



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 11, 2023**
Meeting Time: **7:00 pm**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PROCLAMATIONS/AWARDS**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
 - A. **CHAPTER 9 – BOARDS, COMMISSIONS AND COMMITTEES, SECTION 8
SPONSORED BY MAYOR CARRIER BY REQUEST**
 - B. **AUTHORIZATION TO ACCEPT AND EXPEND THE NHHFA INVESTNH MUNICIPAL
PLANNING AND ZONING GRANT
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
SPONSORED BY MAYOR CARRIER BY REQUEST**
8. **PUBLIC FORUM**

Taxpayers, Business owners, and Residents are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
9. **CITY MANAGER'S REPORT**
10. **APPROVAL OF MINUTES**
 - A. **December 14, 2022 – Regular Meeting**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
 - A. **ORDINANCES IN THE 2nd READING**
 1. **CHAPTER 9 – BOARDS, COMMISSIONS AND COMMITTEES, SECTION 8
SPONSORED BY MAYOR CARRIER BY REQUEST**
 - B. **ORDINANCES IN THE 3RD READING**
 - C. **RESOLUTIONS**
 1. **AUTHORIZATION TO ACCEPT AND EXPEND THE NHHFA INVESTNH MUNICIPAL
PLANNING AND ZONING GRANT
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
SPONSORED BY MAYOR CARRIER BY REQUEST**
13. **NEW BUSINESS**
 - A. **CONSENT CALENDAR**
 1. **B15060 ADDITIONAL SCOPE OF WORK FOR THE COCHECO WATERFRONT
DEVELOPMENT PROJECT – HORSLEY WITTEN GROUP, INC.
SPONSORED BY MAYOR CARRIER BY REQUEST**



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2. **B19001 BROADWAY STREET RAILROAD CULVERT CONSTRUCTION FINAL PAYMENT AND SETTLEMENT**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **B23024 ARCHITECTURAL DESIGN SERVICES – WATERFRONT PARK BUILDING**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **B23026 FOR AWARD OF BID FEASIBILITY STUDY CURBSIDE SOLID WASTE & SINGLE STREAM RECYCLING COLLECTION AND DISPOSAL**
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

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

B. RESOLUTIONS

1. **AUTHORIZATION TO ACCEPT AND EXPEND ASSISTANCE TO FIREFIGHTERS GRANT**
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 25, 2023.)
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **AUTHORIZATION OF ANNUAL APPRAISAL OF REAL ESTATE FOR FISCAL YEAR 2024 (TAX YEAR 2023) (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)**
(TO BE REFERRED TO PUBLIC HEARINGS TO BE HELD ON JANUARY 25, 2023 AND FEBRUARY 22, 2023, WITH COUNCIL VOTE TO OCCUR ON MARCH 8, 2023.)
SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE
15. COUNCIL MATTERS OF INTEREST
16. ADJOURN

CITY MANAGER'S REPORT

January 11, 2023

Reporting On:
December 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 constituents and/or customers. In addition, legal support is also provided to the Dover School Board and Superintendent of Schools as requested.

Legal support levels are tracked to the extent feasible. The tracking of legal support efforts revolves around legal services called "Matters" (legal questions and issues raised by staff and all other sources warranting ongoing attention), individual legal questions answered, litigation, legal documents (contracts, deeds etc.), resolutions, and responses to Right to Know requests. It is important to note, however, that not all activity each month results in a new "matter" being created, as a considerable number of tasks performed each month relate to preexisting matters that are in progress, or for discrete research issues or legal questions that may not result in the creation of a "matter" but are counted in the figures below as "Questions."

For the month of December 2022:

	For Month	FY23	FY22	FY21	FY20	FY19
Legal Matters/Questions Handled	53	462	790	703	466	342
Review Existing Legal Contracts & Draft Memo	11	89	161	-	-	-
Legal Contracts/Memo Created	21	82	214	350	256	269
Right to Know Requests Processed	5	35	78	51	49	41
Resolutions	3	36	74	73	75	53
Ordinances	1	8	24	19	10	18
Leases	0	0	13	-	-	-
Primex Auto Claims Handled	10	35	46	-	-	-
Primex Liability Claims Handled	1	28	70	-	-	-
Primex Property Claims Handled	9	24	68	-	-	-

Right to Know Requests

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

- ♦ Berkshire Hathaway – 74 Industrial Park Drive request for any records pertaining to property
- ♦ Korde & Associates – 2 Forest St request for written statement of taxes due and any water and sewer liens placed on property
- ♦ Seacoast Media – request for Answer to Complaint filed by City of Dover in pending wrongful death suit
- ♦ Smart Procure – request for School District Purchase Order/Vendor Information
- ♦ Thomas Regan – request for Comcast contract with City of Dover

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 Chestnut Street bridge project; assistance with driveway permit enforcement issues; assistance with water/sewer questions and enforcement; assistance with public right of way encroachment; assistance with Waste Management contract administration; assist with updating template EJCDC agreement revisions for public works projects; assistance with Broadway project.
Executive	Assistance with proposed purchase/sale agreements; review of lease renewal. Assistance with human resource matters; begin review of role and support for mental health initiatives and strategic plan, including initial preparation of internal training materials.
Finance	Assistance with bankruptcy filings; assistance with notices of foreclosure; track and file City claims with Primex; assistance with Cornerstone public sewer extension promissory notes; assist with reviewing potential breach of purchasing contract; research and review of deed for assessing; assistance with MS-1 question.
Fire & Rescue	Assistance with code enforcement issues.
Planning	Assisted with drafting amendments to site plan review regulations. Assisted with renewing Default Service Reimbursement Agreement; assistance with enforcement matters; assistance with reviewing Community Power Coalition of New Hampshire agreement; assisting with easement review.
Police	Assisted with civil subpoenas; assistance with Parking Commission and outdoor dining.
Public Library	Assist with drafting updates/amendments to operating rules for Library Trustees.
Public Welfare	No assistance needed.
Recreation	No assistance needed.
School	Assistance with RSA 91-A compliance inquiries and requests; assistance with various contract reviews.

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. Trial is scheduled for May 2023.

-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 denied. The case was then appealed by Mr. and Mrs. Hebbard. The Supreme Court has completed the transcript and recently issued an appeal briefing schedule. The City's brief or memorandum of law is due by March 3, 2023.

-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 completed. 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. The Hebbards have filed other post-hearing items since, to which the City has responded to the extent necessary. The parties are in the process of fulfilling the other obligations of the earlier stipulation they entered into, which includes conveyance of an easement and a mutual release.

-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. In October 2022, the respondents filed an answer.

-City of Dover v. Secretary of State (House Redistricting) - On July 26, 2022, a complaint was filed with the Strafford County Superior Court. In October 2022, the defendants filed a Joint Motion to Dismiss. In November 2022, the plaintiffs filed an objection, to which the defendants filed a reply. Plaintiffs are currently seeking permission to file a surreply memorandum. Case has not yet been scheduled for discovery.

-Rutland Manor Associates v. City of Dover - A local property owner appealed its tax year 2021 assessment to the New Hampshire Board of Tax and Land Appeals ("BTLA"). The City Attorney and Deputy City Attorney have filed appearances. The case is currently within a BTLA-mandated settlement discussion period.

-Richard Strahan v. William McNamara - This is a declaratory judgment and injunction action filed in U.S. District Court by a citizen against the University of New Hampshire, the Town of Durham, and the City of Dover. In the Complaint, the plaintiff alleges various claims arising out of a no-trespass order related to UNH Wildcats Transit. Outside counsel is defending this matter and has moved to dismiss the claims asserted by the plaintiff against Chief Breault. The Court has denied the plaintiff's requests for a preliminary injunction, following the most recent of which the plaintiff filed an interlocutory appeal to the U.S. First Circuit Court of Appeals. As a result of the interlocutory appeal, the trial Court has stayed further proceedings at this time pending resolution of the interlocutory appeal.

Garry Lane et al v. City of Dover et al. - In October 2022, abutters filed an appeal of a decision of the Zoning Board of Adjustment granting an equitable waiver of dimensional requirements. The City and other respondent have filed an answer. The City filed a certified record. The final hearing has been scheduled for March 3, 2023.

Pamela Leighton et. al. v. City of Dover et al - In November 2022, representatives of the estates of two decedents filed a tort action in Strafford Superior Court, naming as defendants a former Dover police officer and the City of Dover. In December 2022, the City and co-defendant files answers to the Complaint. Case is now being scheduled for discovery and trial.

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
October 2022	27	31	16
November 2022	32	33	11
December 2022	16	31	14

New Business / Commercial Development / Downtown Updates

- ★ The Holiday Stroll event, planned by retail shop owners, was very successful. Many small retailers reported larger sales than Plaid Friday and Shop Small Saturday. The Dover Retail Group is reconvening in January to begin planning more collaborative events for the upcoming year.
- ★ Some downtown retailers reported stronger sales for 2022, than in previous years. Three business owners conveyed record sales this quarter.
- ★ A new brewpub opened at 47 Washington Street. The new owner is working on brew collaborations with the two former business owners who were previously located in that space.
- ★ There are seven new businesses in the process of buildouts downtown. They are all scheduled to open by spring.
- ★ A manufacturing facility, located on Stonewall Drive, is working on its expansion project. The project will add another 30 full-time positions and should be completed by March.
- ★ The Chestnut Street bridge is expected to be under construction throughout the next five months. All impacted businesses have been notified and communications have been steady.

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 December 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 meetings on December 7, 14 & 21 with Horsley-Witten and Ironwood to discuss numerous waterfront issues.
 - Met with the Deputy City Manager two times during December to provide project updates.
 - Had two telephone calls with CWDAC Chair during December about the rebid process, cancelling CWDAC meeting and the architect RFP.
 - Had phone call on December 9 to discuss strategy for rebidding the construction bid and funding to purchase test pit report with Deputy City Manager.
 - Held online meeting on December 12 with City Engineer Mavrogeorge, Horsley Witten staff, two CWDAC members and Cathartes to discuss rebid strategy.
 - Held a meeting on December 1 to open bids and on December 12 to review RFP bid responses for the architect to design the park building with Purchasing Agent, Community Services staff and Recreation Director. Met with Deputy Finance Director and Purchasing Agent on December 19 to complete bid selection and discuss Horsley Witten contract.
 - Had phone calls with Cathartes Project Manager on December 1 & 20 to discuss bid process, permitting and project schedules.
 - Had telephone call with CWDAC member on December 13 to discuss rebid strategy, park building architect RFP and to check reference for one bidder.
 - Had telephone call on December 13 with Jon Ford of Horsley Witten to discuss rebid strategy.
 - Held an online meeting on December 14 with Assistant City Planner Bassegio about LWCF grant application completion work tasks to be completed and submitted the application on December 16.

Economic Activity

- ✚ Interest rates and inflation continue to weigh on economic activity. Some development contacts report urgency regarding construction project timelines as delays could cause significant increases in borrowing costs due to rising interest rates.
- ✚ Some businesses continue to report an uptick in hiring as retention difficulties ease. However, multiple retail and restaurant contacts reported a reluctance to lay off employees, even though their labor needs have abated, due to an uncertain economic outlook for 2023.
- ✚ The commercial real estate market has slowed somewhat. Demand for smaller office, retail, and restaurant spaces is outpacing demand for larger units. Industrial commercial space remains in solid demand with a lack of inventory available.
- ✚ New businesses opening, expanding, and increasing jobs suggest Dover's overall economic health is strong and will continue to be robust moving into the new year.

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
September 2021	18,180	2.10%	\$390,000	18
September 2022	18,620	2.10%	\$396,000	20
October 2021	18,180	2.30%	\$350,000	17
October 2022	18,880	2.30%	\$395,000	21
November 2021	18,240	1.80%	\$370,000	20
November 2022	18,790	2.20%	\$410,000	17

Housing metrics obtained from NHAR-Strafford County.

Parking Division

Nov-22	Nov-22	Nov-21	Nov-20	Fiscal YTD 2023	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019
Meter Activity - Total								
Meter Transactions	36,969	35,318	22,926	212,759	485,571	385,006	442,999	466,721
Income at Meters	\$71,893	\$65,830	\$41,124	\$406,890	\$911,476	\$676,715	\$836,199	\$648,806
Active Meter Days	22	22	22	124	301	302	292	249
Average Daily Meter Transactions	1,680	1,605	1,042	1,716	1,613	1,275	1,517	1,874
Meter Activity - Parking Garage								
Meter Transactions	2,810	2,370	1,009	13,107	31,151	11,463	36,219	34,749
Income from Meters	\$7,093	\$6,313	\$2,563	\$35,223	\$89,464	\$62,637	\$88,142	\$61,468
Active Meter Days	22	22	22	22	301	302	292	249
Average Daily Meter Transactions	128	108	46	106	103	74	124	148
Parking Permit Activity								
Total Parking Permits Issued	782	708	726	3,873	9,232	8,756	6,809	6,767
Residential Permits Issued	28	31	40	137	420	473	441	637
Business Permits Issued	754	677	686	3,736	8,812	8,283	6,499	6,130
Permit Income	\$18,878	\$25,160	\$25,176	\$163,367	\$344,367	\$265,168	\$246,485	\$232,682
Parking Ticket Activity								
Total Parking Tickets Issued	610	573	418	3,308	8,460	6,588	7,835	8,188
Accessible Space Tickets Issued	4	3	0	30	41	21	72	141
Winter Restriction Tickets Issued	0	0	0	70	495	486	186	331
Parking Ticket Income	\$20,373	\$17,225	\$10,333	\$76,314	\$197,012	\$160,519	\$180,148	\$168,062
Electric Vehicle Charging Stations								
Number of times Stations Used	47	27	2	303	316	100	233	not captured
Charging Station Income	\$343	\$266	\$10	\$2,658	\$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
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
September 2022	2,775	3,582	1,106	175
October 2022	2,807	3,323	1,204	190
November 2022	3,350	2,829	1,190	192

J. MICHAEL JOYAL, JR.
CITY MANAGER



CITY OF DOVER

CITY COUNCIL - MINUTES

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Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Muffett-Lipinski led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Hinkel.

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

5. PROCLAMATIONS/AWARDS

Mayor Carrier read a proclamation for the Dover Mill Girls Recognition Day

6. APPROVAL OF AGENDA

Deputy Mayor Shanahan moved to approved the Agenda; seconded by Councilor Thibodeaux.
Vote: 8/0.

7. PUBLIC HEARINGS

A. CHAPTER 105 – PEACE AND GOOD ORDER, SECTION 16 SPONSORED BY COUNCILOR CULLEN

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.

David Emery, 39 Grandview Avenue: He spoke about the historical Pump Building and the need to have it restored to possibly attain Historic Preservation Funds.

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

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing. He highlighted a few items: Parking and Public Transportation are rebounding. He has appointed Lauren Smith Young to the Dover Housing Authority. Willand Warming Center has been open providing services when temperatures have been below freezing.

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

Vote: 8/0.



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10. APPROVAL OF MINUTES

- A. November 9, 2022 – Regular Meeting**
- B. November 30, 2022 – Special Meeting**
- C. November 30, 2022 – Workshop Session**
- D. December 7, 2022 – Joint Meeting of the City Council and School Board**

Deputy Mayor Shanahan moved approve the Minutes; seconded by Councilor Hackett.
Vote: 8/0.

11. MAYOR'S REPORT

Mayor Carrier gave an overview of events and meetings he attended, and upcoming events throughout the City.

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

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

- 1. CHAPTER 105 – PEACE AND GOOD ORDER, SECTION 16**
SPONSORED BY COUNCILOR CULLEN

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

- 2. ORDINANCES IN THE 3RD READING**
- 3. RESOLUTIONS**

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. AWARD OF SERVICE CONTRACT WITH CARRIER CORPORATION - SOLE SOURCE**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. B11001 DESIGN SERVICES FOR STARK AVENUE AND DOWNTOWN AREA**
SEWER REHABILITATION PROJECT-PHASE C AMENDMENT ONE
SPONSORED BY MAYOR CARRIER BY REQUEST
- 3. B13052 EMULSION POLYMER EXTENSION WITH SOLENIS LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 4. B18013 DESIGN SERVICES FOR COMMUNITY TRAIL EXPANSION PHASE IV**
AMENDMENT ONE
SPONSORED BY MAYOR CARRIER BY REQUEST



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- 5. B20073 DESIGN CONSULTING SERVICES FOR THE LOWER CENTRAL AVENUE IMPROVEMENT PROJECT - ADDITIONAL SCOPE OF WORK #2**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 6. B21048 RFP22-001 CONSULTING SERVICES FOR HENRY LAW PARK BEST MANAGEMENT PRACTICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 7. B23007 AWARD OF BID FOR ELEVEN MULTIFUNCTIONAL PRINTER, COPIER AND FAX/SCANNING UNITS**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 8. B23032 PROFESSIONAL CONSULTING SERVICES – CONSULTANT FOR DEVELOPING IMPACT FEE METHODOLOGIES**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 9. B23039 HIGH PERFORMANCE COLD PATCH AND/OR HOT PATCH**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 10. DOVER CITYWIDE AQUIFER MANAGEMENT PLANNING - EMERY & GARRETT GROUNDWATER INVESTIGATIONS AMENDMENT ONE**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 11. PURCHASE OF TWO (2) ALLEN BRADLEY (VFD) VARIABLE FREQUENCY DRIVES FOR AERATION BLOWER UPGRADE PROJECT**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 12. APPROVAL OF DIRECTOR OF INFORMATION TECHNOLOGY OF THE CITY OF DOVER EMPLOYMENT AGREEMENT**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 13. APPROVAL OF DIRECTOR OF MEDIA SERVICES OF THE CITY OF DOVER EMPLOYMENT AGREEMENT**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 14. AUTHORIZATION TO EXECUTE DEFAULT SERVICE REIMBURSEMENT AGREEMENT BETWEEN STANDARD POWER OF AMERICA, INC. AND THE CITY OF DOVER**
SPONSORED BY MAYOR CARRIER BY REQUEST



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COMMITTEE REPORTS

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

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

Roll Call Vote: 8/0.

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

Deputy Mayor Shanahan asked to pull Item #13.A.6.

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

Roll Call Vote: 8/0.

Councilor Williams gave an overview of the Appointments Committee Report, and recommended the following appointments:

New Appointments:

Melina Gambino – Cemetery Board Alternate

Jake Geddes – Conservation Commission Alternate

Jacqueline Finnerty – Arts Commission Alternate

John Turner – Energy Commission Alternate

Kim Massaro – Graffiti Committee Alternate

Cliff Blake – Library Board of Trustees Alternate

Christina Lawrence – Open Lands Committee

Sophie Robison – Racial Equity and Inclusion Alternate and Strafford Regional Planning Commission

Sarah Tataczuk – Zoning Board of Adjustment Alternate

Change in Status – Alternate to Regular Member

Jacqueline Finnerty – Graffiti Management Committee

Reappointments:

Liz Goldman – Transportation Advisory Committee

Christophe Cloitre – Pool Advisory Committee

Lynn Peterson – Solid Waste Advisory Committee

David Dupont – Trustees of the Trust Fund

William Davis – Dover Utilities Commission

Deputy Mayor Shanahan moved to accept the Appointments Committee Report; seconded by Councilor Thibodeaux.

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, December 14, 2022**
Meeting Time: **7:00 pm**

Deputy Mayor gave an overview of the Recreation Advisory Board Report to the Council.

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

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

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

Mayor Carrier gave an overview of the Government Affairs Report to the Council.

B. RESOLUTIONS

1. FISCAL YEAR 2024 BUDGET GUIDANCE

SPONSORED BY MAYOR CARRIER

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: 8/0.

2. B23031 AWARD OF BRIDGE REPAIRS – CHESTNUT STREET BRIDGE OVER COCHECHO RIVER

SPONSORED BY MAYOR CARRIER BY REQUEST

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

3. B23043 MULTIHOG CX75 ARTICULATED SIDEWALK TRACTOR WITH VARIOUS RELATED ACCESSORIES – SOURCEWELL CONTRACT #030619

SPONSORED BY MAYOR CARRIER BY REQUEST

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

4. AUTHORIZATION TO ACCEPT AND EXPEND THE NHHFA INVESTNH MUNICIPAL PLANNING AND ZONING GRANT

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

(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 11, 2023.)

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer to a public hearing on January 11, 2023; seconded by Councilor Hackett.
Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, December 14, 2022**
Meeting Time: **7:00 pm**

C. ORDINANCES IN 1ST READING

1. CHAPTER 9 – BOARDS, COMMISSIONS AND COMMITTEES, SECTION 8 (TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 11, 2023.) SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer to a public hearing on January 11, 2023; seconded by Councilor Nemeth.
Vote: 8/0.

14. COUNCIL CORRESPONDENCE

Mayor Carrier read a letter he received from Vincent Cirasole recognizing the Dover Fire Department and Fireman Eric Anderson.

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

15. COUNCIL MATTERS OF INTEREST

Councilor Cullen recognized the former Executor Director for Community Partners Brian Collins' passing this Fall.

Councilor Thibodeaux said her next Coffee with Councilor will be after the New Year. She also said the Energy Commission was holding a public hearing regarding power sharing with other communities.

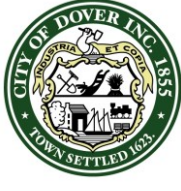
Councilor Nemeth thanks the Mayor for reading the Dover Mills Girls proclamation tonight, and hoped in the future years' events can be planned to recognize it. She also spoke about the progress on the July resolution for the Indigenous People's marker.

Deputy Mayor Shanahan talked about the recent School Board meetings and the public comments regarding banning books.

Mayor Carrier spoke about the wonderful Christmas Parade, and thanked the group who put it together.

16. ADJOURN

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

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.1. Ordinance Number: O – 2022.12.14 – 014 Ordinance Title: Boards, Commissions and Committee Chapter: 9 Section: 9-8 Planning Board
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The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to codify, confirm, and ratify the Planning Board’s ability to delegate site review powers and duties for minor site plans.

2. AMENDMENT

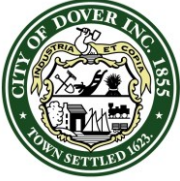
Chapter 9 entitled “Boards, Commissions, and Committees” is hereby amended by revising Section 9--8, “Planning Board”, as follows:

a. THE FOLLOWING ARE AMENDED:

§ 9-8 Planning Board.

Pursuant to the provisions of RSA 673:2, there is hereby created the City Planning Board, with the powers and duties specified in RSA 672 to 677 and this section.

- A. **Membership.** Pursuant to the provisions of RSA 673:2, I-a, and 673:6, the Planning Board shall consist of nine regular members and three alternates, as follows: the City Manager or designee, one administrative official of the municipality, who shall be selected by the City Manager, and a member of the City Council appointed by the City Council. All of the foregoing regular members shall be ex officio members with voting privileges. The remaining six regular members and the three alternate members shall be appointed by the City Council. Planning Board members may only serve on other municipal boards and commissions pursuant to RSA 673:7.
- B. **Terms of members.** Members shall be appointed to terms of three years consistent with the provisions of RSA 673:5, II. The terms for member appointments shall be made to allow for subsequent appointments to occur on a staggered basis. The ex officio Council member's term shall be the same as the Council term. The administration official shall be appointed by the City Manager. All other Board members' terms shall be for three years.
- C. **Chair.** The Planning Board shall elect a Chair and may create other officers it deems necessary. The term shall be for one year. The Chair is eligible for reelection. An ex officio member shall not serve as Chair.
- D. **Meetings.** The Planning Board shall hold at least one regular meeting per month. The Chair shall designate an alternate if a member is absent or disqualified. A majority of the members shall constitute a quorum.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

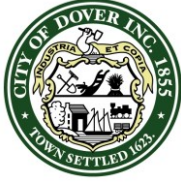
Agenda Item#: 12.A.1.

Ordinance Number: **O – 2022.12.14 – 014**
Ordinance Title: Boards, Commissions and Committee
Chapter: 9
Section: 9-8 Planning Board

- E. Vacancy. The City Council shall fill any vacancy for the unexpired term, with the exception of a vacancy in the administration official position, which shall be filled by the City Manager.
 - F. Removal of members. In accordance with RSA 673:13, the City Council may remove any member, or alternate, after a public hearing and a written finding of inefficiency, neglect of duty, or malfeasance in office. The written reasons shall be filed with the City Clerk.
 - G. Disqualification. All members shall comply with relevant sections of the City Code of Ethics (Chapter **21**) concerning conflicts and disqualification rules pursuant to RSA 673:14.
 - H. Finances. Any Planning Board expenses shall be paid in accordance with RSA 673:16.
 - I. Bylaws. The Planning Board shall adopt rules of procedure for governing the conduct of meetings.
 - J. Authority and duties. The duties and authority of the Planning Board shall comply with RSA 672 to 677 and this section.
- (1) Pursuant to the provisions of RSA 674:43, the Planning Board is hereby authorized to require preliminary review of site plans and to review and approve or disapprove site plans for the development or change or expansion of use of tracts for nonresidential uses or for "multifamily dwelling units," which are defined as any structures containing more than four dwelling units, whether or not such development includes a subdivision or resubdivision of the site.
- (2) Pursuant to the provisions of RSA 674:43, III, the Planning Board may delegate its site review powers and duties in regard to minor site plans to a committee of technically qualified administrators chosen by the Planning Board from the Community Services Department, the Planning Department, and other similar departments in the City of Dover. Should the Planning Board elect to do so, the aforesaid committee of technically qualified administrators may be delegated final authority to approve or disapprove minor site plans.
- ~~(23)~~ Pursuant to RSA 674:35, the Planning Board is authorized to require preliminary review and approval of subdivisions, including the review and approval of plats, the grading of streets and the installation of utility structures.

3. TAKES EFFECT

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

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.1. Ordinance Number: O – 2022.12.14 – 014 Ordinance Title: Boards, Commissions and Committee Chapter: 9 Section: 9-8 Planning Board
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REQUIRES PUBLIC HEARING

AUTHORIZATION

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

First Reading Date: 12/14/2022	Public Hearing Date: 01/11/2023
Approved Date:	Effective Date:

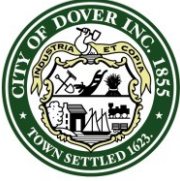
DOCUMENT ACTIONS:

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

ORDINANCE BACKGROUND MATERIAL:

This ordinance is intended to make a technical update to Chapter 9, clarifying that the Planning Board may, as allowed by statute if authorized by City Council, delegate final site review powers and duties to the Technical Review Committee (or a similar committee authorized by RSA 674:43, III) for minor site plans.

Document Created by: Legal	O-2022.12.14 Boards, Commissions and Committees,
Document Posted on: December 18, 2022	Chapter 9, Section 9-8
	Page 3 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2022.12.14 – 241**
Resolution Re: Authorization to Accept and Expend the NHHFA
InvestNH Municipal Planning & Zoning Grant

WHEREAS: The City of Dover Planning Department is seeking approval to accept and expend a NHHFA administered InvestNH Municipal Planning & Zoning Grant (the Program) under contract with the NH Department of Business & Economic Affairs (BEA). BEA has established the Program using funds awarded or these purposed in the American Rescue Plan Act in the amount of \$250,000.00; and

WHEREAS: For this Grant, all funds must be dedicated and requested for disbursement no later than July 31, 2024. The Scope of Work is detailed in the background section of this resolution: and

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

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

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

AND, FURTHER BE IT RESOLVED THAT:

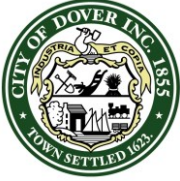
In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with vendors 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
TBD	NHHFA InvestNH Municipal Planning & Zoning	250,000.00	250,000.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2022.12.14 – 241**
Resolution Re: Authorization to Accept and Expend the NHHFA
InvestNH Municipal Planning & Zoning Grant

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

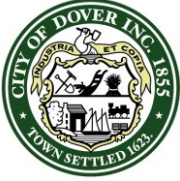
Recorded by: Susan M. Mistretta
City Clerk

DOCUMENT HISTORY:

First Reading Date: 12/14/2022	Public Hearing Date: 01/11/2023
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

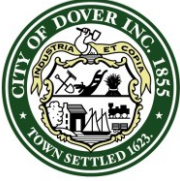
CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2022.12.14 – 241**
Resolution Re: Authorization to Accept and Expend the NHHFA
InvestNH Municipal Planning & Zoning Grant

RESOLUTION BACKGROUND MATERIAL:

Task	Description	Cost
Task 1	Review of Dover's Housing Stock and Related Studies	48,000.00
Task 2	Public Outreach	30,000.00
Task 3a	Draft Amendments	30,000.00
Task 3b	Compile Public Material	60,000.00
Task 4	Present Amendments to Planning Board & City Council	21,000.00
Task 5	Present Amendments to the Public (if adopted)	48,000.00
All Tasks	Miscellaneous Expenses	13,000.00
		250,000.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2023.01.11 – 242**

Resolution Re: B15060 Additional Scope of Work for the Cochecho Waterfront Development Project - Horsley Witten Group, Inc.

WHEREAS: A Sealed Request for Qualifications #B15060 was issued and received for a Design and Engineering Team for the Waterfront Development on May 12, 2015 at 11:00 am; and

WHEREAS: Eight firms replied and the proposals were evaluated by the Design Team RFQ Review Sub-committee of the Cochecho Waterfront Development Advisory Committee (CWDAC) and City personnel. The Council approved award of the contract to the team of Union Studio, Horsley Witten, Ironwood Design, GZA, Waterstone Engineering, and Abramson & Associates; and

WHEREAS: In June 2017, Union Studio proposed a change of the prime consultant to team member, Horsley Witten Group, Inc. which was approved by council. Project Phases I – IV have been ongoing with Horsley Witten Group, Inc; and

WHEREAS: Horsley Witten Group, Inc. has submitted an additional scope of work in the amount of \$46,000.00 for project adjustments for services for Geotechnical and structural design services for the building foundation of the Waterfront Park Building Project as outlined in the background section of this resolution; 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 Revision to Horsley Witten Group, Inc. of Sandwich, MA for the Dover Cochecho Waterfront Park Building project in the amount of \$46,000.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
4018.1.350.45220.4715.05207.18	Cochecho River Park Building	1,412,500.00	1,412,500.00

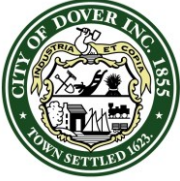
AUTHORIZATION

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 – 2023.01.11 – 242**
Resolution Re: B15060 Additional Scope of Work for the Cochecho Waterfront Development Project - Horsley Witten Group, Inc.

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 – 2023.01.11 – 242 Resolution Re: B15060 Additional Scope of Work for the Cochecho Waterfront Development Project - Horsley Witten Group, Inc.

RESOLUTION BACKGROUND MATERIAL

B15060 Award approved by council via resolution [R-2017.03.22-020](#).

Task 5 Includes: Project Coordination and Health & Safety Plan Preparation, Subsurface Investigation, Test Borings, Geotechnical Laboratory Testing, Geotechnical Engineering Evaluation and Report Preparation

Task 6 Includes: Structural Foundation Design

Task 7 Includes Design Coordination and meetings:

Task 5	Geotechnical Engineering Study	\$17,500
Task 6	Structural Foundation Design	\$21,000
Task 7	Design Coordination and Meetings	\$7,500
		\$46,000

Award Information:

A purchase change order will be issued to Horsley Witten Group, Inc. to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	265 engineers and 180 architects	Number of Responses:	8 and 1 NB
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One Year/6-30-2023	Estimated Delivery:	As Needed
Recommended Award to:	Horsley Witten Group, Inc.	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval.

[B15060 Bid Documents and Vendor List](#)

Document Created by: Purchasing Document Posted on: January 6, 2023	R-2023.01.11 B15060 Additional Scope of Work for the Cochecho Waterfront Development Project - Horsley Witten Group Inc.docx Page 3 of 3
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2

Resolution Number: **R – 2023.01.11 – 243**

Resolution Re: B19001 Broadway Street Railroad Culvert Construction
Final Payment and Settlement

- WHEREAS: A sealed Request for Qualifications #B19001 was issued and received for the Broadway Street Railroad Culvert Construction on August 27, 2018 at 2:00 PM. Nine firms responded and packets were evaluated by city staff and the city's contracted engineering firm. Seven firms met the qualification criteria and were forwarded the plans and specifications for the construction. A mandatory pre-bid meeting was conducted on September 26, 2018 with five of the prequalified firms attending; and
- WHEREAS: Two cost proposals were received and reviewed with the low bid received from George R. Cairns & Sons, Inc. of Windham, NH and was approved via council resolution [R-2018.12.12-154](#); and
- WHEREAS: The project reached final completion on November 24, 2021; and
- WHEREAS: George R. Cairns & Sons, Inc. has provided services and materials throughout the project, including encountering an unexpectedly high degree of ledge and other circumstances, and has agreed to accept a final and full payment of \$650,000 for any and all labor and services on the project; and

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

The Purchasing Agent is hereby authorized to revise the Purchase Order to George R. Cairns & Sons, Inc. of Windham, NH as part of and for Final Payment and Settlement in the amount of \$650,000.00 in satisfaction of any and all outstanding claims. The City Manager, or designee, is hereby authorized to issue payment to 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
4020.1.300.43121.4751.03176.20	Broadway	99,081.65	99,081.65
4021.1.300.43121.4751.03143.21	Broadway Oak & Ham	250,988.35	250,988.35
4022.1.300.43121.4751.03143.22	Broadway Oak & Ham	299,960.00	299,930.00

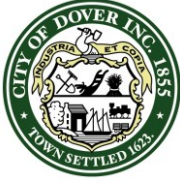
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2

Resolution Number: **R – 2023.01.11 – 243**
Resolution Re: B19001 Broadway Street Railroad Culvert Construction
Final Payment and Settlement

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 – 2023.01.11 – 243**
Resolution Re: B19001 Broadway Street Railroad Culvert Construction
Final Payment and Settlement

RESOLUTION BACKGROUND MATERIAL:

The original contract amount for this project was \$4,799,365.00. The project went through seven change orders, resulting in a project cost of \$7,318,350.03 (after Change Order #7). The project reached completion in 2021 and the City released retainage in 2022. In April 2022, George R. Cairns & Sons, Inc. (“Cairns”) submitted a claim letter seeking additional compensation related to various events during the project, including project delay that resulted after the discovery of an unexpectedly high degree of ledge in the summer of 2019. The City and Cairns have agreed to resolve all outstanding claims (on terms to be set forth in a written agreement) in exchange for a final payment of \$650,000 to Cairns, contingent upon City Council approval of funding.

Bid Information:

A sealed Request for Qualifications #B19001 was issued and received for the Broadway Street Railroad Culvert Construction on August 27, 2018 at 2:00 PM.

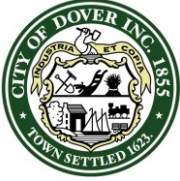
Award Information:

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 Emailed:	857	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until complete	Estimated Delivery:	2021
Recommended Award to:	George R. Cairns & Sons, Inc.	Fund:	CIP
Other Approvals Required:	Yes, NHDES	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.

[B19001 Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R - 2023.01.11 – 244**

Resolution Re: B23024 – Architectural Design Services – Waterfront Park Building

WHEREAS: A sealed Request for Proposal #B23024 was issued and received for Architectural Design Services – Waterfront Park Building on December 1, 2022 at 2:00 p.m; and

WHEREAS: The intent of the RFP was to attain proposals from qualified professionals for Architectural Design Services for a Waterfront Park Building to be built in the new waterfront park along the Cochecho River. The structure to be built is anticipated to be a two (2)-story building with each floor being approximately 2,300 square feet, as shown on the Horsley Witten Group Site Plans. The building will be built into the proposed grading of the park so that from the riverside of the building, both floors would be visible and from the street side, only the top floor would be exposed.; and

WHEREAS: The city received four (4) replies, including a proposal from CJ Architects and all have been reviewed for understanding of project, approach for completing the work, commitment to timeline and costs. It is the recommendation to accept the proposal submitted by CJ Architects of Portsmouth, NH in the amount of \$86,100.00; and

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

The Purchasing Agent is hereby authorized to issue a change order to CJ Architects of Portsmouth, NH at rates in conjunction with B23024. 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
4018.1.350.45220.4715.05207.18	Cochecho River Park Impr	1,412,500.00	1,412,500.00

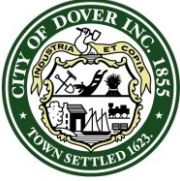
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R - 2023.01.11 – 244**

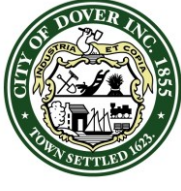
Resolution Re: B23024 – Architectural Design Services – Waterfront Park Building

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.3. Resolution Number: R - 2023.01.11 – 244 Resolution Re: B23024 – Architectural Design Services – Waterfront Park Building
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RESOLUTION BACKGROUND MATERIAL:

The City of Dover and the Cochecho Waterfront Development Advisory Committee (CWDAC) have been working for many years to redevelop a City-owned parcel situated along the Cochecho River in downtown Dover. The selected development partner – Cathartes, will build the mixed-use development and the City will build the public infrastructure to prepare the site. A crucial part of that plan is to build a public waterfront park on the riverfront that will provide opportunities for passive and active recreational activities.

The park has been designed to take advantage of the unique location along a tidal river and includes a dock for motorized boats, a paddlesports dock, river overlooks, granite steps down to the river, an extensive network of walking paths and nature trails, and a plaza that is the location for the park building. The engineered site plans that depict the park design are included in the September 21, 2022 plans prepared by the City consultants, Horsley Witten Group / Ironwood Design Group,

Bid Information:

A sealed Request for Proposal #B23024 was issued and received for Architectural Design Services – Waterfront Park Building on December 1, 2022 at 2:00 p.m;

Award Information:

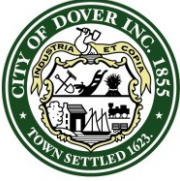
A purchase order will be issued to the vendor selected to authorize future expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	295	Number of Responses:	4
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	asap
Recommended Award to:	CJ Architects	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 thereby requiring council approval

[B23024 Bid Documents](#)

Document Created by: Purchasing Document Posted on: January 6, 2023	R-2023.01.11 B23024 Architectural Design Services Cochecho Waterfront Park Building.docx Page 3 of 3
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2023.01.11 – 245**

Resolution Re: B23026 Award of Bid Feasibility Study Curbside Solid Waste & Single Stream Recycling Collection and Disposal

WHEREAS: A sealed Request for Proposal #B23026 for a Feasibility Study Curbside Solid Waste & Single Stream Recycling Collection and Disposal was issued and received on December 1, 2022 at 2:00 p.m; and

WHEREAS: The scope of work seeks proposals from qualified consultants to conduct a feasibility study and cost analysis to identify future options for curbside collection of both solid waste and single stream recycling; and

WHEREAS: Five bid responses were received and reviewed for necessary qualifications, experience, understanding of project scope, approach for completing the work, delivery of results, support and manage proposed solution and the offer deemed most advantageous came from the Kesler Consulting Inc of Tampa FL in the amount of \$33,500.00. It is the recommendation to award project to Kessler Consulting Inc as outlined; 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 Kessler Consulting Inc of Tampa FL in the amount of \$33,500.00. The City Manager, or designee, is hereby authorized to contract with the vendor consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
3320.1.300.43230.4339.00000.00.000	Consulting Services	35,000.00	35,000.00

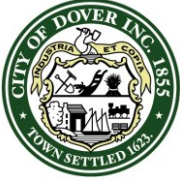
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2023.01.11 – 245**

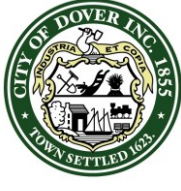
Resolution Re: B23026 Award of Bid Feasibility Study Curbside Solid
Waste & Single Stream Recycling Collection and Disposal

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.4. Resolution Number: R – 2023.01.11 – 245 Resolution Re: B23026 Award of Bid Feasibility Study Curbside Solid Waste & Single Stream Recycling Collection and Disposal
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RESOLUTION BACKGROUND MATERIAL:

The City of Dover intends to complete a feasibility study and cost analysis to identify future expected costs and options for curbside collection of both solid waste and single stream recycling, including tipping fees and all disposal costs. It is expected that options will evaluate expected costs, continuing as-is with the current PAYT bag program, and open-top recycling bins; but will also include an analysis to switch to a Toter based system, employing automated trucks for collection of both solid waste and recycling. The Feasibility Study should provide sufficient analysis and cost options to help the City identify options it deems most advantageous.

A key aspect of the Feasibility Study is to provide analysis and cost estimates for the City to implement its own collection process by procuring trucks, equipment and sufficient personnel. Analysis should include an elaboration of potential pros or cons for the City starting its own collections process. It is expected that options will be researched for the purchase, or lease of trucks and equipment. Additional recommendations will be expected to estimate what expected pay ranges would be appropriate for operations and collections personnel. This would likely be based on a survey of other local municipalities or private contractors engaging in similar services.

The feasibility study would also identify viable disposal options and expected tipping fees for disposal of both solid waste and single stream recycling. The analysis should include a projection of expected tipping fees or disposal costs for at least the next 5 years, with any commentary on expected trends within the industry.

Bid Information:

Request for Proposal #B23026 for a Feasibility Study Curbside Solid Waste & Single Stream Recycling Collection and Disposal was issued and received on December 1, 2022 at 2:00

Award Information:

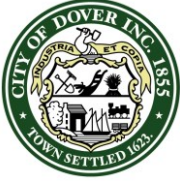
A purchase order will be issued to the vendor selected to authorize future expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	202	Number of Responses:	5
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	asap
Recommended Award to:	Kessler Consulting Inc	Fund:	CS
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000

[B23026 Bid Documents](#)

Document Created by: Purchasing Document Posted on: January 6, 2023	R-2023.01.11 B23026 Feasibility Study for Curbside Solid Waste and Single Stream Recycling Collections and Disposal.docx Page 3 of 3
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2023.01.11 - 246**
Resolution Re: Authorization to Accept and Expend the Assistance to
Firefighters Grant

WHEREAS: The City of Dover Fire & Rescue Department has applied for the Assistance to Firefighters Grant funded by the FEMA Administration in the amount of \$56,354.39 with a city match of 10%; and

WHEREAS: For this Grant, DF&R proposes to provide Fitness Equipment, Training and Support using O2X human performance. Their approach makes steady, incremental improvements in physical training, stress identification and mitigation, nutrition planning, recovery and development as a way to decrease injuries, enhance readiness, and optimize mental and physical performance; and

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

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

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

AND, FURTHER BE IT RESOLVED THAT:

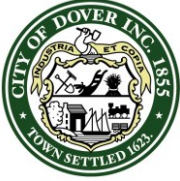
In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with vendors 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
TBD	Assistance to Firefighters Grant	56,354.39	Plus 10% match

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2023.01.11 - 246**

Resolution Re: Authorization to Accept and Expend the Assistance to
Firefighters Grant

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

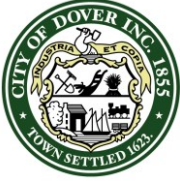
Recorded by: Susan M. Mistretta
City Clerk

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 – 2023.01.11 - 246**

Resolution Re: Authorization to Accept and Expend the Assistance to Firefighters Grant

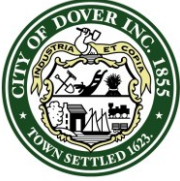
RESOLUTION BACKGROUND MATERIAL:

With new technology and implementation of industry best practices, nation-wide Firefighter injuries rates have decreased over the years. For many years, Dover Fire & Rescue (DF&R) has been an active participant in fulfilling the National Fallen Firefighter Foundation 16 Life Safety Initiatives. Initiative #2: *Enhance the personal and organizational accountability for health and safety throughout the fire service*, Initiative #10: *Grant programs should support the implementation of safe practices and/or mandate safe practices as an eligibility requirement*.

A key component to fulfilling health & wellness initiatives is to study preventable incidents that increase personnel expenses and personnel injuries. Analysis of health & wellness data has encouraged DF&R to consider how we can improve the Department's health & wellness program. DF&R recently conducted a baseline employee health and wellness needs assessment. This assessment was based upon several factors that included, but were not limited to, a history of employee injuries/illness that may have been prevented had a proper prevention program been in place. This study has provided DF&R a strong sense of urgency and a heightened desire to take additional preventive action in order to keep Department employees healthy, safe, ready to respond and to reduce personnel & operational costs.

DF&R requires a medical physical and immunizations for all personnel in compliance with Federal Emergency Management Agency-Assistance to Firefighter Grant programs, and National Fire Protection Association standards. DF&R currently requires all personnel to participate in an annual behavioral health screening and assessment with a psychologist. This requirement is an important part of the Department's health and wellness program.

Acceptance of this grant will enable DF&R to enhance its health and wellness program by purchasing new exercise equipment for each fire station, and will provide each employee with an individualized training program.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2023.01.11 – 247**

Resolution Re: Authorization of Annual Appraisal of Real Estate for Fiscal Year 2024 (Tax Year 2023)

- WHEREAS: New Hampshire statutes require real estate assessments (appraisals) be reasonably proportional each year, pursuant to RSA 75:8; and
- WHEREAS: The level of assessments and uniformity are set by the State's Assessing Standards Board; and
- WHEREAS: The State requires that assessments be between 90% and 110% of market value at least once in every five years, pursuant to RSA 75:8-a and State Assessing Standards Board; and
- WHEREAS: It has been the practice of the City to ensure compliance to this standard every year, in an effort to avoid extraordinary changes in assessments and resulting tax bills; and
- WHEREAS: Since 1998, the practice of the City has been to conduct annual appraisals of real estate to follow market trends to ensure proportionality; and

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

In accordance with New Hampshire RSA 75:8-b *Annual Appraisal; Municipalities Over 10,000*, an annual appraisal of real estate within the City of Dover for Fiscal Year 2024 (Tax Year 2023) is hereby authorized.

This Resolution requires two public hearings. Resolution to be referred to a public hearing on Wednesday January 25th, 2023 and a second public hearing on Wednesday February 22nd, 2023. City Council vote to occur on Wednesday March 8th, 2023.

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

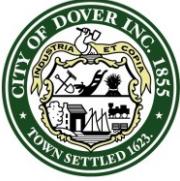
 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.1. Resolution Number: R - 2023.01.11 – 247 Resolution Re: Authorization of Annual Appraisal of Real Estate for Fiscal Year 2024 (Tax Year 2023)	

DOCUMENT HISTORY:

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

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2023.01.11 – 247**

Resolution Re: Authorization of Annual Appraisal of Real Estate for Fiscal Year 2024 (Tax Year 2023)

RESOLUTION BACKGROUND MATERIAL:

In accordance with NH RSA 75:8-b *Annual Appraisal; Municipalities Over 10,000*, except when assessing real estate under NH RSA 75:8-a, any municipality with a population over 10,000 intending to appraise real estate annually at market value, shall authorize such annual appraisal by a majority vote of the governing body (City Council).

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

For the past several years, the City has maintained assessments within the range of 92% to 98% of market value.

Each year, by the beginning of March, the City Assessing Office has reviewed sales data for properties within the City that have sold in the prior 6 months to determine if the market trends demonstrate a change in value.

For FY24/TY23 the City currently anticipates an increase to market values over FY23/TY22 assessments. To maintain market level and proportionality the City foresees that an update to assessments will be necessary. In the event the ratio studies to be completed in March 2023 determine that a full-market update is not necessary, then a City wide update to assessments will not be implemented.