,799
Authorized - Unissued	18,992,915	1,106,000	28,050,287	0	14,712,500	12,981,685	75,843,387
Total Issued & Unissued	61,094,626	87,114,806	44,081,980	0	18,973,204	43,697,570	254,962,186
This Authorization	5,812,000	0	2,058,000	0	4,000,000	10,250,000	22,120,000
Grand Total	66,906,626	87,114,806	46,139,980	0	22,973,204	53,947,570	277,082,186
Legal Debt Limit	151,294,119	353,019,612	504,313,731	4,000,000	NA	NA	
Unused Capacity	84,387,493	265,904,806	458,173,751	4,000,000			
Percent Unused	55.8%	75.3%	90.9%	100.0%			

Notes: Legal debt limits are based on a percent of equalized assessed value. City 3%, School 7%, Water 10%.

DBIDA limits are set by special legislation.

IP = Industrial Park projects

IB = Industrial Building projects

Exempt includes Sewer, Special Revenue Funds, TIF District, and Tolend Road Landfill debt.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 7.D.

Resolution Number: **R – 2022.09.28 – 204**

Resolution Re: **Appropriation For FY2024 Capital Improvements
Program and Authorization for Bonding REVISED**

Multi-Year Projects Proposed Bonding Schedule

The following table summarizes the bonding schedule for the proposed debt authorizations. This table shows that for multi-year projects the issuance of bonds will be done based on cash flow requirements per the projects' proposed segments as presented in the Capital Improvements Program.

			Proposed						
Item #	Description		Appropriations	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
1	Bridge Deck - Chestnut Street		\$ 1,344,000	900,000	444,000				
2	Cochecho River Replace Storm Drain Outfall		2,000,000	1,000,000	1,000,000				
3	Portland Avenue Retaining Wall		100,000	100,000					
4	Street Reconstruction - Court/Union		1,268,000	1,000,000	268,000				
5	Street Reconstruction - Fifth/Grove		1,100,000	1,000,000	100,000				
6	Site Improvements - Waterfront/Dredge Cell Closure		4,000,000	4,000,000					
7	Water Main Replacement - Court/Union		1,808,000	1,808,000					
8	Water Main Replacement - Fifth/Grove		250,000	250,000					
9	Phase C Inflow & Infiltration Removal		1,950,000	1,950,000					
10	Pump Station Upgrade - Mill Street		3,800,000	500,000	2,300,000	1,000,000			
11	Pump Station Upgrade - River Street		4,500,000	4,500,000					
			22,120,000	17,008,000	4,112,000	1,000,000	-	-	-

Financial Policy Considerations

The proposed debt authorizations contained in this resolution will result in the following City Council adopted Financial Policies not being adhered to:

- A. Water Fund debt shall not exceed 5% of the State of NH legal debt limit.
- B. Water Fund debt service for any given fiscal year shall not exceed 40% of the total appropriations for the fund.

Water Fund debt will exceed the 5% policy limit in FY2023 and continue through FY2029 as a result of the funding appropriated in this resolution and the funding for Water System Facilities Upgrade in the FY2017 CIP and FY2018 CIP. The Water Fund debt service as a percentage of budget is projected to exceed the 40% policy level in FY2024 and continue through FY2029. This is the result of the funding appropriated for Water System Facilities Upgrade in FY2017 and FY2018 CIPs, as well as the \$2,058,000 proposed for debt financing in this resolution.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 7.D.

Resolution Number: **R – 2022.09.28 – 204**

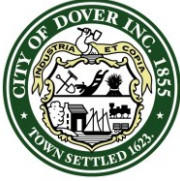
Resolution Re: **Appropriation For FY2024 Capital Improvements
Program and Authorization for Bonding REVISED**

Rate Impacts

The following tables summarize the change from year to year on the Property Tax Rate and the Utility Rates, net of existing debt service and aid, related to the projects proposed to be bonded in FY2024. The top table reflects the impact of the new CIP projects only; the second set reflects the combined impact of the new CIP projects and anticipated debt related to prior year authorizations. The rate changes have been adjusted for any amendments to projects from the proposed CIP.

CIP Only					CIP Only				
Net Change in Property Tax Rates					Net Change in Utility Rates				
	2024	2025	2026			2024	2025	2026	
City	0.10	0.18	0.25		Water	0.27	0.52	0.92	
School	0.01	0.09	0.19		Sewer	0.85	1.17	1.31	
Total Change	0.11	0.27	0.44		Total Change	1.12	1.69	2.23	
Est Tax Rate	22.09	22.36	22.80		Est Utility Rate	17.34	19.03	21.26	
% Change City	1.25%	2.21%	3.05%		% Change Water	4.21%	7.78%	13.28%	
% Change School	0.09%	0.83%	1.74%		% Change Sewer	8.66%	10.98%	11.93%	
% Change Total	0.50%	1.22%	1.98%		% Change Total	6.91%	9.75%	12.45%	
Including Prior Year Authorizations					Including Prior Year Authorizations				
Net Change in Property Tax Rates					Net Change in Utility Rates				
	2024	2025	2026			2024	2025	2026	
City	0.36	(0.08)	(0.02)		Water	2.36	0.82	(0.62)	
School	0.01	0.06	0.07		Sewer	1.41	0.92	0.03	
Total Change	0.37	(0.02)	0.05		Total Change	3.77	1.74	(0.59)	
Est Tax Rate	22.35	22.33	22.38		Est Utility Rate	19.99	21.73	21.14	
% Change City	4.48%	-0.95%	-0.25%		% Change Water	36.82%	9.35%	-8.58%	
% Change School	0.09%	0.55%	0.64%		% Change Sewer	14.37%	8.20%	0.28%	
% Change Total	1.68%	-0.09%	0.23%		% Change Total	23.24%	8.70%	-3.29%	
Rate per \$1,000 of Assessed Value					Rate per 100 Cubic Feet of Water Consumption				

The table below reflects the net change from year to year, and the total change after 3 years, for an average single family home for taxes and user fees, based on the FY22 assessed value at \$413,518 with 75 HCF of average water usage.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 7.D.

Resolution Number: **R – 2022.09.28 – 204**

Resolution Re: **Appropriation For FY2024 Capital Improvements
Program and Authorization for Bonding REVISED**

Impact to Average Single Family Home				
				Change
				After
Description	Yr1	Yr2	Yr3	3 Years
CIP Only				
Property Tax	45	112	182	339
Water Fees	20	39	69	128
Sewer Fees	64	88	98	250
Total Avg SFH Impact	129	238	349	717
Including PY Authorizations				
Property Tax	153	(8)	(21)	124
Water Fees	177	62	(47)	192
Sewer Fees	106	69	2	177
Total Avg SFH Impact	436	122	(65)	493

CITY MANAGER'S REPORT

October 12, 2022

Reporting On:
September 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 September 2022:

	For Month	FY23	FY22	FY21	FY20	FY19
Legal Matters/Questions Handled	79	236	790	703	466	342
Review Existing Legal Contracts & Draft Memo	9	47	161	-	-	-
Legal Contracts/Memo Created	7	29	214	350	256	269
Right to Know Requests Processed	3	15	78	51	49	41
Resolutions	8	21	74	73	75	53
Ordinances	0	6	24	19	10	18
Leases	0	0	13	-	-	-
Primex Auto Claims Handled	6	16	46	-	-	-
Primex Liability Claims Handled	2	12	70	-	-	-
Primex Property Claims Handled	3	12	68	-	-	-

Right to Know Requests

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

- Agate Software – all grants that the city applied for between 2019 and 2022.
- Catalfo Law, PLLC – all reports, photographs, video cams and dispatch records from the fatal car accident on September 4, 2002 in Rollinsford, NH
- Lightship Engineering, LLC – request for ASTM Phase I Environmental Site Assessment documents

Assistance to City Departments

City Council & City Boards	Attention to resolutions and ordinances as needed or requested by City Council or individual members.
Community Services	Assistance with aquifer protection efforts; assistance with certain procurements; assistance with dual pole removal efforts; assistance with construction administration issues; assistance with Great Bay matters; assistance with potentially hazardous trees; assistance with drinking water quality issues; assistance with driveway permit enforcement issues; assistance with water/sewer questions.
Executive	Continued assistance with two proposed new development agreements, one of which includes enhancement of affordable housing; assistance with several proposed purchase/sale agreements.
Finance	Assistance with bankruptcy filings; assistance with opioid reporting requirement; track and file City claims with Primex; assistance with collection efforts and possible tax deeding; assisted assessing with historical and title review of parcel asserted to be owned by City.
Fire & Rescue	Assistance with code enforcement.
Planning	Assistance with potential amendment to development agreement, as well as review of bidding documents related to waterfront project; assistance with plan review questions; assistance with code enforcement.
Police	Assistance with Right to Know inquiries; assistance with parade permits.
Public Library	Assist with ordinance to address membership on board of trustees; review of book recall policy.
Public Welfare	Assistance with lien review; assistance with compliance questions and possible revisions to existing welfare guidelines.
Recreation	No assistance required.
School	Assistance with RSA 91-A requests; assistance with various contract reviews; assistance with compliance questions; assistance with compliance inquiries.

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. For clarification, the list below does not include bankruptcy filings or cases filed under seal.

-Maloney v. City of Dover –Case is 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 Hebbards filed a motion for reconsideration, which the Court has now denied. The case has now been appealed by Mr. and Mrs. Hebbard. The Supreme Court is preparing a transcript—no briefing schedule has yet been set.

-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 held an evidentiary hearing on September 9, 2022 relating to damages alleged by the defendants. No decision has issued yet on that damages hearing.

-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. In September 2022, the Supreme Court released an opinion affirming the dismissal of the Complaint.

-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.

-Barufaldi v. City of Dover - In September 2022, a former employee filed a Charge of Discrimination with the New Hampshire Commission for Human Rights alleging age-based disparate treatment.

-Petition of City of Dover & a (House Redistricting) - On July 26, 2022, a complaint was filed with the Strafford County Superior Court. The defendants' counsel have accepted service. The defendants have not yet answered or responded to the Complaint.

Business Development

by Christopher Parker, Deputy City Manager

Month	Businesses Reached Out for Assistance	Business Visitations Performed	Businesses Connected to Business Assistance Resources
March 2022	15	16	07
April 2022	19	20	12
May 2022	25	24	00
June 2022	19	31	00
July 2022	38	20	29
August 2022	27	18	23
September 2022	23	19	12

New Business / Commercial Development / Downtown Updates

- ★ Several new businesses opened throughout the month of September, including some in the healthcare/trades sectors. The Office of Business Development continues to respond to inquiries for retail/restaurant space, as well as office space. There is increased demand for available commercial space between 1,000-2,000 SF, in the Central Business District.
- ★ Four commercial projects are working their way through the Technical Review Committee. The projects will soon be headed to the Planning Board.
- ★ Business owners reported increased revenues during this year's Apple Harvest Day. The event was very successful and all feedback was positive.

Waterfront - 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 September with staff from Horsley Witten and Ironwood to review the status of state and federal permitting, discuss site plan updates and preparing bid documents.
 - Project Manager Bird:
 - Held online meeting on September 1 with Horsley Witten staff to discuss site plan revisions to comply with Planning Board conditions.
 - Held online meetings on September 14, 21, & 28 with Horsley-Witten and Ironwood to discuss various waterfront issues.
 - Held a meeting of the CWDAC Park Sub-committee on September 7 to discuss options with crew clubs.
 - Held an online meeting on September 9 with City Engineer Mavrogeorge, Deputy Finance Director Legere and City Attorney to discuss bid documents.
 - Met with the Deputy City Manager two times during September to provide project updates.

- Had phone calls with Cathartes Project Manager on September 7 and 23 to discuss bid process and project schedules.
- Held online meeting on September 12 with City Engineer Mavrogeorge, Deputy Finance Director Legere, City Attorney and Horsley Witten staff to discuss bid documents, specifications and plans.
- Attended an online coordination meeting on September 14 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 Deputy Finance Director Legere and Purchasing Agent Cragin on September 15 to discuss preparing an RFP for an architect to design park building.
- Held online meeting on September 19 with Horsley Witten and Verdantas to discuss dredge cell design and drainage issues.
- Held online meeting on September 20 with the City Attorney and the Deputy City Manager to discuss amendments to the LDA.
- Attended a meeting on September 20 with Deputy City Manager and Community Services staff to discuss a waterfront clerk of the works.
- Held a CWDAC meeting on September 20 to hear about the Maglaras Park sports complex proposal and provide an update on the waterfront project permits.
- Had phone calls on September 8 & 29 with CWDAC chair to discuss upcoming CWDAC meeting, LDA amendments and crew clubs.
- Held online meetings on September 14, 19, 22 & 28 to discuss amendments to the LDA with Cathartes, their attorney, the City Attorney and the Deputy City Manager.
- Had phone calls on September 12 with CWDAC vice chair to discuss Park sub-committee meeting and crew clubs and on September 20 with CWDAC member to discuss CWDAC meeting agenda items and bid process.
- Held a meeting with Recreation Director Bannon and Assistant City Planner Bassegio on September 21 to discuss the LWCF application preparation.
- Held online meeting on September 22 with City Engineer Mavrogeorge and Environmental Coordinator Young to discuss environmental testing and monitoring wells on waterfront.

Economic Activity

- ✚ Local retailers saw slight revenue growth over the last month and are optimistic about the upcoming holiday season.
- ✚ Restaurants continue to struggle with staffing concerns coupled with demand for wage increases. The shortage of labor supply continues to stifle revenue growth in this sector.
- ✚ Residential real estate activity continued to slow due to rising interest rates and inflation. Inventory levels have modestly increased but homes continue to close slightly over list price (averaging one percent over list price for Dover).
- ✚ High square footage industrial/manufacturing space remains in high demand, while inventory remains low.
- ✚ The NH Bureau of Travel & Tourism reported 4.5 million visitors this season, contributing roughly \$2 billion to the economy. Many area hotels continue to be fully booked throughout the upcoming foliage season.

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
May 2021	18,510	2.20%	\$364,900	18
May 2022	18,480	1.70%	\$414,500	12
June 2021	18,250	2.80%	\$378,000	16
June 2022	18,540	1.70%	\$435,000	11
July 2021	18,600	3.10%	\$370,000	14
July 2022	18,800	1.50%	\$420,000	10
August 2021	18,510	2.70%	\$380,000	15
August 2022	18,760	1.90%	\$405,000	16

Housing metrics obtained from NHAR-Strafford County.

Parking Division

Aug-22	Aug-22	Aug-21	Aug-20	Fiscal YTD 2023	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019
Meter Activity - Total								
Meter Transactions	47,198	42,379	31,965	90,635	485,571	385,006	442,999	466,721
Income at Meters	\$88,419	\$76,470	\$56,049	\$169,545	\$911,476	\$676,715	\$836,199	\$648,806
Active Meter Days	27	26	26	52	301	302	292	249
Average Daily Meter Transactions	1,748	1,630	1,257	1,743	1,613	1,275	1,517	1,874
Meter Activity - Parking Garage								
Meter Transactions	2,363	2,433	1,666	4,588	31,151	11,463	36,219	34,749
Income from Meters	\$6,069	\$6,397	\$4,449	\$12,396	\$89,464	\$62,637	\$88,142	\$61,468
Active Meter Days	27	26	26	52	301	302	292	249
Average Daily Meter Transactions	88	94	64	88	103	74	124	148
Parking Permit Activity								
Total Parking Permits Issued	778	809	654	1,539	9,232	8,756	6,809	6,767
Residential Permits Issued	28	43	36	56	420	473	441	637
Business Permits Issued	750	766	618	1,483	8,812	8,283	6,499	6,130
Permit Income	\$22,412	\$16,389	\$12,992	\$84,467	\$344,367	\$265,168	\$246,485	\$232,682
Parking Ticket Activity								
Total Parking Tickets Issued	681	610	437	1,196	8,460	6,588	7,835	8,188
Accessible Space Tickets Issued	10	1	2	16	41	21	72	141
Winter Restriction Tickets Issued	0	0	0	0	495	486	186	331
Parking Ticket Income	\$16,500	\$12,097	\$9,425	\$27,233	\$197,012	\$160,519	\$180,148	\$168,062
Electric Vehicle Charging Stations								
Number of times Stations Used	57	29	6	107	316	100	233	not captured
Charging Station Income	\$406	\$180	\$41	\$733	\$2,660	\$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
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
May 2022	3,251	3,497	1,156	162
June 2022	2,336	3,587	834	153
July 2022	2,631	3,877	823	108
August 2022	2,784	3,904	995	192

J. MICHAEL JOYAL, JR.
CITY MANAGER



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, September 28, 2022**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Thibodeaux 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, Deputy City Attorney Perez, and City Clerk Mistretta.

5. PROCLAMATIONS/AWARDS

Mayor Carrier presented a Proclamation for the National Hispanic Month.

6. APPROVAL OF AGENDA

Deputy Mayor Shanahan moved to suspend the rules to moved Item 13.B.1. to follow the Public Forum; seconded by Councilor Muffett-Lipinski.

Roll Call Vote: 9/0.

Deputy Mayor Shanahan moved to approve the Agenda; seconded by Councilor Muffett-Lipinski.
Vote: 9/0.

7. PUBLIC HEARINGS

A. CHAPTER 141 – VEHICLES AND TRAFFIC, SECTIONS 21 AND 31

SPONSORED BY MAYOR CARRIER BY REQUEST

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

B. AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION – STATE AID TO MUNICIPALITIES

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

SPONSORED BY MAYOR CARRIER BY REQUEST

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

C. AUTHORIZATION TO ACCEPT AND EXPEND THE NH HUMANITIES COMMUNITY PROJECT GRANT – INDIGENOUS PEOPLE'S INITIATIVE

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

SPONSORED BY MAYOR CARRIER BY REQUEST

Margaret Fogarty, 16 Florence Street: She spoke in favor of the Resolution.

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, September 28, 2022**
Meeting Time: **7:00 pm**

**D. REPROGRAM UNEXPENDED BOND PROCEEDS FROM SIXTH STREET AND VENTURE DRIVE TO STORMWATER IMPROVEMENTS STARK AVENUE AND ELLIOT CIRCLE CIP PROJECT.
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
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.

School Board Chairperson Carolyn Mebert, 254 Dover Point Road: She spoke in favor of Item 13.B.1.

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

Deputy Mayor Shanahan moved for the adoption of Item 13.B.1.; seconded by Councilor Muffett-Lipinski.

City Manager Joyal gave an overview of the Resolution to the Council.

Roll Call Vote: 9/0.

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing. He gave an overview of several projects being completed in the City. He said the 3rd Response Ambulance has been activated. He recognized several City employees' anniversaries.

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

Vote: 9/0.

10. APPROVAL OF MINUTES

A. September 14, 2022 – Regular Meeting

B. September 21, 2022 – Joint Meeting of the City Council and Planning Board

Deputy Mayor Shanahan moved to approve the Minutes; seconded by Councilor Hackett.

Vote: 9/0.

11. MAYOR'S REPORT

Mayor Carrier gave an overview of the upcoming events in the City, including Apple Harvest Day. He spoke about upcoming events being hosted by the Dover 400th and Dover Main Street.

Deputy Mayor Shanahan moved to accept the Mayor's Report; seconded by Councilor Williams.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, September 28, 2022**
Meeting Time: **7:00 pm**

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

1. CHAPTER 141 – VEHICLES AND TRAFFIC, SECTIONS 21 AND 31

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Hackett.
Parking Manager Simons gave an overview of the Ordinance to the Council.
Roll Call Vote: 9/0.

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

1. AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION – STATE AID TO MUNICIPALITIES (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)

SPONSORED BY MAYOR CARRIER BY REQUEST

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

2. AUTHORIZATION TO ACCEPT AND EXPEND THE NH HUMANITIES COMMUNITY PROJECT GRANT – INDIGENOUS PEOPLE'S INITIATIVE (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)

SPONSORED BY MAYOR CARRIER BY REQUEST

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

3. REPROGRAM UNEXPENDED BOND PROCEEDS FROM SIXTH STREET AND VENTURE DRIVE TO STORMWATER IMPROVEMENTS STARK AVENUE AND ELLIOT CIRCLE CIP PROJECT.

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

SPONSORED BY MAYOR CARRIER BY REQUEST

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

13. NEW BUSINESS

A. CONSENT CALENDAR

1. ACCEPTANCE OF DONATION OF DOG WASTE CLEANUP STATIONS

SPONSORED BY MAYOR CARRIER BY REQUEST

2. B23018 CRACK SEALING SERVICES

SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, September 28, 2022**
Meeting Time: **7:00 pm**

- 3. B14074 FRENCH CROSS ROAD WATER TREATMENT PLANT AND HUGHES WELL IMPROVEMENTS, UNDERWOOD ENGINEERING, INC. PROFESSIONAL ENGINEERING SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 4. EMERGENCY PUMP REPAIR AND CLEANING SERVICES AT WILLAND POND WATER SUPPLY**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 5. EMERGENCY PURCHASE OF JOHN DEERE ATTACHMENTS, PARTS AND SERVICE THROUGH UNITED CONSTRUCTION & FORESTRY AND UNITED AG & TURF – SOLE SOURCE PURCHASE**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 6. EMERGENCY REPAIRS TO CITY HALL ELEVATOR**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 7. PURCHASE OF JILL NOONEY SCULPTURES FOR COMMUNITY TRAIL – SOLE SOURCE PURCHASE**
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 Nemeth.

Mayor Carrier asked the Council if they had items they would like pulled for further discussion.

Councilor Cullen pulled Item 13.A.2.

Mayor Carrier pulled Item 13.A.6.

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

Roll Call Vote: 9/0.

Deputy Mayor Shanahan moved for the adoption of 13.A.2.; seconded by Councilor Hackett.

Roll Call Vote: 9/0.

Deputy Mayor Shanahan moved for the adoption of 13.A.6.; seconded by Councilor Nemeth.

Roll Call Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, September 28, 2022**
Meeting Time: **7:00 pm**

Councilor Nemeth gave an overview of the Graffiti Management Committee Report to the Council.

Councilor Nemeth gave an overview of the Heritage Commission Report to the Council.

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

Councilor Hinkel gave an overview of the Parking Commission Report to the Council.

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

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

Councilor Shanahan gave an overview of the Recreation Advisory Board Report to the Council.

B. RESOLUTIONS

1. COLLECTIVE BARGAINING AGREEMENT - DOVER TEACHERS' UNION (DTU) SPONSORED BY MAYOR CARRIER BY REQUEST

Item was moved up on the Agenda to follow Public Forum.

2. APPROVAL OF EVERSOURCE TRIMMING AND REMOVAL OF TREES (TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 12, 2022.) SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer to a Public Hearing on October 12, 2022; seconded by Councilor Thibodeaux.

Vote: 9/0.

3. ADOPTION OF FISCAL YEAR 2024 – 2029 CAPITAL IMPROVEMENTS PROGRAM (CIP) (TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 12, 2022, WITH CITY COUNCIL VOTE OCCURRING ON OCTOBER 26, 2022) SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to substitute the background materials, the All Projects List, revised September 28, 2022; seconded by Councilor Hackett.

Vote: 9/0.

Deputy Mayor Shanahan moved to refer amended Resolution to a Public Hearing on October 12, 2022; seconded by Councilor Williams.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, September 28, 2022**
Meeting Time: **7:00 pm**

4. APPROPRIATION FOR FISCAL YEAR 2024 CAPITAL IMPROVEMENTS PROGRAM (CIP) – NON-DEBT FINANCED PROJECTS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 12, 2022, WITH CITY COUNCIL VOTE OCCURRING ON OCTOBER 26, 2022) SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to substitute the resolution as a whole; seconded by Councilor Hinkel.

Vote: 9/0.

Deputy Mayor Shanahan moved to refer amended Resolution to a Public Hearing on October 12, 2022; seconded by Councilor Hinkel.

Vote: 9/0.

5. APPROPRIATION FOR FISCAL YEAR 2024 CAPITAL IMPROVEMENTS PROGRAM (CIP) AND AUTHORIZATION FOR BONDING (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 12, 2022, WITH CITY COUNCIL VOTE OCCURRING ON OCTOBER 26, 2022) SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to substitute the resolution as a whole; seconded by Councilor Hackett.

Vote: 9/0.

Deputy Mayor Shanahan moved to refer amended Resolution to a Public Hearing on October 12, 2022; seconded by Councilor Thibodeaux.

Vote: 9/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Mayor Carrier spoke about the “Voices of the Cemetery” event.

Councilor Thibodeaux gave an overview of the Energy Commission event.

Councilor Nemeth said the tickets are on sale for the Dover 400th December 31st event.

16. ADJOURN

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

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, October 5, 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 Cullen, Councilor Hackett, Councilor Nemeth, Councilor Thibodeaux, and Councilor Williams.

Absent: Councilor Hinkel and Councilor Muffett-Lipinski.

Also Present: City Manager Joyal, Deputy City Manager Parker, City Attorney Wyatt, Finance Director Lynch, School Business Administrator Limanni, and City Clerk Mistretta.

5. PROCLAMATIONS

None

6. PUBLIC FORUM

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

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

7. DISCUSSIONS

A. SCHOOL AND OTHER CIP QUESTIONS & ANSWERS

School Business Administrator Limanni gave an overview of the list of proposed School CIP Projects to the Council.

The Council discussed the list of recommended changes to the CIP provided to the Council by the City Manager.

The Energy Commission was asked to join the Council.

B. ENERGY COMMISSION REPORT / PUBLIC POWER AGGREGATION UPDATE

Energy Commission Chair Bill Baber gave an overview of the Energy Commission Report to the Council.



CITY OF DOVER

CITY COUNCIL - MINUTES

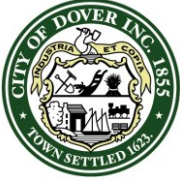
Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, October 5, 2022**
Meeting Time: **7:00 pm**

C. RESILIENCY PLANNING UPDATES

Dr. Kaspari, City's Resilience Manager, gave a PowerPoint presentation regarding "The Citywide Resilience Plan and Beyond" to the Council.

8. ADJOURNMENT

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2022.09.28 – 201**

Resolution Re: Approval of Eversource Trimming and Removal of Trees

WHEREAS: Eversource Energy has notified the City of its desire and intention to trim and remove trees and brush adjacent to and beneath some of its power lines within the City and specifically names Old Garrison Road as a proposed work area; and

WHEREAS: Old Garrison Road has been designated as a Scenic Road by the City pursuant to RSA 231:157; and

WHEREAS: Under Chapter 117 of the City's Code titled Scenic Roads, Section 2 Effects of Designation, states that no cutting or removal of trees shall take place without the written consent of the City Council:

117-2 Effect of Designation

Upon a road being designated as a scenic road as previously provided, any repair, maintenance, reconstruction or paving work done with respect thereto shall not involve or include the cutting or removal of trees or the tearing down or destruction of stone walls or portions thereof, except with the prior written consent of the City Council, after a public hearing duly advertised as to time, date, place and purpose, two times in a newspaper of general circulation in the area, the last publication to occur at least seven days prior to such hearing as provided and set forth in RSA 231:158.

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

The City Council consents to Eversource Energy's Proposal to trim and remove trees adjacent to and beneath its powerlines on Old Garrison Road and authorizes the City Manager to provide such consent in writing to Eversource Energy.

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Carrier
By request

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

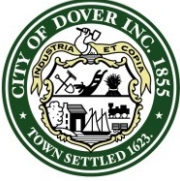
Recorded by: Susan M. Mistretta
City Clerk

Document Created by: Legal

R-2022.09.28- Approval of Eversource Trimming and
Removal of Trees

Document Posted on: October 7, 2022

Page 1 of 2



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2022.09.28 – 201**

Resolution Re: Approval of Eversource Trimming and Removal of Trees

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:

See Eversource Energy tree cutting proposal received by the City Manager's Office on September 12, 2022.

SEP 12 2022

**City Manager's Office
Dover, NH**

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

August 24, 2022

Dear City Council Members:

This letter is to inform the City of Dover that Eversource is planning to trim and remove trees and brush adjacent to and beneath some of its power lines within the town. This work is necessary to facilitate the replacement/installation of several poles needed to ensure the safe distribution of power and to improve the reliability of electric service for our customers

According to Eversource records Old Garrison Road has been designated as a scenic road by the City of Dover. Please consider this letter a request from Eversource for a public hearing for the trimming and removal of trees and brush along this road within the proposed work area pursuant to RSA 231:158. Please inform this office of the time and place of said meeting so that we may have a representative present.

Eversource specifications call for the removal of brush, limbs, and trees which are located within eight feet to the side of Eversource's conductors. A list of trees identified for removal by Eversource required to complete this project has been included. All trees are marked with a blue and white checkered ribbon. Addition trees not identified for removal will be trimmed to Eversource specification.

All work will be performed in accordance with accepted arboricultural standards. Eversource has contracted with Lewis Tree Service to perform the actual clearing of trees. Eversource requires that our clearing contractor contact each landowner where trees are to be trimmed or removed prior to commencement of work on that property. Individual concerns will be addressed at this time.

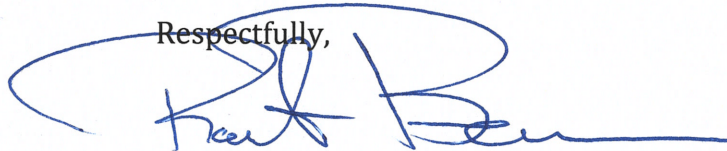
All brush and limbs cut on roadside locations will be chipped. All wood will be left on site unless otherwise directed by the landowner.

Work is scheduled to begin in the near future.

If you have any questions or comments, please feel free to contact me at the above address, by telephone at 603-634-3469 or by e-mail at Robert.Berner@Eversource.com.

Thank you for your concern and assistance.

Respectfully,

A handwritten signature in blue ink, appearing to read "Robert Berner", with a large, stylized loop at the beginning.

Robert J. Berner
Eastern Region Arborist
Eversource

City of Dover

Old Garrison Rd.

Removal List

Capital Improvement

Circuit	Species	Diameter	Reason	Pole No.	Location	Owner Name	Contact Number	Consent Status
54H2	Ash	15"	Dead	212/5A-5B	NH Fish & Game	James Oehler	603-271-0453	Granted/7.27.22
54H2	Ash	13"	Dead	212/5B-5C	320 Old Garrison Rd.	Robert Labonte/Jessica Gauthier	603-749-1623	Granted on 9.3.22
54H2	Ash	14"	Decay	212/5B-5C	320 Old Garrison Rd.	Robert Labonte/Jessica Gauthier	603-749-1623	Granted on 9.3.22
54H2	Locust	11"	Basal rot/decay	212/5C-5D	320 Old Garrison Rd.	Robert Labonte/Jessica Gauthier	603-749-1623	Granted on 9.3.22
54H2	Locust	11"	Basal rot/decay	212/5C-5D	320 Old Garrison Rd.	Robert Labonte/Jessica Gauthier	603-749-1623	Granted on 9.3.22
54H2	Oak	18"	Basal decay/lean	212/5C-5D	320 Old Garrison Rd.	Robert Labonte/Jessica Gauthier	603-749-1623	Granted on 9.3.22
54H2	Pine	29"	Decay, co-dim	212/5C-5D	320 Old Garrison Rd.	Robert Labonte/Jessica Gauthier	603-749-1623	Granted on 9.3.22
54H2	Cherry	18"	Dead	212/5C-5D	321 Old Garrison Rd.	Sam Zuckerman	603-749-0860	Granted 9.1.22
54H2	Oak	33"	Decay/proximity	212/5C-5D	314 Old Garrison Rd.	Susan Hay	603-749-0860	Waiting for response
54H2	Ash	13"	Dead	212/5G-5H	303 Old Garrison Rd.	Kimberly Clairmont	603-742-2658	Granted 7.27.22

54H2	Maple	11"	Co- dom/decay	212/5G-5H	NH Fish & Game	James Oehler	603-271-0453	Granted 7.27.22
54H2	Maple	14"	Co- dom/decay	212/5G-5H	NH Fish & Game	James Oehler	603-271-0453	Granted 7.27.22
54H2	Maple	12"	Co- dom/decay	212/5G-5H	NH Fish & Game	James Oehler	603-271-0453	Granted 7.27.22
54H2	Oak	24"	Co- dom/decay	212/5G-5H	NH Fish & Game	James Oehler	603-271-0453	Granted 7.27.22
54H2	Oak	23"	Proximity to equipment	212/5G-5H	NH Fish & Game	James Oehler	603-271-0453	Granted 7.27.22
54H2	Hickory	7"	Proximity to equipment	212/5G-5H	NH Fish & Game	James Oehler	603-271-0453	Granted 7.27.22
54H2	Maple	8"	Dead Top	212/5G-5H	293 Old Garrison Rd.	Nancy Bruce	603-742-3795	Granted 7.27.22
54H2	Pine	21"	Decay	212/5H-5I	289 Old Garrison Rd.	Laura Towle	603-742-5213	No response
54H2	Oak	17"	Proximity to equipment	212/5H-5I	289 Old Garrison Rd.	Laura Towle	603-742-5213	No response
54H2	Hickory	8"	Proximity to equipment	212/5H-5I	289 Old Garrison Rd.	Laura Towle	603-742-5213	No response
54H2	Ash	13"	Dead	213/10-10A	442 Old Garrison Rd	Michael Leatherman	603-978-6244	Waiting for call back for consult
54H2	Hickory	18"	Burning	213/10A-10B	442 Old Garrison Rd	Michael Leatherman	603-978-6244	Waiting for call back for consult
54H2	Spruce	7"	Dead	213/10A-10B	442 Old Garrison Rd	Michael Leatherman	603-978-6244	Waiting for call back for consult
54H2	Spruce	10"	Dead	213/10A-10B	442 Old Garrison Rd	Michael Leatherman	603-978-6244	Waiting for call back for consult
54H2	Ash	19"	Dead	213/10A-10B	442 Old Garrison Rd	Michael Leatherman	603-978-6244	Waiting for call back for consult
54H2	Hickory	11"	Decay/close	213/10A-10B	442 Old Garrison Rd	Michael Leatherman	603-978-6244	Waiting for call back for consult

54H2	Ash	8"	Dead	213/10A-10B	442 Old Garrison Rd	Michael Leatherman	603-978-6244	Waiting for call back for consult
54H2	Oak	23"	Decay/lean	213/10B-10C	435 Old Garrison Rd	Jonathan Willson	603-743-3239	Consent granted 6.21.22
54H2	Hickory	6"	Decay	213/10B-10C	427 Old Garrison Rd	David Rich	603-343-3239	No response
54H2	Maple	10"	Decay/ on neutral wire	213/10B-10C	430 Old Garrison Rd	Heather Barton	603-289-3950	Consent granted on 6.21.22
54H2	Maple	4"	Dead	213/10B-10C	430 Old Garrison Rd	Heather Barton	603-289-3950	Consent granted on 6.21.22



EVERSOURCE

PROPRIETARY INFORMATION: The material contained on the Overhead Distribution Circuit Map shall be considered proprietary to Eversource Energy, and Users (which shall be defined as any person or entity who has received the map through sale, purchase, exchange, gift, or otherwise) shall keep it in confidence and shall not furnish or disclose it to any third party without the prior written permission of Eversource Energy.

Overhead Primary: this circuit

- Substation
- Poles
- Stepdown Bank
- Tripoint
- Right of Way
- MEET
- 2002 Scheduled ETT

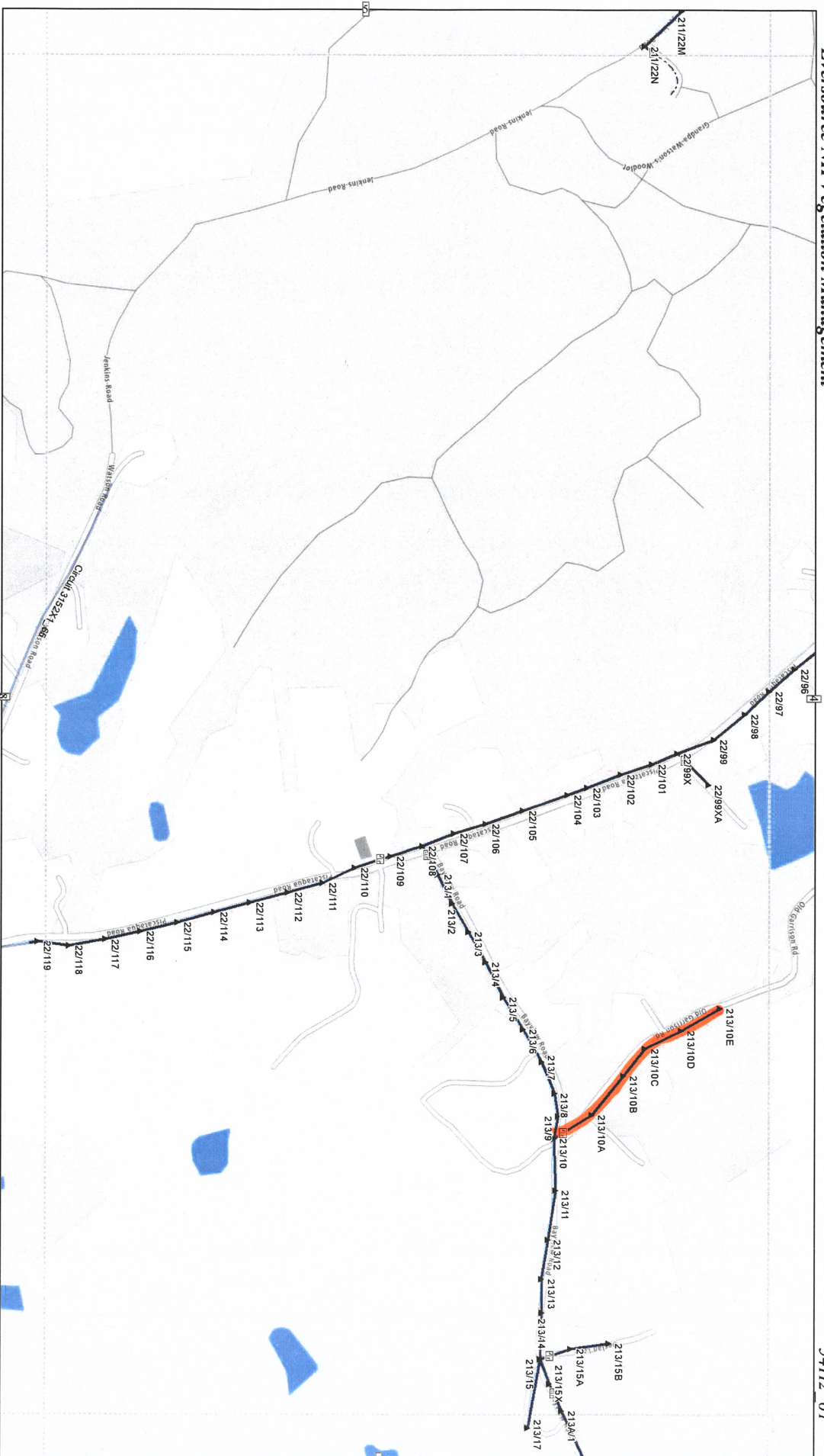
Overhead Primary: other circuits

- UG Primary
- UG Backbone
- UG Lateral
- Primary Meters
- Open Point

Backbone

- Lateral
- Backbone

Circuit Mileage	
Backbone	0.24
Lateral	7.09
ROW	0.04
Total	7.37



 Station
 Poles
 Sheepdown Bank
 Cutout
 Tiepoint
 Right of Way
 Switch Bank
 Open Point
 UG Primary
 UG Lateral
 Primary Meters
 2022 Scaled ETT
 Overhead Primary: this circuit
 Lateral
 Backbone
 Overhead Primary: other circuits
 Lateral
 Backbone

Circuit Mileage	
Backbone	0.24
Lateral	7.09
ROW	0.04
Total	7.37

Page:
6 of 8

Location Information
Circuit: 54H2_61
Division: NHEASTERN
District: ROCHESTER

Plotted:
12/15/2021



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2022.10.12 – 205**
Resolution Re: **B21013 Segregation and Recycling of Construction and Demolition Debris Amendment Two**

WHEREAS: A sealed Request for Bid #B21013 was requested and received for the Segregation and Recycling of Construction and Demolition Debris on September 9, 2020 at 2:00 p.m. The City also requested pricing for stump and tree waste recycling services should the need arise; and

WHEREAS: Responses were received from two vendors and was awarded via Resolution R2020.09.23-148 to Wheelabrator Holdco, Inc for locked in rates with option to extend an additional two one-year terms in the amount of \$85.00 per ton for construction and demolition debris for year one with the option to extend at a 3.5% price increase for two additional one-year terms. In addition, the proposal provided rates for stump removal at \$40.00 per ton and tree waste removal at \$40.00 per ton for services as needed; and

WHEREAS: The year one of the two years option was award at the 3.5% increase and now year two of the two-year option is being awarded at the same pricing increase of 3.5%. Vendor has changed their company name since its original contracting and is now Win Waste Innovations of Northern New England Inc.

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 Win Waste Innovations of Northern New England Inc of Portsmouth, NH for the segregation and recycling of construction and demolition debris given per ton rates provided in conjunction with bid #B21013 at a 3.5% increase from last year. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.300.43240.4421.00000	Waste Disposal Services	174,317.00	76,944.00

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.1.

Resolution Number: **R – 2022.10.12 – 205**
Resolution Re: **B21013 Segregation and Recycling of Construction and Demolition Debris Amendment Two**

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 – 2022.10.12 – 205**
Resolution Re: **B21013 Segregation and Recycling of Construction and Demolition Debris Amendment Two**

RESOLUTION BACKGROUND MATERIAL:

The City has moved away from sending construction and demolition debris waste to landfills, but rather toward recycling as much of this material as possible. The City generates approximately 900 tons of debris annually and has two dumpsters that it will fill and haul to Win Waste Innovations of Northern New England Inc at their facility located in Eliot, ME for segregation and recycling.

Bid Information:

A Sealed Request for Bid #B21013 was issued and received for the segregation and recycling of construction and demolition debris on September 9, 2020 at 2:00 pm.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	77	Number of Responses:	2
Warranty:	None	Terms:	Net 30, FOB Dover
Work Bonded:	N/A	Contract:	Yes
Prices will hold for:	One year, 10/31/2021	Estimated Delivery:	As needed
Recommended Award to:	Wheelabrator Holdco 1 Inc.	Fund:	Operating Fund, Waste Disposal Svs.
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B21013 Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2022.10.12 – 206**
Resolution Re: B22056 Hot Bituminous Paving (Asphalt) Laid in Place
Amendment One

WHEREAS: Sealed Request for Bid #B22056 was requested and received for Hot Bituminous Paving (Asphalt) Laid in Place on April 6, 2022 at 3:00 PM. The bid requested unit pricing on various scope of services and products for paving various streets; and

WHEREAS: Two bids were received with the low bid being submitted by Brox Industries, Inc. of Dracut, MA in the total amount of \$1,916,020.00. Project was awarded vis Resolution [R-2022.04.13-084](#); and

WHEREAS: The city received amendment one to add \$41,517.80 to the contract for additions of granite curb installation on Oxbow Lane and extension of contract completed to include work required for spring 2023.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order amendment one to Brox Industries, Inc. for granite curb installation and time extension to June 30, 2023 in the total amount not to exceed \$41,517.80. 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
1009.1.300.43121.4715.00000.22	St. Land Improvements	848,284.56	848,284.56

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 – 2022.10.12 – 206**
Resolution Re: B22056 Hot Bituminous Paving (Asphalt) Laid in Place
Amendment One

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 – 2022.10.12 – 206**
Resolution Re: B22056 Hot Bituminous Paving (Asphalt) Laid in Place
Amendment One

RESOLUTION BACKGROUND MATERIAL:

The original Scope of work includes, but is not limited to, the overlays of streets as laid out in the street paving list. Typically, this involves cold planing along the curb line, creating cut in joints at intersections and driveways and finally tacking the road and paving. Adjusting utility frames and traffic control is also required.

Bid Information:

Sealed Request for Bid #B22056 was requested and received for Hot Bituminous Paving (Asphalt) Laid in Place on April 6, 2022 at 3:00 PM.

Award Information:

A purchase order will be issued to Brox Industries, Inc. to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	n/a	Number of Responses:	2
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	One Year	Estimated Delivery:	2023
Recommended Award to:	Brox Industries, Inc.	Fund:	Streets
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B22056 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2022.10.12 – 207**
Resolution Re: State of NH Contract for Cisco Security Hardware and Professional Services

WHEREAS: The State of NH joined the Western States Contracting Alliance (WSCA) in a bid request for Networking Communication and Maintenance. The award and contract went to Cisco Systems, Inc. (contract #8001458) with several authorized resellers and has been renewed through September 30, 2024. The pricing and terms and conditions are extended to non-profits, counties, cities, towns, schools, colleges and universities, but does not lock them into buying with Cisco Systems, Inc. or authorized resellers; and

WHEREAS: Per general instruction to utilize the contract with the State of NH, the City contacted all five authorized resellers (vendors) for quotes under solicitation #Q23-010 for Cisco security hardware. Three vendors replied with pricing. It is the recommendation to award to low bid received from Red River Technologies, LLC for the purchase of Cisco security hardware in the amount of \$120,115.98; and

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 Red River Technology LLC for Cisco hardware in the total amount of \$120,115.98. 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
2110.1.190.41990.4341.01150.00	ARPA Computers & Communication	49,115.98	49,115.98
6100.1.550.49200.4745.09100.20	Dovernet Computers & Communication	37,173.55	16,057.55
6100.1.550.49200.4745.09100.21	Dovernet Computers & Communication	102,252.00	54,942.45

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 – 2022.10.12 – 207**
Resolution Re: State of NH Contract for Cisco Security Hardware and Professional 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.3.

Resolution Number: **R – 2022.10.12 – 207**
Resolution Re: State of NH Contract for Cisco Security Hardware and Professional Services

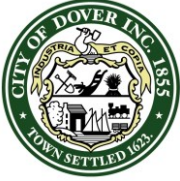
RESOLUTION BACKGROUND MATERIAL:

In February 2018, the State of NH joined the Western States Contracting Alliance (WSCA) in a bid request for networking communications and maintenance. Award went to Cisco Systems, Inc. with several authorized resellers. The term of the current agreement #8001458 is June 2, 2021 through September 30, 2024. The pricing and terms and conditions are extended to non-profits, counties, cities, towns, schools, colleges and universities, but does not lock them into only purchasing from Cisco Systems, Inc. or authorized resellers.

Purchasing Information:

Type:	Purchase Order	Advertised:	N/A
Invitations Mailed:	5	Number of Responses:	3
Warranty:	Meets Specifications	Terms:	Net 30, FOB Dover
Work Bonded:	N/A	Contract:	Yes
Prices will hold for:	Until Completion	Estimated Delivery:	133 days from NTP
Recommended Award to:	Red River Technology LLC	Fund:	ARPA Funded
Other Approvals Required:	State of NH Contract No. 8001458	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval.

[Q23-010 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2022.10.12 – 208**
Resolution Re: **Approval of Acceptance of Donation by Northeast Color for Work and Supplies for Improving the Community Trail and Henry Law Park**

WHEREAS: The City of Dover, through the Community Trail Advisory Committee and Arts Commission, is in the process of improving the existing Community Trail and Henry Law Park;

WHEREAS: Throughout the years, different organizations and groups offer to assist with cleaning up and maintaining these areas;

WHEREAS: The Community Trail Advisory Committee has been approached by Northeast Color for a volunteer day October 6, 2022 to assist with repainting the Silver Street tunnel and designing and painting a mural throughout the tunnel in Henry Law Park between the Indoor Pool and Rotary Arts Pavilion.

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

The donation of labor and materials on October 6, 2022 from Northeast Color is hereby authorized and accepted.

AUTHORIZATION

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.4. Resolution Number: R – 2022.10.12 – 208 Resolution Re: Approval of Acceptance of Donation by Northeast Color for Work and Supplies for Improving the Community Trail and Henry Law Park	

DOCUMENT HISTORY:

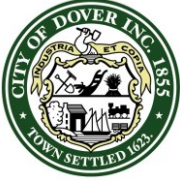
First Reading Date: Approved Date:	Public Hearing Date: Effective Date:
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DOCUMENT ACTIONS:

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:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

None.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

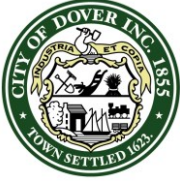
Resolution Number: **R - 2022.10.12 – 209**

Resolution Re: Disposal of Tax Deeded Real Estate on Lake Street
(Former Map/Lot 39-46) Acquired by Deed dated June 10,
1953

- WHEREAS: By Deed executed by the City of Dover Tax Collector on June 10, 1953, the City acquired the land indexed at that time as Tax Map 39, Lot 46 (“Locus”), which is believed to be two small lots that, together, comprise approximately 5,000 square feet in total; and
- WHEREAS: The City may still be the record owner of that property, though in 1981 the City’s Assessor apparently merged the Locus with abutting lots for what is shown today as 3 Lake Street (Tax Map 39, Lot 47); and
- WHEREAS: The Estate of Thomas M. Willard (Jeffrey Lord, Executor), is the current owner of Tax Map 39, Lot 47, and has notified the City that, despite conducting a diligent title research, no record has been located of a deed by the City transferring the Locus, leaving the current owner with a perceived title defect affecting the ability to sell the property; and
- WHEREAS: The City has treated the owners of Tax Map 39, Lot 47 as the owners of the Locus for real estate taxation since at least 1981; and
- WHEREAS: Pursuant to Dover Code 29-6(J), “Disposing of City-owned real estate”, exemptions to the normal sale process for City real estate may be made for “small parcels of land of insignificant value to be deeded to the abutters for boundary-line adjustment”;
- WHEREAS: Given the City has taxed the owner of Map 39, Lot 47 for over forty years as owner of the Locus, value has been paid to and received by the City to support a conveyance of the Locus to the current owner with no additional purchase fee. In addition, the Locus is believed to be only approximately 5,000 square feet in size; and
- WHEREAS: Pursuant to N.H. RSA 80:78; it appears the City’s tax deeding of the Locus is incontestable, *see* RSA 80:80; and
- WHEREAS: Pursuant to N.H. RSA 80:89, III, there is no statutory duty to notify the former owners of the Locus of any intent to sell or transfer the Locus, and in fact, as noted in the 1953 tax deed, the former owners are in fact unknown.

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

Pursuant to N.H. RSA 80:80 and Dover Code 29-6(J), the City Council authorizes and directs the City Manager to convey any interest the City may still own in the Locus, as is and with all faults, via a release deed to the Estate of Thomas Willard, care of its Executor Jeffrey Lord (“Grantee”), on the conditions that: (i) the Grantee is responsible for all conveyancing fees, recording fees, and transfer taxes, (ii) the Grantee waives any claim for tax abatement based on non-ownership of the Locus during any prior or current tax year, and (iii) Grantee agrees or covenants to file a lot merger with the Planning Board merging the Locus with Map 39, Lot 47.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R - 2022.10.12 – 209**

Resolution Re: Disposal of Tax Deeded Real Estate on Lake Street
(Former Map/Lot 39-46) Acquired by Deed dated June 10,
1953

AND, FURTHER BE IT RESOLVED;

Pursuant to RSA 80:80, III, the City Council finds that disposal of the locus as set forth in this resolution, by a method other than sealed bid or public action, is in the public interest. The authority for the City Manager to convey the Locus as set forth in this resolution shall continue indefinitely, until rescinded.

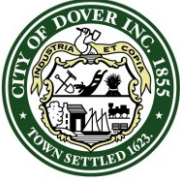
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R - 2022.10.12 – 209**
Resolution Re: Disposal of Tax Deeded Real Estate on Lake Street
(Former Map/Lot 39-46) Acquired by Deed dated June 10, 1953

DOCUMENT HISTORY:

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

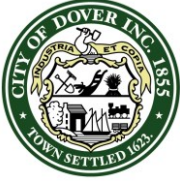
DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

Attached is a copy of the 1953 deed. Also attached is the proposed deed to transfer the property to the Estate of Thomas W. Willard.

Below is an excerpt from the City's current GIS system showing 3 Lake Street (Tax Map 39, Lot4 7):



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

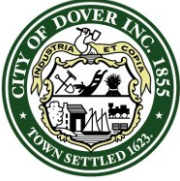
Resolution Number: **R - 2022.10.12 – 209**

Resolution Re: Disposal of Tax Deeded Real Estate on Lake Street
(Former Map/Lot 39-46) Acquired by Deed dated June 10, 1953



By way of additional background, set forth below is a brief overview of the relevant title history, to the best of City staff's understanding.

In 1904, a subdivision called Lakeview Park was laid out with smaller lots, as shown in a “Plant of Lots at Lakeview Park, Dover, N.H.”, dated June 1904 and recorded with the Strafford County Registry of Deeds in Pocket 7, Folder 2, Plan 8. Going by this plan, lots 120 through 127 comprise what is shown on the City’s current tax map for 3 Lake Street (Tax Map 39, Lot 47). As shown below, lots 120 through 125 are highlighted yellow, and the two lots forming the subject of this resolution, Lots 126 and 127 (*i.e.*, the Locus), are outlined in blue:



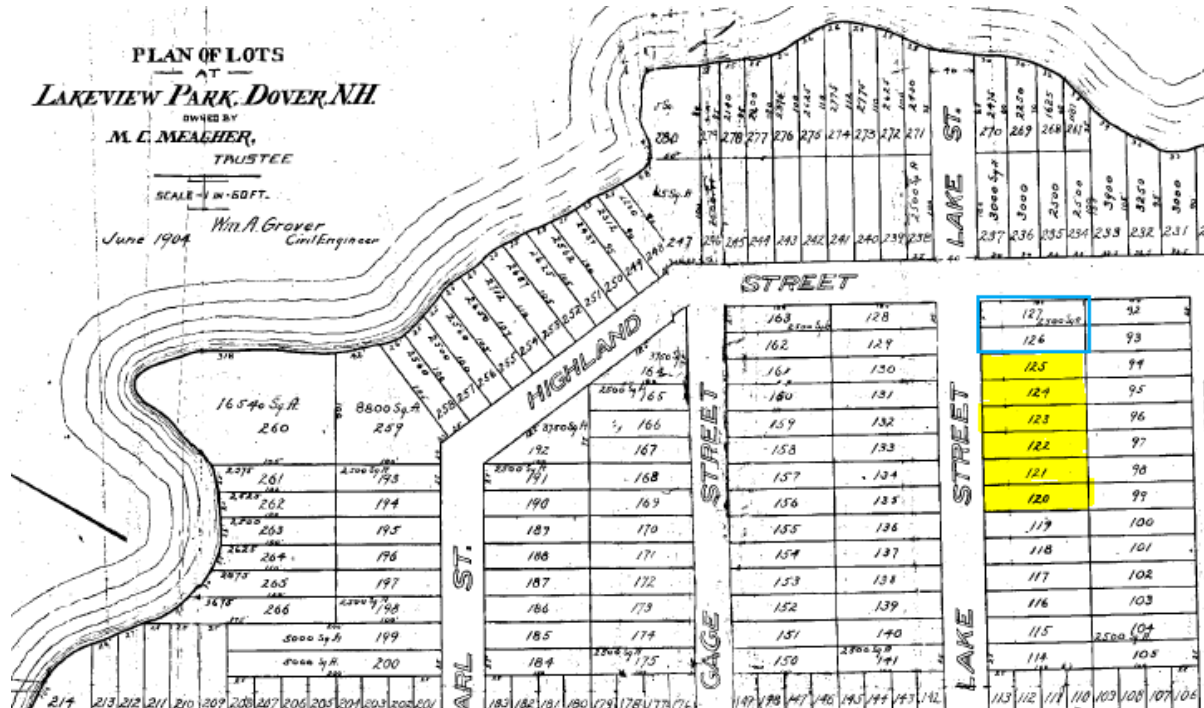
CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R - 2022.10.12 – 209**

Resolution Re: Disposal of Tax Deeded Real Estate on Lake Street
(Former Map/Lot 39-46) Acquired by Deed dated June 10, 1953



The title record history of Lots 126 and 127 shown above is unclear. However, in 1953 the City executed a tax deed (recorded at Strafford County Registry of Deeds Book 617, page 634, attached), for a “Tract of land on Lake Street” further described as “the land indexed on the Dover, New Hampshire assessment maps in 1949 as parcel 39-46.” The City’s Assessing office has reviewed past tax maps and it would appear that, at the time of the 1953 deed, lots 126 and 127 were designated as Tax Map 39-46.

Title research conducted by an attorney for the current owner, and perhaps by another title company, have failed to identify any out-conveyance of the City’s tax-deeded interest in the Locus. The current owner has been unable to find any prior deed from the City. The current owner has requested a release deed from the City, conveying whatever interest, if any, the City has in the Locus.

The Locus comprises an approximately 5,000 square foot parcel that likely has little value by itself. And, the City has received significant value for the Locus over the years, having taxed all seven lots shown above (*i.e.*, lots 120 through 127 shown above) as a single lot since 1981.

R-2022.10.12 Disposal of Tax Deeded Real Estate on Lake Street (Former Map/Lot 39-46) Acquired by Deed dated June 10, 1953

Document Created by: Legal
Document Posted on: October 7, 2022

Page 5 of 5

RELEASE DEED

For property in the City of Dover, N.H.

THE CITY OF DOVER, a municipal corporation with an address of 288 Central Avenue, Dover, New Hampshire, for consideration paid, grants to the ESTATE OF THOMAS M. WILLARD, (Case # 319-2022-ET-00117, 7th Circuit – Probate Division - Dover) c/o Jeffrey B. Lord, Administrator, with a mailing address of PO Box 442, Quechee, VT 05059 (“Grantee”), without covenants whatsoever, and as is with all faults, any fee ownership interest in the following:

A tract of land on Lake Street in the City of Dover, County of Strafford, and State of New Hampshire, shown as Lots 126 and 127 on a certain plan entitled “Plan of Lots at Lakeview Park, Dover N.H,” dated June, 1904, recorded in Pocket 7, Folder 2, Plan 8 of the Strafford County Registry of Deeds, and formerly shown on the 1949 City of Dover Tax Assessment Map 39 as Lot 46. (“Property”).

Meaning and intending to convey any fee ownership interest of the City of Dover in the same property acquired by the City of Dover by deed of Edgar W. Bois in his capacity as tax collector of the City of Dover, dated June 10, 1953, recorded at Book 617, Page 364 with the Strafford County Registry of Deeds.

By accepting this deed, Grantee, for himself, the Estate of Thomas M. Willard, and Grantee’s (and Thomas Mervin Willard’s) predecessors, successors, heirs, and assigns: (i) irrevocably waives, remises, and relinquishes any claim or cause of action for abatement of ad valorem

property taxes assessed by the City of Dover on the Property in the current property tax year (i.e., commencing April 1, 2022) and/or in any prior year by the City of Dover, to the extent such abatement claim or cause of action is or was based on ownership, or lack thereof, of the aforesaid Property by Grantee; (ii) further covenants not to contest, and hereby acknowledges, the validity of any and all existing real estate tax obligations and liens, whether inchoate, unperfected, perfected, or otherwise, in favor of the City of Dover on the Property as of the date of this deed; and (iii) covenants that Grantee intends to, and shall promptly following the recording of this deed, file with the Dover Planning Board (pursuant to RSA 674:39-a) a voluntary merger of the Property with property owned by the Grantee known as Dover Tax Map 39, Lot 47.

The City of Dover is exempt from real estate transfer tax pursuant to NH RSA 78-B:2 I. Grantee claims this transfer is exempt from real estate transfer tax as a non-contractual transfer pursuant to RSA 78-B:2, IX.

This conveyance was approved by vote of the Dover City Council on October __, 2022.

Witness its hand this ____ day of _____ 2022.

By: J. Michael Joyal, Jr.
Its Duly Authorized City Manager

STATE OF NEW HAMPSHIRE

COUNTY OF STRAFFORD

On this, the ____ day of _____ 2022, personally appeared J. Michael Joyal, Jr., in his capacity as the duly authorized City Manager and acknowledged that he executed the above on behalf of the City of Dover. Before me,

Notary Public/Justice of the Peace

Accepted by :

Jeffrey B. Lord

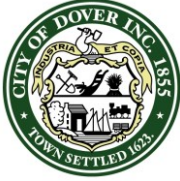
Executor of the ESTATE OF THOMAS M. WILLARD

STATE OF NEW HAMPSHIRE

COUNTY OF STRAFFORD

On this, the ____ day of _____ 2022, personally appeared Jeffrey B. Lord, in his capacity as the duly authorized Executor of ESTATE OF THOMAS M. WILLARD, (Case # 319-2022-ET-00117, 7th Circuit – Probate Division - Dover) and acknowledged that he executed the above on behalf of the ESTATE OF THOMAS M. WILLARD. Before me,

Notary Public/Justice of the Peace



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2022.10.12 – 210**
Resolution Re: B22067 Dover City Hall Clock Tower Restoration
Amendment One

- WHEREAS: A sealed Request for Proposal (RFP) #B22067 was issued and received for the restoration of the Dover City Hall clock tower on May 26, 2022 at 2:00 p.m. A mandatory pre-proposal meeting was held on May 10, 2022 at 3:00 p.m. with six vendors attending; and
- WHEREAS: The City received two bid replies and awarded the project via Resolution [R-2022.06.22-141](#), the lowest responsive and responsible bid was submitted by Careno Construction Company, LLC of Portsmouth, NH; and
- WHEREAS: The City received an amendment #1 to the agreement for asbestos and lead abatement in the amount of \$95,432.55, additional time needed for tent and heating costs in the amount of \$29,478.50 and electrical code upgrades in the amount of \$7,458.50 for a total cost of \$132,369.55; and

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

The Purchasing Agent is hereby authorized to issue Purchase Order Amendment One to Careno Construction in the amount of \$132,369.55 as outlined above. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

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

The Amendment One also includes pricing for labor and materials to patch, prime, and paint the first and second floor hallways, ceilings and top cap of handrails. This also include painting the stage area only of the auditorium and one room on the second floor. In an effort to elude additional mobilization costs, it is the recommendation to award this additional work as well. The Purchasing Agent is hereby authorized to issue a purchase order amendment to Careno Construction Company, LLC in the amount of \$44,884.52. 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
1009.1.130.41340.4725.00000.22	City Hall Structural Improveme	476,000.00	476,000.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2022.10.12 – 210**
Resolution Re: B22067 Dover City Hall Clock Tower Restoration
Amendment One

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.1.

Resolution Number: **R – 2022.10.12 – 210**
Resolution Re: B22067 Dover City Hall Clock Tower Restoration
Amendment One

RESOLUTION BACKGROUND MATERIAL:

The City solicited a Request for Proposal for the restoration of the Dover City Hall Clock Tower. The scope of work includes, but is not limited to the repair and restoration of the gold leaf dome, copper roofing, metal sheeting and clock faces where water intrusion has impacted the areas; repair/replacement of wooden blockings throughout the base of dome; repair/replacement of steel shaft; repair/replacement of louvers at the bell tower level; evaluation and repair of wiring within the bell and clock tower; removal and replacement of the wooden bead board ceiling; restoration of exterior dome; repair clock hands and mechanism; replacement of clock glass on clock face in front of building; replace roof access door at lower level of clock tower; scrape and paint exterior of windows; and scrape and paint all exterior surfaces.

Bid Information:

A sealed Request for Proposal (RFP) #B22067 was issued and received for the restoration of the Dover City Hall clock tower on May 26, 2022 at 2:00 p.m.

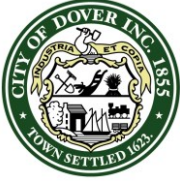
Award Information:

A purchase order will be issued to Careno Construction Co., LLC to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	450	Number of Responses:	2
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Complete	Estimated Delivery:	12/31/2022
Recommended Award to:	Careno Construction Co., LLC	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B22067 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2022.10.12 – 211**

Resolution Re: Endorse NHMA 2023-2024 Legislative Policy Positions

WHEREAS: The New Hampshire Municipal Association (NHMA) monitors legislative bills of interest and provides legislative advocacy representing the collective interests of the 234 municipal communities and their residents; and

WHEREAS: The NHMA held its 2023-2024 Legislative Policy Conference on Friday, September 23, 2022; and

WHEREAS: Representatives developed proposed recommendations to set priorities for legislative advocacy in the coming year relating to municipal interests that may arise before the New Hampshire Legislature and State agencies; and

WHEREAS: The City of Dover is a member of the NHMA.

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

That the Dover City Council endorses the New Hampshire Municipal Association's 2023- 2024 Legislative Policy Positions.

AND, FURTHER BE IT RESOLVED:

That the Dover City Council authorizes the Mayor, Deputy Mayor, City Manager and/or designee(s), when deemed necessary, to provide testimony to State of New Hampshire officials and others on behalf of the City of Dover consistent with the endorsed legislative policies.

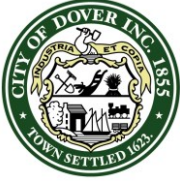
AUTHORIZATION

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.2.

Resolution Number: **R - 2022.10.12 – 211**

Resolution Re: **Endorse NHMA 2023-2024 Legislative Policy Positions**

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:

A copy of the New Hampshire Municipal Association 2023-2024 Legislative Policy Positions (11 pages in total) is attached.



2023-2024 Proposed Legislative Policy Positions

General Administration and Governance

Local Authority and Efficiency

NHMA supports maintaining local government authority without infringement by the state, and supports measures that enable municipalities to exercise existing authority more efficiently and with greater discretion. NHMA also supports state-local partnership and coordination in addressing common issues.

NHMA supports:

- Legislation granting towns the same authority to adopt ordinances that cities have under RSA 47:17;
- Legislation clarifying that towns that have adopted RSA 49-D have the same powers and authority of municipalities that have adopted RSA 49-C.
- The authority of municipalities to regulate or limit the use of firearms on municipal property, and to regulate the carrying of firearms by municipal employees while on duty;
- Legislation allowing a town, by vote of its legislative body, to authorize appointment of the town clerk or town clerk/tax collector by the governing body, or by the chief executive officer based on a town charter;
- Legislation allowing municipalities to satisfy notice publication requirements through the use of electronic notification rather than newspaper publication, in addition to posting notice in public places.
- Legislation that is supportive of state collaboration with municipalities in addressing homelessness.
- Legislation that helps ensure the availability of an adequate public sector workforce.

NHMA opposes legislation that detracts from existing local authority.

Right-to-Know Law

NHMA supports the purposes of the Right-to-Know Law: to ensure the greatest possible public access to the actions, discussions, and records of all public bodies, and to ensure government's accountability to the people. NHMA also supports measures to make the law clearer and make compliance with public access requirements easier and less burdensome for public officials and employees and less costly for taxpayers.

NHMA supports:

- Reasonable requirements to make governmental records available electronically if no additional cost is involved;
- The ability to recover reasonable labor costs and other costs for responding to voluminous or excessive record requests;
- Exemptions from disclosure that are easy to administer and that provide appropriate protection for confidential and other sensitive information;
- An expedited and inexpensive process for resolving right-to-know complaints;
- Legislation and funding that provide support for education about the Right-to-Know Law.
- Authority of municipalities to set the meeting locations, conditions, and modalities (including in-person, remote, or combined in-person/remote) for meetings of councils, boards, committees, and commissions.

Elections

NHMA believes that state and local elections should be fair and open, that voting should be simple and convenient without risking election integrity or security, and that election processes should be efficient without imposing undue burdens on local officials.

NHMA supports:

- Establishment of an independent redistricting commission to draw election districts fairly and without regard to partisan advantage;
- Local autonomy over town and city elections;
- More frequent state review and approval of electronic ballot-counting devices;
- Registration and voting processes that are not unnecessarily complex or burdensome, either to voters or to election officials;
- The use of secure technology such as electronic poll books to make election processes more efficient;
- Greater flexibility in the processing of absentee ballots;
- State assistance for the cost of accommodations for disabled voters in local elections.

Labor and Employment

NHMA recognizes the importance of municipal employees, the need for good working conditions, and the right of employees to organize if they choose. NHMA also believes municipal employers should be free to set reasonable terms and conditions of employment or negotiate the same with their employees or employee representatives, without undue state interference.

NHMA supports existing laws governing public employee labor relations, and opposes changes that impose greater burdens or liabilities on employers.

NHMA opposes:

- Legislation creating a mandatory “evergreen clause” for public employee collective bargaining agreements;
- Mandatory binding arbitration as a mechanism to resolve impasses in municipal employee collective bargaining;
- A right to strike for public employees;
- New mandated employee benefits, including any proposal to enhance retirement system benefits that may increase employer costs in future years;
- Unnecessary limits on municipalities’ discretion in making hiring decisions;
- Restrictions on municipalities’ ability to privatize or use contracted services.

Substance Use, Prevention & Response**NHMA supports:**

- State funding to address substance use disorder for the following efforts:
 - Prevention
 - Treatment
 - Recovery
 - Enforcement;
- Legislation that supports prevention, treatment, recovery, and enforcement efforts.

NHMA opposes:

- Reductions in state funding for substance use disorder or recovery support programs;
- Legislation that makes it more difficult to address the substance use disorder problem in our communities.
- Legislation that authorizes the sale of cannabis unless the following requirements or conditions are included:
 - The processing, manufacture, refinement or sale of cannabis products in any municipality shall only be permitted after the legislative body of that municipality has adopted the provisions of enabling state legislation permitting such activities--“opt-in,” not “opt out.”
 - i. Legislation that legalizes the sale of cannabis must include provisions for adequate and sustained funding to municipalities to address the costs associated with legalization because municipalities will be the governmental entities that will have to directly deal with the impacts of legalization.

- Any legislation allowing for retail establishments for the sale of cannabis or cannabis products shall include a requirement for a host community agreement with the municipality in which a marijuana establishment is located, which may include provisions such as a community impact fee; a limit on the percentage of sales of total gross receipts that are related to cannabis sales; security measures for premises; agreements to fund police details when necessary; for crowd or traffic control; and termination of business provisions.

Finance and Revenue

Property Taxes and Related Revenues

NHMA supports legislation that allows municipalities to manage property tax levies in a manner that stabilizes tax rates and ensures equity, fairness, and efficiency in the assessment and collection of property taxes.

NHMA supports:

- The continuing right of municipalities to use any recognized method of appraisal upheld by the New Hampshire judicial system;
- Legislation to ensure that:
 - property taxes are assessed to the proper owner by requiring that all owner name changes be separately filed at the registry of deeds when such an owner change is not created by a transfer of the property, and
 - all liens, whether of a private or institutional nature, be filed at the registry of deeds, and that all changes to the name of a recorded lienholder be similarly filed;
- A legislative commission to study assessment and collection of property taxes and/or municipal utility fees on manufactured housing on land of another and on transient-type properties;
- Legislation ensuring fairness and accuracy in property tax exemptions including ensuring that all household income and assets are taken into account;
- Legislation that prohibits the use of the income approach by a taxpayer in any appeal of assessed value if the taxpayer refuses to provide such information as requested by the municipality;
- A legislative commission to study reimbursement through payments in lieu of taxes (PILOTs) for municipal services provided to exempt charitable properties, including charitable non-profit housing projects;
- Legislation amending RSA 80:56 to enable municipalities to charge a fee for any financial remittance issued to the municipality that is returned as uncollectible;

NHMA opposes:

- Legislation that directly or indirectly increases property taxes, including but not limited to new or expanded mandatory exemptions or credits, or changes in the process for valuing, assessing, or taxing specific classes of properties;
- Legislation that undermines the basic goals of the current use program or reduces the 10-acre minimum size requirement for qualification for current use beyond those exceptions now allowed by the rules of the Current Use Board;
- Legislation that expands the definition of “charitable” in RSA 72:23-I unless the state reimburses municipalities for the commensurate loss of property tax base;
- An assessment methodology for big box stores that employs comparisons to “dark store” properties abandoned or encumbered with deed restrictions on subsequent use.

State Aid and Non-Property Tax Revenues

NHMA supports funding of state aid to municipalities, supports legislation authorizing local control over non-property tax revenue streams, and opposes legislation that reduces, suspends, or eliminates existing local taxes, fees, or state aid.

NHMA supports:

- Full restoration of revenue sharing under RSA 31-A;
- A state transportation policy that provides adequate and sustainable funding for state and municipal infrastructure and transportation systems and maintains at least the 12 percent share of state highway funds distributed to municipalities;
- Legislation authorizing the establishment of local option fees and providing for periodic adjustments to statutory fees to compensate for factors including, but not limited to, the effects of inflation, such as an increase in the maximum optional fee for transportation improvements;
- Legislation to ensure the collection of unpaid bills for ambulance and other emergency services;
- Reimbursement from the state for the cost of municipal services provided to state-owned properties;
- Legislation amending motor vehicle registration enforcement laws to ensure collection of all state and local registration fees owed by New Hampshire residents;
- Legislation amending RSA 36-A:5 II to allow trustees of trust funds to invest conservation funds instead of only the town treasurer, if voted by the legislative body;

NHMA opposes:

- Legislation that would repeal the dedicated fund created to share 30% of state meals and rooms tax revenue with municipalities along with any further reduction to the percentage shared, or any further reduction to the state meals and rooms tax.

- Diversion of state highway funds for state non-transportation network purposes.

New Hampshire Retirement System (NHRS)

NHMA supports the continuing existence of a retirement system for state, municipal, school, and county government employees that is secure, solvent, fiscally healthy, and financially sustainable, and that both employees and employers can rely on to provide retirement benefits for the foreseeable future.

NHMA supports:

- Restoration of up to 35% of the state's share of employer costs for police, teachers, and firefighters in the current defined benefit plan and any successor plan, with the goal being a 35% re-instatement of the state contribution;
- Inclusion of participation by municipal officials designated by NHMA on any legislative study committee or commission formed to research alternative retirement system benefits plans or designs;
- Performance of an actuarial analysis of any legislation proposing benefits changes or other plan changes that may affect employer contribution rates.

NHMA opposes:

- Legislation expanding benefits that increase current or future employer contribution costs;
- Legislation that assesses additional charges on employers beyond NHRS board-approved rate changes;
- Legislation that expands the eligibility of NHRS membership to positions not currently covered by the plan;
- Legislation further restricting a municipality's ability to employ NHRS retirees in part-time positions or the imposition of any fees or penalties associated with such employment.

Education Funding

NHMA supports a revenue structure for funding an adequate education to meet the state's responsibilities as defined by the constitution, statutes, and the common law with revenue sources that are predictable, stable, and sustainable.

NHMA supports:

- A revenue structure that is not disruptive to the long-term economic health of the state;
- A revenue structure that is efficient in its administration;
- A revenue structure that is fair to citizens.

NHMA opposes:

- Retroactive changes to the adequate education funding distribution formula after the notice of grant amounts has been provided to local governments.

Infrastructure, Development, and Land Use

Energy, Environment, and Sustainability

NHMA supports preservation and enhancement of municipal energy, climate, and sustainability planning for communities, protection of the natural environment, and implementation of clean and renewable energy, while recognizing the need for municipalities to manage their resources and the natural environment without undue cost.

NHMA supports:

- Legislation that broadens municipalities' ability to install and use renewable energy sources, including higher caps or elimination of caps on net energy metering;
- Legislation that provides financial and other assistance to municipalities for conservation techniques and installation and maintenance of renewable energy sources;
- Legislation that allows municipalities to adopt local environmental regulations that are no less stringent than those implemented by the state;
- Legislation that enables municipalities to enact measures that promote local energy and land use systems that are both economically and environmentally sustainable;
- Legislation that protects and preserves local natural resources and public infrastructure, builds community resilience, and fosters adaptation to climate change and mitigates its risks;
- Policies that support customer and community choice in energy supply and use competitive market-based mechanisms to promote innovation, cost effectiveness, and sustainability; and
- Legislation that provides state or federal assistance to municipalities to mitigate environmental inequity impacts faced by their residents, and drive early local engagement in decision processes.

NHMA opposes:

- Legislation that overrides local determinations of appropriate energy sources and regulations.

Water Resources Protection, Control, and Management

NHMA supports measures enabling municipalities to protect, control, and efficiently and safely manage water infrastructure and its resources. NHMA believes the State should support its commitments to municipalities for water infrastructure programs and that any new mandates that impose additional costs on municipalities must be funded by the state or federal government.

NHMA supports:

- Legislation that provides state or federal investment in maintaining and improving the state's critical water infrastructure, including, but not limited to, dams, public drinking water systems, wastewater systems, stormwater systems, and surface and groundwater;

- Legislation that encourages regional and innovative solutions to drinking water, wastewater, stormwater, and surface and groundwater issues;
- Regulation of emerging contaminants at appropriate and feasibly achievable levels when supported by relevant scientific and technical standards that are broadly accepted by peer review and cost-benefit analyses, when coupled with appropriate state or federal funding.

NHMA opposes:

- Enactment of stricter drinking water, wastewater, stormwater, or surface water and groundwater regulations for municipalities unless any costs of compliance are funded by the state or federal government or responsible party.

Solid Waste Management

NHMA recognizes the need for efficient, economical, and environmentally sensitive mechanisms for solid waste management which allow municipalities to use the most appropriate disposal systems. NHMA believes any new mandates that impose additional costs on municipalities must be funded by the state or federal government.

NHMA supports:

- Programs that support municipal, regional, and state strategies to manage solid waste through reduction, reuse, recycling, resource recovery, composting, and other measures, while maintaining local control;
- State programs that address existing and emerging contaminants at no additional cost to municipalities;
- Fees or assessments on solid waste or recycling that are used to provide direct support or enhancement of local or regional solid waste, household hazardous waste, and recycling programs.

Housing

NHMA recognizes the need for diverse and affordable housing in New Hampshire and the responsibility of each municipality to afford reasonable opportunities for the development of diverse and affordable housing. NHMA believes municipalities should have discretion in how to satisfy this responsibility and supports legislation that enables municipalities to find innovative ways to ensure an adequate supply of housing.

NHMA supports:

- Legislation that allows municipalities to require the inclusion of affordable and diverse housing opportunities as part of new housing developments;
- Financial and other incentives to municipalities to encourage development of diverse and affordable housing;
- Statewide efforts to provide housing for those recovering from substance misuse, subject to reasonable municipal regulation;

- Policies that encourage documentation and financial traceability of cash and bartered rental transactions;
- Legislation and policies that encourage creative and flexible approaches to meeting housing needs of current and future demographics in different regions.
- Legislation which promotes a collaborative approach between the state, municipalities, and other key stakeholders to address the state's housing shortage.

NHMA opposes:

- Legislation and policies that allow for or encourage housing practices that exclude people from and decrease the availability of quality, affordable housing;
- Legislation that erodes local control over land use decisions.

Land Use

NHMA supports the long-standing authority of municipalities to regulate land use matters with minimal interference from the state.

NHMA supports:

- Legislation authorizing municipalities to regulate short-term rentals of residential properties, including licensing requirements and health and safety protections;
- Legislation enabling municipalities at their discretion to adopt more recent editions of national/international building and fire codes than the current state-adopted editions.
- Legislation that supports the adoption of more recent editions of the national/international building and fire codes after review and recommendation by the Building Code Review Board and/or the State Fire Control Board.

NHMA opposes:

- Legislation that limits municipal control in implementing statewide priorities in zoning and land use regulation;
- New state mandates requiring municipalities to allow specific types of housing;
- All other statewide land use mandates.

Information Technology, Communications, and Cybersecurity

NHMA supports initiatives to make the most current information and communication technology accessible to New Hampshire communities, so long as local authority over land use regulation and safety issues is not compromised.

NHMA supports:

- Legislation that increases the ability of municipalities, especially those in rural and remote areas, to facilitate and advance access to reliable broadband technology to the premises in their communities;

- Legislation that provides flexibility for municipalities in accessing poles and pole attachments, including legislation that directs the New Hampshire Public Utilities Commission to adopt the FCC rule on access to poles called “One-Touch-Make-Ready” in order to facilitate bringing high-speed fiber optic cable to service all New Hampshire communities, homes, and businesses by internet service providers (ISPs) in an expedient and cost-effective manner;
- Legislation that provides state and federal investment, including grants, for installation of high-speed fiber optic broadband technology to serve all New Hampshire communities, homes, and businesses;
- Legislation that requires or encourages and incentivizes providers to disclose information to local government relative to access and broadband connections provided in the municipality to help municipalities better understand and address the needs of their community;
- State investment in cybersecurity assistance to municipalities to protect data and infrastructure.

NHMA opposes:

- Legislation that limits municipalities’ ability to prevent or regulate deployment of technologies that would interfere with the management of the right of way;
- Statewide mandates on cybersecurity practices unless any associated costs are funded by the state or federal government.

Transportation

NHMA supports state policies that ensure access for all users to convenient, efficient, reliable, cost effective, safe, and sustainable multi-modal transportation systems in New Hampshire.

NHMA supports:

- Appropriate funding for state and local modes of transportation, including but not limited aviation, transit, bicycle, and multi-modal facilities;
- Continued state and federal investment in public transportation systems and projects designed to support access to vital services, economic, and recreational opportunities within communities, link communities and regions, and reduce vehicle congestion on New Hampshire’s roads;
- Programs and funding sources that would appropriately recover and distribute the impact of vehicles used on local and state transportation infrastructure.

NHMA opposes:

- Any action or inaction by the State that results in the downshifting of maintenance responsibilities for transportation infrastructure (road, bridge, culvert, drainage) to municipalities.

Economic Development, Recovery, and Vitality

NHMA supports allowing municipalities to implement measures to foster economic development which allows for the preservation and creation of jobs and vitality within our communities.

NHMA supports:

- Legislation that allows for local adoption of more options and more flexibility to provide incentives for economic recovery and development;
- Expansion and more flexibility of state tax credit and exemption programs to foster economic recovery, development, and vitality.

NHMA opposes:

- Legislation that makes it more burdensome to implement economic recovery, development, and vitality measures.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2022.10.12 – 212**

Resolution Re: Adopting City of Dover Policy Governing Flag Display

WHEREAS: The City’s buildings display the United States flag, the State of New Hampshire flag, the City of Dover flag, and, at times, other special flags or banners; and

WHEREAS: The City Council wishes to formalize the policy and procedures for displaying these aforesaid flags with respect to all City (non-school) buildings.

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

The policy accompanying this resolution entitled “City of Dover Policy, FLAG DISPLAY” is hereby approved and adopted. This policy shall remain in effect until further action of the City Council.

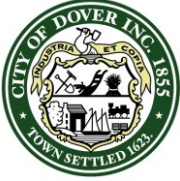
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
Deputy Mayor Dennis
Shanahan
Councilor Linnea Nemeth

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2022.10.12 – 212**

Resolution Re: Adopting City of Dover Policy Governing Flag Display

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

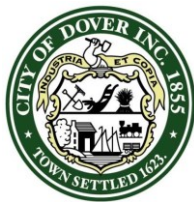
Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

Attached is the “City of Dover Policy, FLAG DISPLAY”. One or more subcommittees are expected to bring forward proposals for inclusion in Exhibit A in the future, which may be amended by the City Council from time to time.



City of Dover Policy

FLAG DISPLAY

1. PURPOSE

It is the intent of the City of Dover to establish a City-wide policy concerning the City's display of flags upon flagpoles and on or in all City buildings (excluding school buildings). This policy is also intended to clarify and make express that flag displays on permanent flagpoles or on mounted fixtures on City property are governmental speech that expresses the views and values of the City of Dover.

2. REFERENCE

The United States Flag Code is codified at 4 U.S.C. § 1 et seq. New Hampshire's statutory provisions governing the display of the federal and state flags are codified within RSA chapter 3-E (concerning the United States flag) and RSA 3:2, :3, and :4. New Hampshire's statutory provisions governing the POW-MIA flag are codified within RSA 3:3-a and RSA 3:3-b.

3. APPLICATION

This Policy applies to flags upon permanent flagpoles and mounted flags on or in all buildings owned or controlled by the City of Dover (except school buildings) and all individuals employed by or who volunteer with the City of Dover, unless a provision of the policy conflicts with a contract or statute (e.g., Collective Bargaining Agreement, Civil Service Rule, or Memorandum of Understanding). This policy does not apply to flags carried by or on an individual, attached to a personal conveyance (e.g., vehicle or bicycle), or other such personal and transient flag displays.

4. GUIDANCE

- a. Display and Care of Flags: The City's display and care of the United States flag and the New Hampshire flag on any flagpole or mount, on or in any City (non-school) building, shall follow the Federal and State of New Hampshire Flag Codes. The City's display and care of the City flag on any flagpole or mount, on or in any City (non-school) building, shall be likewise governed by the same provisions of the United States Flag Code and in like manner to the United States flag, to the extent consistent with the United State Flag Code. The City's display and care of the POW-MIA Flag on any flagpole or mount, on or in any City (non-school) building,

Adopted _____

Revised _____

shall follow the provisions set forth in RSA 3:3-a and RSA 3:3-b at the local level, in like manner as the State level, to the extent consisted with the aforesaid statutes.

- b. Display of Additional Flags Indoors or Outdoors: In addition to the above flags, the City may display other “Special Flags or Banners” on either the flagpole located on the left side of Dover City Hall or the other available flagpoles, if approved pursuant to this Policy. Given that displays of Special Flags or Banners are considered governmental speech, the City reserves the right and discretion to control which, if any, other “Special Flags or Banner” the City will display on a City flagpole. Accordingly, such Special Flags or Banners may only be displayed by the City upon prior approval by the Dover City Council. Requests for a Special Flag or Banner must be made in writing to the Dover City Council.
- c. Examples of Special Flags or Banners that may be displayed by the City on a City flagpole with prior approval include, but are not limited to, Sister City flags, Heritage Month flags (e.g., Black History Month, Pride Month, Asian/Pacific American History, National Hispanic Heritage, and Indigenous peoples’ heritage), flags received in recognition of awards, flags received from visiting groups, or flags celebrating or designating an event or accomplishment.
 - 1. When approving a Special Flag or Banner, the City Council shall consider and make a determination that the Special Flag or Banner symbolizes and expresses an important, local governmental message/speech by meeting at least one or more of the following criteria:
 - a. Whether the United States or State of New Hampshire has recognized the flag through statute or proclamation;
 - b. Whether the flag or banner represents an organization dedicated to the public good for the Citizens of Dover;
 - c. Whether the flag or banner represents a National, State, or City interest;
 - d. Whether the flag is an historic American flag that has or continues to have a primary positive message of American history and unity;
 - e. Whether the flag or banner promotes unity and community with another city, state, country, or other jurisdiction; or
 - f. Whether the flag represents a positive interest or value worthy of public, governmental recognition.
 - 2. Unless otherwise stated or determined by the City Council, all Special Flags or Banners shall be flown or displayed by the City for a limit of thirty (30) calendar days.
- ii. Any Special Flag or Banner display by the City on a flagpole at City Hall

must not be larger than the flag of the United States of America and must be located beneath the flag of the United States of America when flown on the same halyard.

- d. Appendix A to this policy lists any Special Flags or Banners with standing approval by the City Council, and if applicable, the annually recurring dates the flags may be flown.
- e. Display of the Flags at Half-Staff
 - i. All flags shall be flown at half-staff as prescribed or consistent with Flag Code and Protocol or as directed by the proper federal or state officials.
 - ii. In addition to any federal or state protocols or directions, the Mayor (or designee) may order the City of Dover flag to be flown at half-staff for one week under the following circumstances:
 - 1. On the death of any of the following individuals:
 - a. Dover Mayor, ex-Mayor, or Mayor-elect;
 - b. Current member of City Council or City Clerk;
 - c. Current head of any City Department;
 - d. Any other local official, City employee, citizen, or other individual deemed by the Mayor to have made significant contributions to the benefit and welfare of the City and Citizens of Dover.
 - 2. Any instance where a City of Dover employee has been killed in the line of duty or has died as a direct result of injuries incurred while in the performance of official duties.
 - iii. The City Manager shall state the reason or name of the individual in whose honor the flag or flags have been lowered to half-staff in his or her weekly report.

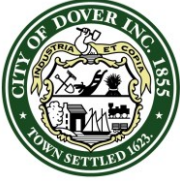
5. EFFECTIVE DATE AND AMENDMENTS

This policy shall take effect upon passage by the Dover City Council. Any amendments to this policy must be approved by vote of the Dover City Council.

Appendix A

Schedule of Special Banners or Flags with Standing Approval

[illegible]



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2022.10.12 – 213**

Resolution Re: Approval of License Agreement for Pilot Public Syringe Disposal Program

WHEREAS: The Strafford County Public Health Network, SOS Recovery, Wentworth-Douglass Hospital, and the New Hampshire Harm Reduction Coalition and others are seeking to address ongoing public concern over the improper disposal of syringes; and

WHEREAS: These organizations have proposed a pilot program whereby the New Hampshire Harm Reduction Coalition, the Strafford County Public Health Network and others would fund, install, and maintain anonymous public syringe disposal “sharps” boxes in the City of Dover; and

WHEREAS: The pilot syringe disposal program would be established and maintained at no cost to the City of Dover.

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

The City Manager is authorized to negotiate, finalize, and execute a License Agreement on behalf of the City of Dover granting the New Hampshire Harm Reduction Coalition, Strafford County Public Health Network, and/or the acting entity or group thereof (“Licensee”) permission to install and maintain, at no cost to the City of Dover, one or more public syringe disposal “sharps” boxes at locations on City property to be determined by the City Manager in consultation with the Licensee. The License Agreement shall be revocable at either party’s option and shall contain such other terms and requirements as the City Manager deems to be in the best interests of the City of Dover.

REFER TO PUBLIC HEARING

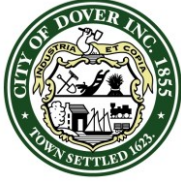
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.4. Resolution Number: R – 2022.10.12 – 213 Resolution Re: Approval of License Agreement for Pilot Public Syringe Disposal Program
---	---

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

Attached is a Pilot Project Proposal (12 pages) submitted by the Strafford County Public Health Network, SOS Recovery, Wentworth-Douglass Hospital, the New Hampshire Harm Reduction Coalition, the Harm Reduction Education and Technical Assistance project staff, and other community organizations explaining the concerns over the improper disposal of medical waste, how the proposed pilot project aims to address those concerns, other communities who have implemented similar pilot projects, and information about the individuals involved with this program. The proposal involves installing one syringe disposal unit at or near the Dover Community Trail trailhead at the Dover Train Station, and a second unit in the area of the lower, grassy area of Henry Law Park.

Dover Public Syringe Disposal Collaborative

Pilot Project Proposal

July 27, 2022

Adriane Apicelli MSW; Bill Davis, MS; Palana Hunt-Hawkins, BS; Ashley Wright, MS

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Purpose

The Strafford County Public Health Network, SOS Recovery, Wentworth-Douglass Hospital, the New Hampshire Harm Reduction Coalition, the Harm Reduction Education and Technical Assistance project staff, and other community organizations are looking to collaboratively pilot, implement and maintain an anonymous public sharps disposal program in Dover, NH. The organizations listed above arrived at this strategy through discussions, consultation and secondary research prompted by complaints from Dover business owners and residents regarding improperly discarded syringes. Anonymous public syringe disposal in “sharps” boxes is a low-barrier, low-cost, highly effective strategy to decrease improperly discarded syringes and medical waste, thus improving community health and safety. Initiatives like this have taken place in our neighbor to the north(east) Maine and we are interested in instituting something similar in Dover.

The proposed pilot would include the installation of two disposal units similar to the one pictured here (ecs-cares.com/products/ap-needle-box); one at or near the mouth of the Dover Community Trail at the Dover Train Station, and one in the lower, grassy area of Henry Law Park. The organizations listed above would manage the emptying and disposal of the units throughout this pilot. Once we have demonstrated the cost savings, public health benefits, and efficacy of this community-based sharps disposal pilot, it is our intention to collaborate with additional entities to sustain this project.



Acronyms

DPD.....	Dover Police Department
CHHS.....	College of Health and Human Services
ED.....	Emergency Department
HCV.....	Hepatitis C Virus
HIV.....	Human Immunodeficiency Virus
HR.....	Harm Reduction
HRETA.....	Harm Reduction Education and Technical Assistance Project
NHHRC.....	New Hampshire Harm Reduction Coalition
NSI.....	Needle Stick Injury
PWID.....	Person Who Injects Drugs

PWUD.....	Person Who Uses Drugs
SCPHN.....	Strafford County Public Health Network
SUD.....	Substance Use Disorder
SOS.....	<i>SOS Recovery Community Center</i>
SSPs.....	Syringe Service Programs
WDH.....	<i>Wentworth-Douglass Hospital</i>

Background & Context

In North America there are innumerable examples of public health departments and other public, private and third sector entities, collaboratively undertaking the implementation of syringe drop boxes or “kiosks” as a means of community safety (1-4). These syringe drop boxes, located in community-based settings, are beneficial to the whole of a community and its members. They can significantly decrease the amount of needles and medical waste in public spaces, as well as those improperly discarded in solid waste streams, both of which can result in costly needlestick injuries and illness. Many people use syringes and hypodermic needles for various reasons, and those that are discarded improperly in household/public trash create a serious risk for sanitation employees working at transfer stations or landfills. Anonymous public syringe disposal in “sharps” boxes is a low-barrier, low-cost, highly effective strategy to decrease improperly discarded syringes and medical waste, thus improving community health and safety. Initiatives like this have taken place in our neighbor to the north(east) Maine and we are interested in instituting something similar in Dover.

Regionally

By 2021, four cities in Maine (Portland, Bangor, Westbrook, and Lewiston) implemented public sharps box programs (5–8). These programs were instituted by entities like city governments and community coalitions, all with the same objective: to decrease improperly discarded syringes and medical waste by creating low-barrier, anonymous syringe disposal in community-based settings determined by key stakeholders. Public sharps programs in Maine have demonstrated effectiveness. In the first two months of operation, the City of Portland alone collected more than 1,000 needles from syringe disposal boxes throughout the city. Portland resident and independent harm reduction consultant Zoe Brokos explains the benefit of these programs as multifaceted, *“while these initiatives are often supported by funding specific to substance use and harm reduction, sharps disposal is an issue that impacts the whole community”* (5).

Locally

Complaints from Dover business owners and community members regarding improperly discarded syringes were the impetus for this group to meet and discuss

potential resolutions. After consulting with one another and conducting our own secondary research, we have arrived at the proposed solution: We are seeking your support for a demonstration project that establishes two community-based sharps containers. The proposed locations for the containers are at or near the mouth of the Dover Community Trail at the Dover Train Station, and the lower, grassy area of Henry Law Park. The City of Dover has shown leadership as early adopters of progressive public health measures, namely the installation of disposal units at the Dover Public Library (9). We'd like to explore a cross-sector partnership in which the Dover Police Department, the Strafford County Public Health Network, the New Hampshire Harm Reduction Coalition, the University of New Hampshire's HRETA project and other community organizations collaboratively implement and maintain an anonymous public sharps disposal program. After demonstrating the anticipated cost savings and public health benefits of community-based sharps disposal, partners will work to engage additional entities in the development of a plan to sustain this project through continued funding and collaboration.

Pilot Work Plan

Work Plan

Table 1. Pilot Work Plan

Stakeholder Engagement & Buy-In	August, 2022	All Partners	All partners will work to educate and engage key stakeholders, as needed, to receive buy-in for installation of the boxes
Funding Acquisition	August, 2022	Ashley Wright, Adriane Apicelli & Pete Fifield	Ashley, Adriane & Pete will work to complete funding application & submit to WDH

Purchase and Installation of Disposal Units	September, 2022	NH Harm Reduction Coalition SCPHN City of Dover	NHHRC will purchase of two disposal units, in-kind SCPHN will purchase additional materials City of Dover will install two disposal units in predetermined locations, in-kind
Outreach	September, 2022 – June, 2023	All Partners	Develop messaging to increase understanding of harm reduction amongst community members Develop marketing and outreach materials promoting the disposal units
Evaluation	September, 2022 – June, 2023	HRETA All Partners	HRETA will develop evaluation plan outlining performance measures to be tracked and methods of evaluation All partners will work to support the collection of data, as appropriate
Sustainability Planning	September 2022 – June 2023	All Partners	All partners will use evaluation results to assess and determine feasibility of the project's continuation All partners collaborate in identifying & engaging additional entities necessary to continue/expand/replicate program

Staffing Plan

Table 2. Pilot Project Team, Expertise, and Roles

Pilot Project Member	Areas of Expertise	Role in Pilot
Ashley Wright, SCPHN	Proposal writing; Fiscal oversight/management; Coordination; Logistics; Public engagement; Community organization	Fiscal Agent; project manager; community outreach
Palana Hunt-Hawkins, NHHRC	Harm reduction; Community outreach and Education;	Partial project funding; community outreach; harm reduction education expert
John Burns, Ashley Lewis, SOS	Harm reduction; Substance use education; Peer support services;	Responsible for staffing & maintenance of disposal units; community outreach; harm reduction and peer-based services experts
Peter Fifield, Wentworth-Douglass Hospital	Treatment of Mental Health and Substance Use Disorders; Harm reduction; hospital systems, population health	Supports the planning and implementation of program; potential funding source
Dover Police Department	Community/municipal relationships; Municipal systems and navigation; Communications	Supports program implementation; Facilitates communication with municipal government/entities, as needed
Bill Davis, Community Member & Volunteer	Community engagement;	Supports planning, outreach & operations, as appropriate
Adriane Apicelli HRETA	Academic research	Evaluation: data analysis and report generation

The proposed project leverages several of the City of Dover's assets to improve public health and safety, for all residents. Partners each bring a unique perspective, skill

set, and expertise that, when taken together, strengthen the prospect of the pilot's success. This collaborative effort includes representation from multiple sectors including: public health, direct community-based services, healthcare, public safety, community members, and academia. All of the individuals/entities illustrated in Table 2 are providing their services in-kind, with the exception of SOS which will be compensated for their critical role in maintaining the disposal units. Their participation requires significantly more person-time, which is necessary to calculate for future cost considerations and project sustainability. Below are descriptions for all project participants and their specific function(s) within this pilot.

Ashley Wright- Strafford County Public Health Network

Ashley Wright, MS; CPS, is the manager of the Strafford County Public Health Network. SCPHN will serve as the fiscal agent of the pilot and Ashley will be responsible for the fiscal oversight of the project, including the submission of proposals to secure external funding and the management of those funds. She will also fulfill the role of project manager and attend to the pilot's development and logistics, as well as coordination of the partner entities to ensure performance measures are achieved. Ashley will use her position at the Public Health Network to engage with and perform outreach in the Dover community to promote the project and the efficacy of community-based harm reduction strategies.

Palana Hunt-Hawkins- New Hampshire Harm Reduction Coalition

Palana Hunt-Hawkins, BS, is the Director of Operations at the New Hampshire Harm Reduction Coalition. NHHRC has graciously agreed to purchase the two disposal units at no cost to the pilot. Palana will lead the coordination of NHHRC's collection of sharps from SOS in order to complete the disposal process. Additionally, she will leverage her expertise in harm reduction and referent power within the Dover community to conduct outreach with appropriate populations and provide harm reduction education to stakeholders as requested.

John Burns & Ashley Lewis- SOS Recovery

John Burns, BS; MBA and Ashley Lewis, CRSW, are the Director and Operations Manager of SOS, respectively. John and Ashley are experts in peer-based recovery and harm reduction, and are highly reputed in the substance use (SU) community both by those with lived experience and providers of SU specific services. SOS will be responsible for maintaining the disposal units including: sharps collection & disposal, tracking usage and reporting data to partners, and overseeing the physical integrity of units. Additionally, John and Ashley will lend their knowledge and credibility to community outreach and education efforts, as requested.

Peter Fifield- Wentworth-Douglass Hospital

Peter Fifield, BS; MS; Ed.D, is the Manager of Integrated Behavioral Health and Substance Use Disorder Services at Wentworth-Douglass Hospital (WDH). Peter has identified a viable funding source from WDH, and will lend his adroit understanding of substance use and harm reduction, the Dover community, population health, and healthcare systems to support the planning and implementation of the proposed pilot.

Dover Police Department

Members of the Dover Police Department have assisted the development of this pilot in myriad ways including: providing insight to contextualize the issue of improperly discarded syringes in the community, utilizing their legitimate power as public safety officials to advise project partners navigating municipal systems, brokering relationships and facilitating communication with the stakeholders necessary for project advancement, and by backing the project's validity through explicit support.

Bill Davis- Community Member & Volunteer

Bill Davis, BS;MS, is a Dover resident and committed volunteer in both harm reduction and faith communities. He has extensive experience in data acquisition, analysis and visualization, information technology, and has served on an array of boards and committees. Since retiring, he worked with many local organizations including SOS, NHHRC, the Strafford County Addiction Task Force, and Hope on Haven Hill. Bill has contributed significantly to the development of this proposal and will serve both as an adviser to the pilot's operation and will perform community outreach to ensure the project's success, as applicable.

Adriane Apicelli- Harm Reduction Education & Technical Assistance (HRETA)

Adriane Apicelli, MSW, currently manages the Harm Reduction Education and Technical Assistance project. In addition to this role, she supports the research efforts of tenured Nursing faculty, and has considerable experience evaluating project performance measures and generating grant-related reports. Adriane will be responsible for the research and evaluation aspects of this project including: collecting and analyzing data from partners, designing and/or performing secondary and tertiary research to supplement understanding of the pilot's impact, evaluating project efficacy, and producing reports.

Projected Costs & Pilot Funding Mechanism

Table 3. Project Budget

Line Item	Budget	Budget Narrative
Staff Wages/Benefits	\$1,800	Funds for partner-staff time supporting the work outlined in this proposal at \$30/hour * 5 hours/month *12 months
Staff Mileage & Reimbursement	\$150	Reimbursement for mileage for staff and partner staff travel related to this program \$0.625 (current IRS reimbursement rate) * 20 miles/month * 12 months
Supplies & Materials	\$150	Purchase of liners & materials to maintain the boxes & general materials to operate the program
Marketing	\$250	Costs related to the development of messaging and outreach materials, social media marketing and the development and printing of necessary signage
Other	\$250	Unanticipated costs related to maintenance of the boxes
	\$1,500	Costs related to installation in the event that they are not covered by City of Dover, as anticipated
	\$1,000	Cost reimbursement for the disposal of sharps by NHHRC

Performance Measures & Methods of Evaluation

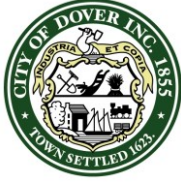
Table 4. Pilot Performance Measures & Methods of Evaluation

Performance Measure	Responsible	Method(s) of Evaluation
Amount of sharps collected per disposal unit	SOS & NHHRC	Weight of sharps collected as reported at time of collection Frequency of sharps being collected/disposal units being emptied
Integrity of the disposal units	SOS	Frequency in which the disposal units need to be serviced or responded to
Frequency of improperly disposed of sharps in the community	Dover Police Department HRETA	Number of calls received by Dover PD and other City Departments about improperly disposed of sharps compared to the records of historical calls
Public perception of the presence of improperly disposed of sharps in the community Public perception of local harm reduction practices	All partners HRETA	Will identify appropriate tools such as social media audits of Dover-centric pages (attention, number of posts) or other qualitative tools to measure: - community perceptions and conversations - acceptance of harm reduction
Perceptions of usefulness of disposal units by PWUD	NHHRC, SOS & HRETA	Focus groups and/or surveys

References

1. Roth AM, Mitchell AK, Mukherjee R, Scheim AI, Ward KM, Lankenau SE. Prevalence and Correlates of Syringe Disposal Box Use in a Philadelphia Neighborhood with High Levels Of Public Drug Injection. Substance Use & Misuse. 2021;56(5):668-673.doi:10.1080/10826084.2021.1887252

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3. Levine H, Bartholomew TS, Rea-Wilson V, et al. Syringe disposal among people who inject drugs before and after the implementation of a syringe services program. Drug and Alcohol Dependence. 2019;202:13-17. doi:10.1016/j.drugalcdep.2019.04.025
4. Klein SJ, Candelas AR, Cooper JG, et al. Increasing Safe Syringe Collection Sites in New York State. Public Health Rep. 2008;123(4):433-440. doi:10.1177/003335490812300404
5. Moss S, Mannino G. Portland sees increase in drug overdoses and used needles left on streets and parks. News Center Maine.
<https://www.newscentermaine.com/article/news/health/portland-sees-increase-in-drug-overdoses-and-used-needles-left-on-streets-and-parks/97-010191de-c749-4c1a-ba0e-4de3329883a>. Published July 14, 2020.
6. Zamore A. City of Bangor places community sharps boxes around town. WABI.<https://www.wabi.tv/2021/03/23/city-of-bangor-places-community-sharps-boxes-around-town/>. Published March 21, 2021.
7. Viles C. Needle-collection boxes to be located at four sites in Westbrook. Portland Press Herald.<https://www.pressherald.com/2021/09/07/needle-collection-boxes-to-be-located-at-four-sites-in-westbrook/>. Published September 7, 2021.
8. York S. New “safe syringe disposal” drop box sites coming to Lewiston. News Center Maine.
<https://www.newscentermaine.com/article/news/local/lewiston-auburn/new-safe-syringe-disposal-drop-box-sites-coming-to-lewiston/97-8281c95a-f25d-4903-b17b-8b8ce17c1400>. Published September 3, 2019.
9. McMenemy J. Dover Public Library installs needle disposal boxes in bathrooms. Foster’s Daily Democrat <https://www.fosters.com/story/news/2020/09/01/dover-public-library-installs-needle-disposal-boxes-in-bathrooms/113824688/>. Published September 1, 2020.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 13.C.1. Ordinance Number: O – 2022.10.12 – 012 Ordinance Title: Boards, Commissions and Committees Chapter: 9 Section: 4 Library Board of Trustees
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The City of Dover Ordains:

1. PURPOSE

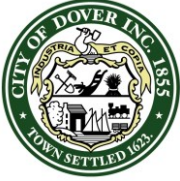
The purpose of this ordinance is to amend and update Chapter 9, Section 4 of the City of Dover's Code to add two alternate members, as well as modify the terms of membership for future appointed members.

2. AMENDMENT

Chapter 9 entitled "Boards, Commissions and Committees" is hereby amended by revising Section 9-4 "Library Board of Trustees", as follows:

§ 9-4 Library Board of Trustees.

- A. Membership. The Library Board of Trustees shall consist of five members and two alternates.
- B. Terms of members. Members shall be appointed to terms of ~~five-three~~ years, consistent with staggered terms. The Library Board shall organize annually by the choice of a chair and other officers and committees if necessary.
- C. Authority and duties. The Library Board shall perform the following functions and pursuant to RSA 202:A:
 - (1) Study, consider and recommend to the City Council and the City Manager, or designee, general policies regarding the operation of the Dover Public Library, so far as they are consistent with the City Charter and other applicable laws, statutes and ordinances.
 - (2) Receive and deposit with the City Treasurer any trust funds and, upon invitation of the Treasurer, make recommendations on the investment of donations and bequests of funds made to the City for the benefit of the City Library.
 - (3) Maintain such records of library trust funds and trust income as will ensure proper management of principal and use of income in accordance with the donors' or testators' directions, and continuously solicit donations and bequests for the benefit of the library.
 - (4) Make an annual report of all library activities to the City Manager and keep such records and other reports as he directs.
 - (5) Advocate, promote and perpetuate the growth, prosperity and the usefulness of the public



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2022.10.12 – 012**
Ordinance Title: Boards, Commissions and Committees
Chapter: 9
Section: 4 Library Board of Trustees

library.

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 Deborah
Thibodeaux

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

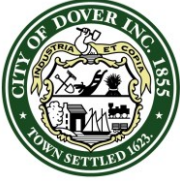
Recorded by: Susan M. Mistretta
City Clerk

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 - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2022.10.12 – 012**
Ordinance Title: Boards, Commissions and Committees
Chapter: 9
Section: 4 Library Board of Trustees

ORDINANCE BACKGROUND MATERIAL:

This ordinance is meant to increase the membership of the Library Board of Trustees to better enable the ability to achieve a quorum and meet. This ordinance is also intended to shorten terms to three years and make appointments staggered. This ordinance is not intended to affect any currently appointed member's term. The amendments concerning terms set forth in this ordinance will apply to any future appointees to the Library Board of Trustees.

