



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 8, 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. AUTHORIZATION TO ACCEPT AND EXPEND ANONYMOUS DONATION
(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. January 25, 2023 – Regular Meeting**
 - B. February 1, 2023 – Workshop Session**
- 11. MAYOR'S REPORT**
- 12. UNFINISHED BUSINESS**
 - A. ORDINANCES IN THE 2ND READING**
 - B. ORDINANCES IN THE 3RD READING**
 - C. RESOLUTIONS**
 - 1. AUTHORIZATION TO ACCEPT AND EXPEND ANONYMOUS DONATION
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 13. NEW BUSINESS**
 - A. CONSENT CALENDAR**
 - 1. B21048-RFP-23-002 AWARD OF BID FOR ON CALL TRAFFIC SIGNAL
MANAGEMENT SERVICES TO SEBAGO TECHNICS, INC.
SPONSORED BY MAYOR CARRIER BY REQUEST**
 - 2. B21048-RFP-22-003 CONSULTING DESIGN SERVICES FOR THE DOWNTOWN
PEDESTRIAN AND VEHICULAR ACCESS IMPROVEMENTS PROJECT
AMENDMENT #3
SPONSORED BY MAYOR CARRIER BY REQUEST**



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- 3. B23035 AWARD OF BID FOR TRAFFIC SIGNAL REPAIRS AND MAINTENANCE AS NEEDED TO ELECTRIC LIGHT COMPANY**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 4. B23051 PURCHASE OF A 2023 FORD F550 UTILITY TRUCK FOR COMMUNITY SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 5. TIRE, ELECTRONICS AND PROPANE TANK RECYCLING SERVICES**
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. Cocheco Waterfront Development Advisory Committee (Carrier) |
| 12. Heritage Commission (Nemeth) | 27. Dover Main Street (Carrier) |
| 113. Legislative Liaison (Shanahan) | 28. Strafford Regional Planning Commission (Williams) |
| 114. Library Board of Trustees (Thibodeaux) | 29. Government Affairs (Carrier) |
| 15. McConnell Center Advisory Committee (Thibodeaux) | |

B. RESOLUTIONS

- 1. B23049 PURCHASE OF BUCKET TRUCK FOR COMMUNITY SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. ENDORSEMENT OF THE CITY OF DOVER JOINING A STATEWIDE PUBLIC TRANSPORTATION COALITION**
SPONSORED BY MAYOR CARRIER AND DEPUTY MAYOR SHANAHAN
- 3. ADOPTION OF THE CITYWIDE RESILIENCE PLAN**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 4. ACCEPTANCE OF THE FISCAL YEAR 2024 ACTION PLAN AND THE EXPENDITURES FOR FISCAL YEAR 2024 CDBG ENTITLEMENT FUNDS, FY23 PROGRAM INCOME AND FY24 PROGRAM INCOME**
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 8, 2023.)
SPONSORED BY COUNCILOR CULLEN

C. ORDINANCES IN 1ST READING

- 1. CHAPTER 9 – BOARDS, COMMISSIONS AND COMMITTEES, SECTION 22 – ENERGY COMMISSION**
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 22, 2023.)
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

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Meeting Type: **Regular Meeting**
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Meeting Date: **Wednesday, February 8, 2023**
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- 2. CHAPTER 9 – BOARDS, COMMISSIONS AND COMMITTEES, SECTION 28 –
COMMITTEE FOR RACIAL EQUITY AND INCLUSION
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 22, 2023.)
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 3. CHAPTER 85 – FOOD SERVICES ESTABLISHMENTS, SECTION 10
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 22, 2023.)
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 4. CHAPTER 125 – STREETS AND SIDEWALKS, SECTION 20
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 22, 2023.)
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 14. COUNCIL CORRESPONDENCE**
- 15. COUNCIL MATTERS OF INTEREST**
- 16. ADJOURN**

CITY MANAGER'S REPORT

February 8, 2023

Reporting On:
January 2023

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 January 2023:

	For Month	FY23	FY22	FY21	FY20	FY19
Legal Matters/Questions Handled	119	581	790	703	466	342
Review Existing Legal Contracts & Draft Memo	10	99	161	-	-	-
Legal Contracts/Memo Created	18	100	214	350	256	269
Right to Know Requests Processed	7	42	78	51	49	41
Resolutions	5	41	74	73	75	53
Ordinances	2	10	24	19	10	18
Leases	1	1	13	-	-	-
Primex Auto Claims Handled	14	49	46	-	-	-
Primex Liability Claims Handled	10	38	70	-	-	-
Primex Property Claims Handled	12	36	68	-	-	-

Right to Know Requests

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

- ♦ Ohm Analytics – All residential and commercial solar panel permit request for 8/1/22 through 12/31/22
- ♦ Project Expeditors – 1-3 Webb Place request for any and all documents regarding permits, open violations, certificate of occupancy on property
- ♦ Seacoast Media – Media inquiry for counsel name and copy of answer filed in litigation matter
- ♦ Human – request for compensation information for all city employees
- ♦ AEI Consultants – 1-3 Webb Place request for any and all documents regarding permits, open violations, certificate of occupancy as well as underground storage tank information
- ♦ Dominion Due Diligence Group – 3 Green Street, Waldron Towers request for certification forms to be filled out by Fire Official and Environmental Health Official
- ♦ Ransom Consulting – 85 Industrial Park Drive request for environmental conditions on property

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	Assist with Waterfront project re-bidding process; assist with creating standard operating procedures; assistance with Chestnut Street bridge project; assistance with various properties discharging onto public roads or public property; 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; assist with cellular tower research.
Executive	Assistance with purchase/sale agreement; assist with public-private agreement; Assistance to Human Resources with reviewing collective bargaining issues and compliance issues; assist with planned mental health training
Finance	Assistance with bankruptcy filings; assistance with notices of foreclosure; assist with reviewing tax credit application; track and file City claims with Primex; assist with reviewing Primex coverage issues; assistance with Cornerstone public sewer extension promissory notes; review of fuel adjustment charges issued by various vendors; assist with property lien questions; assist with budget hearings (
Fire & Rescue	Assistance with code enforcement issues; assistance with contract review.
Planning	Assist with Community Power Coalition of New Hampshire (City Council Goal #6); assisted with drafting amendments to site plan review regulations. assistance with enforcement matters; assistance with property transfer in reference to impact fees; assistance with reviewing certain applications filed with land use boards; review of grant agreement; assist with zoning ordinance amendments; assist with site review regulations; assisted with staff administration of zoning ordinance.
Police	Assisting with Parking Commission and outdoor dining; assistance with review of compliance concern.
Public Library	Assist with drafting updates/amendments to operating rules for Library Trustees; assist with concerns over roof leak.
Public Welfare	No assistance needed.
Recreation	No assistance needed.
School	Assistance with RSA 91-A compliance inquiries and requests; assistance with various contract reviews; assistance with other matter as requested.

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 appeal briefing schedule has been vacated. The previously prepared transcript is under review and a new briefing schedule is expected to issue in the near future.

-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. A briefing schedule for the U.S. First Circuit is expected in the near future.

-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 filed answers to the Complaint. Case is now in general discovery.

-Tibbett v. City of Dover - The City was notified in January 2023 of an appeal to Superior Court of a subdivision approval in November. The City has accepted service and is preparing a certified record and answer.

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
January 2023	24	28	11

New Business / Commercial Development / Downtown Updates

- ★ Dover Retailers continue to collaborate to bring spring shoppers into the downtown. The group will be meeting in February to organize a Spring shopping event. Several of the retailers have been in contact with one another to discuss staying open later in the evenings.
- ★ A new French inspired patisserie and café opened up at 100 First Street. Their opening was very successful and they will be adding desserts and wine for evening patrons within the coming weeks.
- ★ A coffee shop re opened under new branding and ownership on Hale Street. The owners have another location in Portsmouth and are excited to be expanding into Dover.
- ★ Four new businesses will be opening downtown in late winter/early spring, including retail, a brewery, and two restaurants.

Waterfront - Update:

Waterfront/Shoreland Stabilization/Site Preparation:

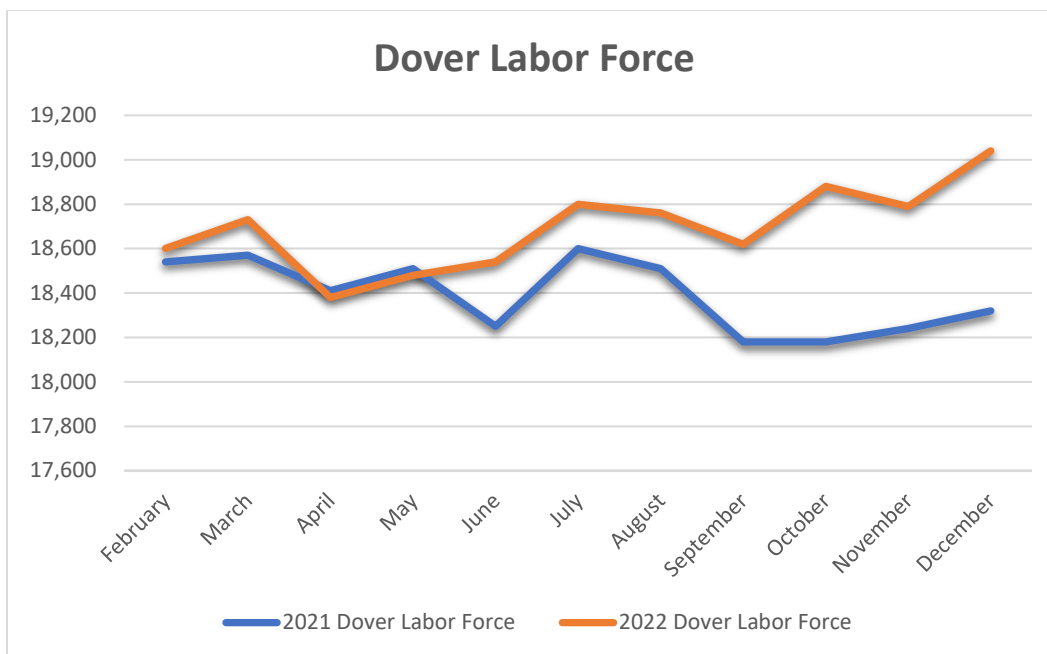
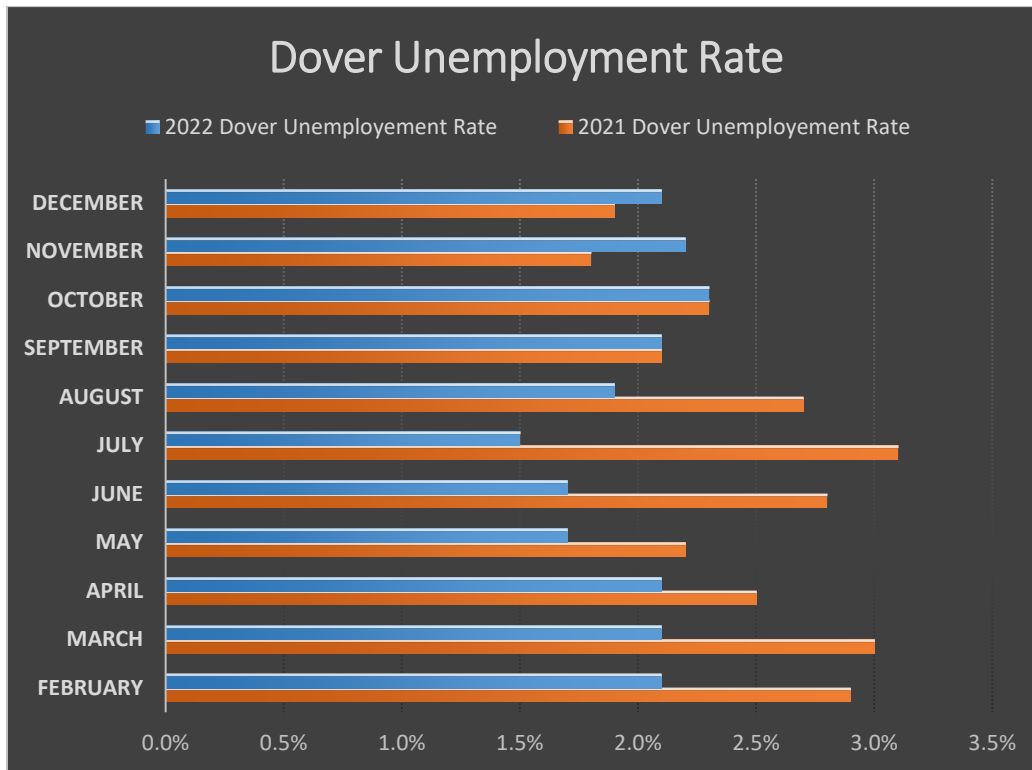
- Business Development and Planning and Community Development staff continued to assist the Cochecho Waterfront Development Advisory Committee in its pursuit of developing the City's River Street parcel. Project Manager Bird had four online meetings during January with staff from Horsley Witten and Ironwood to review the status of state and federal permitting, discuss site plan updates and preparing re-bid documents.
- Project Manager Bird:
 - Held online meetings on January 4, 11, 18 & 25 with Horsley-Witten and Ironwood to discuss numerous waterfront issues.
 - Met with the Deputy City Manager three times during January to provide project updates.
 - Attended the January 11 City Council meeting to speak to a resolution to award a bid for an architect to design the park building and to approve a change order to the Horsley Witten contract to add task for park building engineering.
 - Held an online meeting on January 17 with Deputy City Manager and Jon Ford of Horsley Witten to discuss budget status.
 - Held an online meeting on January 18 with representatives from Eversource, Horsley Witten, Wright Pierce, and Community Services staff to discuss electric service design issues.
 - Had telephone call on January 23 with Jon Ford of Horsley Witten to discuss rebid strategy.
 - The City sent out the re-bid package of revised plans and specifications on January 25 to the four pre-qualified companies.
 - Had a meeting on January 30 with Deputy City Manager and Community Service staff to discuss responsibilities of the waterfront construction manager.

Economic Activity

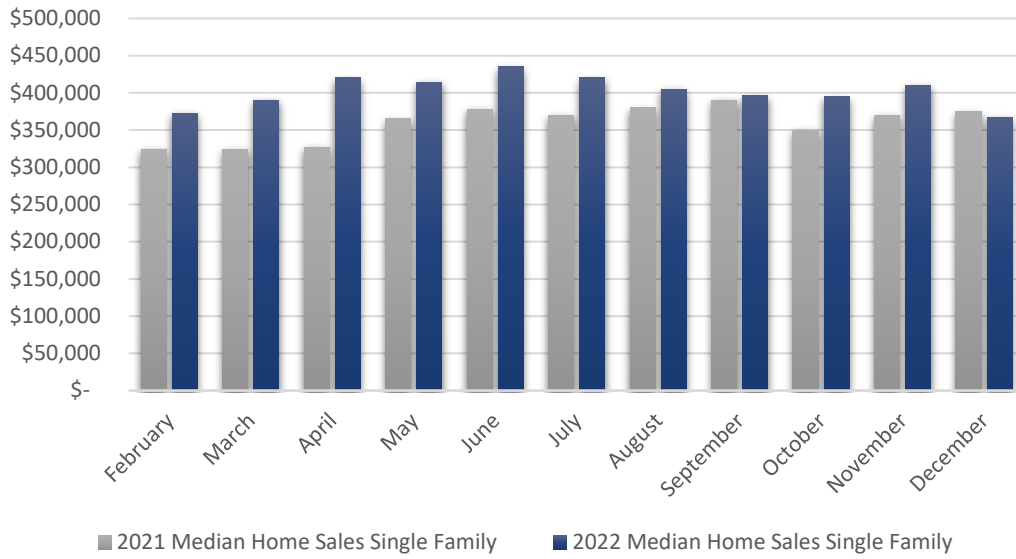
-  Total employment figures in New Hampshire and the greater seacoast have recovered to pre pandemic levels, but the total labor force (i.e. employed workers plus individuals seeking employment) still lags behind 2019 totals.
-  The availability of labor projects to be a constraint on economic activity in New Hampshire in 2023. Possible limiting factors include unmet demand for housing and childcare and workers preferring remote work for firms outside of New Hampshire or "gig economy" opportunities over traditional employment.
-  New Hampshire has approximately 600 fewer childcare workers than a year ago. Required student to teacher ratios for pre school aged children magnify the impact of this trend on childcare supply.
-  2023 is projected to be a year of slow growth for the economy as a whole. Industries that are dependent upon interest rates may be particularly impacted if the Federal Reserve continues to raise interest rates as projected to slow inflation.
-  While consumer confidence and expert opinions indicate some fears of a recession in 2023, consumer spending patterns and overall financial stability of households and businesses show some signs for optimism.

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

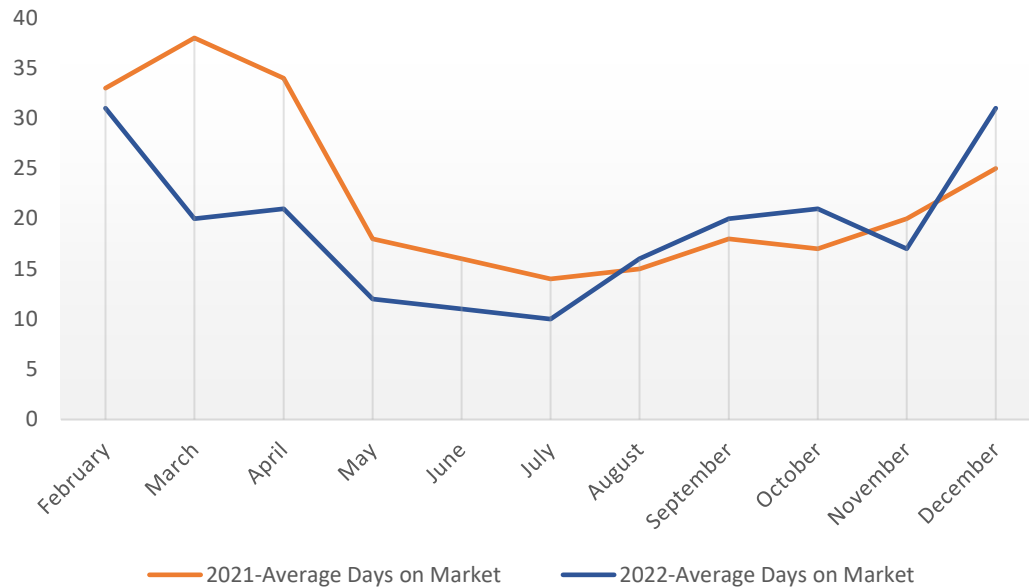
Housing metrics obtained from NHAR-Strafford County.



Dover Median Home Sales - Single Family



Average Days Homes on Market



Parking Division

December	December 2022	December 2021	December 2020	Fiscal YTD 2023	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019
Meter Activity - Total								
Meter Transactions	44,758	41,690	26,463	257,517	485,571	385,006	442,999	466,721
Income at Meters	\$88,079	\$77,271	\$45,566	\$494,969	\$911,476	\$676,715	\$836,199	\$648,806
Active Meter Days	26	26	26	150	301	302	292	249
Average Daily Meter Transactions	1,721	1,603	1,018	1,717	1,613	1,275	1,517	1,874
Meter Activity - Parking Garage								
Meter Transactions	3,132	2,654	1,294	16,239	31,151	11,463	36,219	34,749
Income from Meters	\$8,467	\$7,882	\$3,568	\$43,690	\$89,464	\$62,637	\$88,142	\$61,468
Active Meter Days	26	26	26	150	301	302	292	249
Average Daily Meter Transactions	120	102	50	108	103	74	124	148
Parking Permit Activity								
Total Parking Permits Issued	820	751	750	4,693	9,232	8,756	6,809	6,767
Residential Permits Issued	24	35	43	161	420	473	441	637
Business Permits Issued	796	716	707	4,532	8,812	8,283	6,499	6,130
Permit Income	\$61,735	\$40,137	\$35,403	\$225,102	\$344,367	\$265,168	\$246,485	\$232,682
Parking Ticket Activity								
Total Parking Tickets Issued	594	3,902	483	3,902	8,460	6,588	7,835	8,188
Accessible Space Tickets Issued	3	0	4	33	41	21	72	141
Winter Restriction Tickets Issued	0	78	47	0	495	486	186	331
Parking Ticket Income	\$12,593	\$13,098	\$12,362	\$88,911	\$197,012	\$160,519	\$180,148	\$168,062
Electric Vehicle Charging Stations								
Number of times Stations Used	53	24	4	356	316	100	233	not captured
Charging Station Income	\$496	\$213	\$32	\$3,154	\$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
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
December 2022	3,111	2,532	1,271	183

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 Hackett led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Councilor Nemeth asked that the Ad-Hoc Committee for Racial Equity and Inclusion Report be moved up on the Agenda to follow Public Forum.

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

Vote: 9/0.

7. PUBLIC HEARINGS

A. AUTHORIZATION TO ACCEPT AND EXPEND ASSISTANCE TO FIREFIGHTERS GRANT

(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.

B. 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 A SECOND PUBLIC HEARING TO BE HELD ON FEBRUARY 22, 2023, WITH COUNCIL VOTE TO OCCUR ON MARCH 8, 2023.)

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.

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

Councilor Nemeth introduced Lina Shayo to give the final Ad-Hoc Committee for Racial Equity and Inclusion Report to the Council.

Ms. Shayo gave an overview of the Ad-Hoc Committee for Racial Equity and Inclusion Report to the Council.



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9. CITY MANAGER'S REPORT

- A. January 25, 2022 Report**
- B. Presentation of Annual Comprehensive Financial Report (ACFR) by Independent Auditors**

City Manager introduced Zack Fentross, CPA of Marcum LLP. Mr. Fentross gave a PowerPoint presentation to the Council regarding the Annual Comprehensive Financial Report (ACFR).

City Manager gave an overview of the recent storm and recognized the Dover Police, Fire, and Community Services Department.

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

Vote: 9/0.

10. APPROVAL OF MINUTES

- A. January 11, 2023 – Workshop Session**
- B. January 11, 2023 – Regular Meeting**

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

Vote: 9/0.

11. MAYOR'S REPORT

Mayor Carrier gave an overview of events he attended the past couple weeks.

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

Vote: 9/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3RD READING

1. CHAPTER 9 – BOARDS, COMMISSIONS AND COMMITTEES, SECTION 8 (TO BE REMOVED FROM THE TABLE)

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to remove from the table; seconded by Councilor Thibodeaux.

Vote: 9/0.

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

Roll Call Vote: 9/0.



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C. RESOLUTIONS

- 1. AUTHORIZATION TO ACCEPT AND EXPEND ASSISTANCE TO FIREFIGHTERS GRANT
(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 Nemeth.
City Manager gave an overview of the Resolution to the Council.
Roll Call Vote: 9/0.

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. B23001 PURCHASE OF FIRE / EMS, PUBLIC SAFETY EQUIPMENT – FIRE TECH & SAFETY – MASS STATE CONTRACT BID PSE01
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 2. B23001 PURCHASE OF FIRE / EMS, PUBLIC SAFETY EQUIPMENT – BERGERON PROTECTIVE CLOTHING – MASS STATE CONTRACT BID PSE01
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 3. B23037 AWARD OF BID FOR CRITICAL FLOOD RISK INFRASTRUCTURE GRANT FOR STORMWATER & FLOOD RESILIENCE UTILITY PROJECT
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 4. B23038 SURVEYING SERVICES AS NEEDED
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 5. B23042 BOBCAT T450 VS – SOURCEWELL CONTRACT
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 6. PROFESSIONAL SUPPORT SERVICES FOR SCADA SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEM WOODARD CURRAN
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 7. APPROVAL OF LIBRARY BOARD OF TRUSTEES' OPERATING RULES
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 8. APPROVAL OF LONG HILL ROAD TOWER LEASE AGREEMENT WITH COUNTY OF STRAFFORD C/O STRAFFORD COUNTY SHERIFF'S DEPARTMENT
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 9. AMENDING CITY OF DOVER'S DESIGNATED REPRESENTATIVES TO COMMUNITY POWER COALITION OF NEW HAMPSHIRE
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 10. APPROVAL OF AMENDMENTS TO ARTICLE XVI OF THE COMMUNITY POWER COALITION OF NEW HAMPSHIRE JOINT POWERS AGREEMENT
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, January 25, 2023**
Meeting Time: **7:00 pm**

COMMITTEE REPORTS

1. School Board (Muffett-Lipinski)
2. Planning Board (Cullen)
3. Appointments Committee (Williams)
4. Arena Commission (Hackett)
5. Arts Commission (Nemeth)
6. Board of Health (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 Nemeth.

Mayor Carrier asked the Council if they had items they wished to pull for further discussion.

Deputy Mayor Shanahan pulled Item #13.A.1.

Mayor Carrier pulled Items #13.A.9 and #13.A.10.

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

Roll Call Vote: 9/0.

Deputy Mayor Shanahan moved to substitute Item #13.A.1. as a whole; seconded by Councilor Hinkel.

Vote: 9/0.

Deputy Mayor Shanahan moved for the adoption of Item #13.A.1.; seconded by Councilor Hackett.

Roll Call vote: 9/0.

Deputy Mayor Shanahan moved for the adoption of Item #13.A.9.; seconded by Councilor Muffett-Lipinski.

Dr. Kaspari and Energy Commission Chairperson Baber to give an overview of the resolution to the Council.

Roll Call Vote: 9/0.

Deputy Mayor Shanahan moved for the adoption of Item #13.A.10.; seconded by Councilor Hinkel.

Roll Call Vote: 9/0.

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

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 25, 2023**
Meeting Time: **7:00 pm**

B. RESOLUTIONS

**1. APPROVAL OF ELECTRICAL AGGREGATION PLAN FOR THE CITY OF DOVER
PURSUANT TO RSA CHAPTER 53-E
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Shanahan mover for its adoption; seconded by Councilor Muffett-Lipinski
Dr. Kaspari and Mr. Baber gave an overview of the Resolution to the Council.
Roll Call Vote: 9/0.

Councilor Muffett-Lipinski left the meeting at 8:30 pm.

**2. READOPTING THE PROVISIONS OF RSA 72:28 STANDARD AND OPTIONAL
VETERANS' TAX CREDIT AND RSA 72:28-b ALL VETERANS' PROPERTY TAX
CREDIT
SPONSORED BY MAYOR CARRIER BY REQUEST**

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

**3. AUTHORIZATION TO ACCEPT AND EXPEND ANONYMOUS DONATION
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 8, 2023.)
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Shanahan moved to refer to a public hearing on February, 8 2023; seconded
by Councilor Hackett.
Vote: 9/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Nemeth cautioned people about putting their recycling and trash out the night before when there is a storm.

Councilor Thibodeaux recognized the storm recovery work that was completed by Community Services personnel.

Mayor Carrier started a discussion about leasing parking spaces
City Manager Joyal said there are spaces available.

16. ADJOURN

Councilor Hinkel moved to adjourn; seconded by Councilor Thibodeaux.

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Chambers
Meeting Date: **Wednesday, February 1, 2023**
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 Hinkel, Councilor Nemeth, and Councilor Williams.

Absent: Councilor Muffett-Lipinski and Councilor Thibodeaux.

Also Present: City Manager Joyal, City Attorney Wyatt, 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 Public Forum.

7. DISCUSSIONS

A. WILLAND EMERGENCY WARMING CENTER STATUS REPORT

Director John Burns, SOS Recovery, gave a status report on the activities at the Willand Emergency Warming Center.

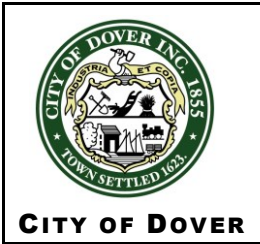
B. ORGANIC TURF MAINTENANCE/WEED CONTROL UPDATE

Community Services Director Storer gave a PowerPower presentation to the Council regarding the Organic Turf Maintenance/Weed Control.

8. ADJOURNMENT

Councilor Hinkel moved to adjourn; seconded by Councilor Nemeth.

Vote: 7/0.



CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2023.01.25 – 019**

Resolution Re: Authorization to Accept and Expend Anonymous Donation

WHEREAS: The City of Dover received a \$13,000.00 anonymous donation through the Residents Supporting Community First donation program; and

WHEREAS: The donation is broken out into the following purpose:
\$10,000 to the Food and Fuel Assistance fund
\$2,000 to the Dover Community Trail
\$1,000 to the Dover 400th Celebration

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 donation for the purposes intended as 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 donation to the City of Dover, and any funding received is hereby appropriated for said purposes.

AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible purposes identified, 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
8799.1.000.00000.2588.00000	Welfare Gifts -Food and Fuel Assistance	10,000.00	10,000.00
7200.1.000.00000.2049.09192	Dover Community Trail	2,000.00	2,000.00
7200.1.000.00000.2049.09199	Dover 400th Celebration	1,000.00	1,000.00

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

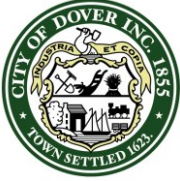
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2023.01.25 – 019**

Resolution Re: Authorization to Accept and Expend Anonymous Donation

DOCUMENT HISTORY:

First Reading Date: 01/25/2023

Public Hearing Date: 02/08/2023

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.		

RESOLUTION BACKGROUND MATERIAL:

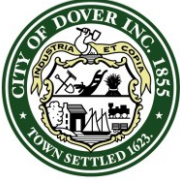
The City of Dover's Residents Supporting Community First program has received \$13,000.00 in donations to three programs.

The amount is broken out into the following purposes:

\$10,000 to the Food and Fuel Assistance fund

\$2,000 to the Dover Community Trail

\$1,000 to the Dover 400th Celebration



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R - 2023.02.08 – 020**

Resolution Re: B21048-RFP23-002 Award of Bid For On Call Traffic
Signal Management Services to Sebago Technics, Inc

WHEREAS: A sealed (RFQ) Request for Qualifications #B21048 was solicited and received for on-call specialized municipal engineering services on an as-needed basis on May 13, 2021 at 3:00 p.m. On July 28, 2021, City Council approved to award to several vendors in various categories for on-call specialized engineering services via resolution [R-2021.07.28-135](#); and

WHEREAS: A sealed Request for Proposal #B20148-RFP23-002 was issued and received for On Call Traffic Signal Management Services January 23, 2023 at 2:00 p.m; and

WHEREAS: The scope of work is to attain a Traffic Management consultant to provide professional recommendations and assistance regarding traffic signal operations throughout the City as needed; and

WHEREAS: Three bid responses were received and reviewed for necessary qualifications, experience, understanding of project scope, approach for completing the work, certification to design, deliver, support and manage proposed solution and the offer deemed most advantageous came from the low bidder Sebago Technics, Inc. It is the recommendation to award project to Sebago Technics in the amount of \$73,921.38; 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 Sebago Technics, Inc in the amount of \$73,921.38. 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
1009.1.300.43121.4730.00000.21.000	Improvement O/T Buildings	33,478.46	33,478.46
1009.1.300.43121.4730.11111.22.000	Improvement O/T Buildings	55,200.24	55,200.24

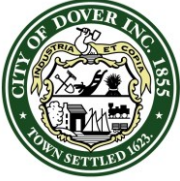
AUTHORIZATION

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.1.

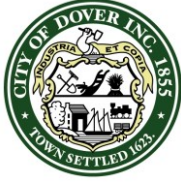
Resolution Number: **R - 2023.02.08 – 020**
Resolution Re: B21048-RFP23-002 Award of Bid For On Call Traffic
Signal Management Services to Sebago Technics, Inc

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 - 2023.02.08 – 020 Resolution Re: B21048-RFP23-002 Award of Bid For On Call Traffic Signal Management Services to Sebago Technics, Inc
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RESOLUTION BACKGROUND MATERIAL:

The City and NHDOT have a combined total of 34 signalized intersections within the City of Dover. Four separate coordinated signal systems, covering 17 signaled intersections, are currently connected to the City's central management system, which utilizes McCain's Transparency SPM software. The 34 signalized intersections have a mixture of stop bar detection technology including in-pavement loops and above-ground video. The City has been proactive with replacing the loops, when possible, with the above-ground video consisting of Gridsmart cameras. There are currently 23 signalized intersection with the Gridsmart cameras.

The City requires support from a Traffic Management consultant to provide professional recommendations and assistance regarding traffic signal operations; these services will be on an intermittent basis for a period of 1 year. The City is requesting letter proposals from the three firms selected for Traffic Management via Dover City Council Resolution R-2021.07.28-135. The selected firm shall have staff certified through International Municipal Signal Association (IMSA), and shall demonstrate experience with McCain Transparency, Cubic Systems, and Gridsmart cameras.

Bid Information:

A sealed Request for Proposal #B21048-RFP23-002 was issued and received for On Call Traffic Management Services on January 18, 2023 at 2:00 p.m. Bid was submitted to the three (3) Engineering Firms that had been selected from #B21048.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	3	Number of Responses:	3
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One Year	Estimated Delivery:	12/31/2023
Recommended Award to:	Sebago Technics, Inc	Fund:	Community Services
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000

[B21048-RFP23-002 Bid Documents](#)

Document Created by: Purchasing Document Posted on: February 3, 2023	R-2023.02.08 B21048-RFP-002 On Call Traffic Signal Management Services.docx Page 3 of 3
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2023.02.08 – 021**

Resolution Re: B21048-RFP22-003 Consulting Design Services for the
Downtown Pedestrian and Vehicular Access Improvements
Project-Amendment #3

WHEREAS: A sealed (RFQ) Request for Qualifications #B21048 was solicited and received for on-call specialized municipal engineering services on an as-needed basis on May 13, 2021 at 3:00 p.m. for services to commence on or about July 1, 2021 for a four-year period. On July 28, 2021, City Council approved to award to several vendors in various engineering service areas for on-call specialized municipal engineering services via resolution [R-2021.07.28-135](#); and

WHEREAS: A project was identified meeting the criteria of RFQ #B21048, a sealed Request for Proposal #B21048-RFP22-003 was solicited to the three firms selected under the Highway/Transportation Engineering service area for Consulting Design Services for the Downtown Pedestrian and Vehicular Access Improvements Project on December 13, 2021 at 2:00 p.m.; and

WHEREAS: The City received two cost proposals which were reviewed for understanding of project scope, approach for completing the work, commitment to timeline and proposal costs and awarded via approved resolution [R-2022.01.12-010](#) to accept the lowest cost proposal submitted by Greenman-Pedersen, Inc. in the amount not to exceed \$699,935.00; and

WHEREAS: Greenman-Pedersen, Inc. has submitted a proposal for additional work outside the original contract scope in the amount of \$124,349.00. It is the recommendation to award the additional scope as detailed 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 amendment #3 to Greenman-Pedersen, Inc. of Portsmouth, NH for Consulting Design Services for the Downtown Pedestrian and Vehicular Access Improvements Project in the amount not to exceed \$124,284.00. 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
4014.1.180.43122.4751.03340.14	Downtown Traffic Efficiency Improvments	22,444.00	22,444.00
4021.1.180.43122.4751.03340.21	Downtown Traffic Efficiency Improvments	858,585.49	858,585.49

R-2023.02.08 B21048-RFP22-003 Consulting Design Services
for the Downtown Pedestrian and Vehicular Access
Improvements Project Amendment #3.doc

Document Created by: Purchasing
Document Posted on: February 3, 2023

Page 1 of 4



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2023.02.08 – 021**
Resolution Re: B21048-RFP22-003 Consulting Design Services for the
Downtown Pedestrian and Vehicular Access Improvements
Project-Amendment #3

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

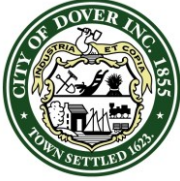
Recorded by: Susan Mistretta
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2023.02.08 – 021**
Resolution Re: B21048-RFP22-003 Consulting Design Services for the
Downtown Pedestrian and Vehicular Access Improvements
Project-Amendment #3

RESOLUTION BACKGROUND MATERIAL:

On November 12, 2021, the City requested proposals via RFP#B21048-RFP22-003 for Consulting Design Services for the Downtown Pedestrian and Vehicular Access Improvements Project from the three firms selected for Highway/Transportation Engineering. The City received two cost proposals which were reviewed for understanding of project scope, approach for completing the work, commitment to timeline and proposal costs and awarded via approved resolution [R-2022.01.12-010](#) to accept the lowest cost proposal submitted by Greenman-Pedersen, Inc. in the amount not to exceed \$699,935.00.

The Project listed tasks the consultant will complete in order to provide documents suitable for bidding construction implementation of the improvements outlined in the 2015 Downtown Dover Pedestrian & Vehicular Assess and Streetscape Study. Tasks include Preliminary Design, Final Design, Permitting & Public Involvement, Bid Advertisement Phase, and Construction Phase Services

Amendment #1 incorporates by reference, documents related to B21048-RFP22-003 to the existing master agreement for as needed Engineering Services.

Amendment #2 incorporates a transfer of \$30,330 as a deduction on Permitting & Public Involvement task and an increase in the expense of a subconsultant GM2

Amendment #3 incorporates additional scope of work that includes the following:

- Additional traffic analysis. Work under this task includes obtaining updating traffic counts, developing seasonal and growth factors, incorporating traffic volumes from private site development projects that were unknown during the 2015 Study, and conducting traffic analysis for improved intersection control and sizing.
- Additional roadway design layout. Work under this task includes development of improved concepts for the Upper Square, Lower Square, and the Portland Avenue/Main Street intersections, which differ from the information available in the 2015 Study.
- Williams Street between Central Avenue and Henry Law Avenue. After further review of the project area, the City has requested the evaluation of vehicular access alternatives for Williams Street, including closing Williams Street to general traffic from Central Ave, while maintaining access to maintenance vehicles and pedestrian traffic.

Bid Information:

A sealed Request for Proposal #B21048-RFP22-003 was solicited and received from the three firms selected under the Highway/Transportation Engineering service area approved via resolution [R-2021.07.28-135](#) for Consulting Design Services for the Downtown Pedestrian and Vehicular Access Improvements Project on December 13, 2021 at 2:00 p.m.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2023.02.08 – 021**
Resolution Re: B21048-RFP22-003 Consulting Design Services for the
Downtown Pedestrian and Vehicular Access Improvements
Project-Amendment #3

Award Information:

A purchase order will be issued to Greenman-Pedersen, Inc. to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	No/RFQ#B21048
Invitations Mailed:	3	Number of Responses:	2
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Completion	Estimated Delivery:	200 calendar days following NTP
Recommended Award to:	Greenman-Pedersen, Inc.	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B21048-RFP22-003 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2023.02.08 – 022**
Resolution Re: B23035 Award o Bid for Traffic Signal Repairs and Maintenance
as Needed to Electric Light Company

- WHEREAS: A sealed Request for Bid #B23035 was issued and received for Traffic Signal Repairs and Maintenance on January 16, 2023 @ 2:00 p.m. EST for a one-year agreement with option to renew for three (3) additional one-year terms; and
- WHEREAS: The City requested a three-part pricing schedule to service and maintain Traffic Signals throughout the City as well as for some commonly purchased equipment such as controllers and cameras, on an as needed basis; and
- WHEREAS: One response was received and reviewed for necessary experience, skills, project understanding, approach and ability to comply with proposed scope of services from Electric Light Company, Inc. for part A-normal working hours, Part B-Emergency or after-hours work, and Part C-additional services including parts and installation; and
- WHEREAS: It is the recommendation to award Electric Light Company, Inc. from Cape Neddick, Maine at the rates listed in the bid reply in conjunction with Bid #B23035; 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 Electric Light Company, Inc. of Cape Neddick, ME for Traffic Signal and Maintenance as needed and in conjunction with rates outline in Bid #B23035. 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
1000.1.300.43121.4432.00000.	Streets-Maint Chrgs - Impr o/t Buildings	278,868	232,751

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 – 2023.02.08 – 022**
Resolution Re: B23035 Award o Bid for Traffic Signal Repairs and Maintenance
as Needed to Electric Light Company

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#: 13.A.3.

Resolution Number: **R – 2023.02.08 – 022**
Resolution Re: B23035 Award of Bid for Traffic Signal Repairs and
Maintenance as Needed to Electric Light Company

RESOLUTION BACKGROUND MATERIAL:

The City has approximately Thirty-Five (35) signalized traffic control intersections that have occasional need for professional repair/maintenance services due to various malfunctions of one type or another. More often than not, repairs are required due to damage incurred as the result of a motor vehicle accident of some type. Due to the nature and function of the equipment needing repairs, timely responsiveness and corrective action are critical to alleviate potential vehicle traffic jams and to insure for safe vehicular and/or pedestrian flow. Services are mostly of an “as needed” nature but there are occasions when scheduled work will be requested.

Standard pricing was also requested to allow for potential upgrades to a traffic signal, such as converting old “loop-detectors” to a modern camera-based system, including new digital controller. This might be required if a street is slated for repair or paving and the loop detectors will be impacted. Another allowance was included for possibly purchasing and installing uninterruptable power supplies (UPS) at a couple of key locations.

Bid Information:

A sealed Request for Bid #B23035 was issued and received for Traffic Signal Repairs on January 16, 2023 @ 2:00 pm EST.

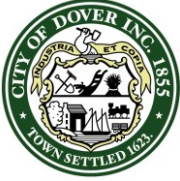
Award Information:

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:	69	Number of Responses:	1
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One year	Estimated Delivery:	As needed
Recommended Award to:	Electric Light Company, 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.

[B23035 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2023.02.08 – 023**

Resolution Re: B23051 Purchase of a 2023 Ford F550 Utility Truck for
Community Services

WHEREAS: A sealed Request for Proposal #B23051 was issued and received for Purchase of new F550 Utility Truck for Community Services on January 25, 2023 @ 2:00 p.m. EST and received one non-conforming proposal for just the body and not the truck; and

WHEREAS: The city then reached out to three other truck salesmen in the area that have not signed up on the Constant Contact email listing, the mechanism in which the city solicits requests for bids, to see if they would be interested in providing a quote; and

WHEREAS: Two (2) of the vendors did reply and submitted proposals. These responses were reviewed for necessary specifications, cost, and delivery, and the offer deemed most advantageous came from the low bidder Grappone Ford of Bow, NH. It is the recommendation to award this purchase to Grappone Ford in the amount of \$98,944.00; 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 Grappone Ford of Bow, NH in the amount of \$98,944.00 for one 2023 Ford F550 Utility Truck. 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
4024.1.300.43121.4743.03110.24.000.000.700	Heavy Vehicles	500,000.00	335,297.55

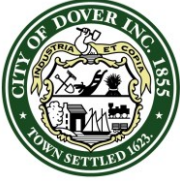
AUTHORIZATION

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 – 2023.02.08 – 023**

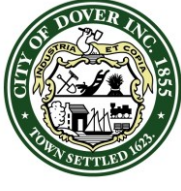
Resolution Re: B23051 Purchase of a 2023 Ford F550 Utility Truck for
Community Services

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.4. Resolution Number: R – 2023.02.08 – 023 Resolution Re: B23051 Purchase of a 2023 Ford F550 Utility Truck for Community Services
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RESOLUTION BACKGROUND MATERIAL:

The City of Dover solicited bids for a 2023 Ford F550 Utility Truck for the Community Services Division.

This is a planned purchase as part of the City’s Vehicle Replacement Program. The new truck will replace a 2002 Ford F350 that has approximately 150,000 miles. The current vehicle is in relatively poor condition and needs to be replace. The new vehicle will be assigned to the Streets & Drains Divisions. The new vehicle will be equipped for plowing, and as such, is being upsized from a 350 level to a 550 level. The larger vehicle engine and chassis should better withstand the strain of plowing.

It is actually fortunate to find a vehicle “on a lot”, as when we order new, through a custom order, it can take as long as 12 to 14 months for a new vehicle to arrive.

Bid Information:

A sealed Request for Proposal #B23051 was issued and received for Purchase of 2023 Ford F550 Utility Truck for Community Services on January 25, 2023 @ 2:00 p.m. EST

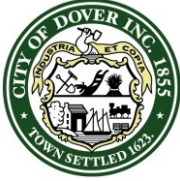
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	153	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:	25 weeks
Recommended Award to:	Grappone Ford	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000

[B23051 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2023.02.08 – 024**

Resolution Re: Tire, Electronics and Propane Tank Recycling Services

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

WHEREAS: As a member of this organization, the City would like to continue to utilize Northeast Resource Recovery Association for its recycling needs. The estimated annual expenditure for 2023 is \$45,000 of which \$35,000.00 will be applied to the Vehicle Reclamation Trust (Fund 8933) and \$10,000.00 to the General Fund operating fund; and

WHEREAS: Per 5-29.B, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the Purchasing Agent may, with approval of the City Manager, waive bidding procedures when purchasing can be accomplished through the State of New Hampshire or at state bid prices, other governmental agencies or cooperative buying groups; 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 Northeast Resource Recovery Association for continued as-needed recycling services at rates outlined in the background section for calendar year 2023. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.300.43240.4421.00000.00	Recycling Mgmt-Waste Disp Svs	174,317.00	10,000.00
8933.1.300.43240.4831.00000.00	Vehicle Reclamation Trust	472,383.00	472,383.00

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.5.

Resolution Number: **R – 2023.02.08 – 024**

Resolution Re: Tire, Electronics and Propane Tank Recycling Services

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2023.02.08 – 024**

Resolution Re: Tire, Electronics and Propane Tank Recycling Services

RESOLUTION BACKGROUND MATERIAL:

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

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

Electronic Recycling Services: NRRA will provide the City a closed container at the rate of \$120.00 per month, and a per pound fee of \$0.17 for mixed electronics and \$0.275 for projection and console televisions, as well as a commodity surcharge (subject to change) of \$0.03 per pound.

Tire Recycling Services: NRRA will supply a 20' on-site container at the rate of \$120.00 per month, as well as a per tire fee ranging from \$3.50/each for car tires (up to 19.5") to a fee of \$160.00/each for oversized 25" loader tires.

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

Purchasing Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2023.02.08 – 025**

Resolution Re: B23049 Purchase of Bucket Truck for Community Services

WHEREAS: A sealed Request for B23049 was solicited and received on 1/25/23 @ 2:30 p.m. EST for a 2023 Ford F600 truck with a truck mounted aerial lift for Community Services; and

WHEREAS: One bid response was received and reviewed for necessary specifications. The bidder, CUES Inc., Amherst, NH, submitted pricing for a 2023 Ford F600 with a Versalift Aerial Device at a total price of \$199,737.00; and

WHEREAS: Community Services recommends the purchase of the Bucket Truck from CUES, Inc. based on familiarity with the brand and parts; 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 CUES, Inc of Amherst, NH for the purchase of a Bucket Truck for Community Services in the amount of \$199,737.00. 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
4024.1.300.43121.4742.03110.24.	Heavy Vehides	500,000.00	236,355.55

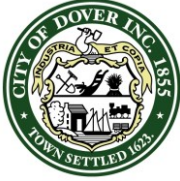
AUTHORIZATION

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.B.1.

Resolution Number: **R – 2023.02.08 – 025**

Resolution Re: B23049 Purchase of Bucket Truck for Community 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:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2023.02.08 – 025**

Resolution Re: B23049 Purchase of Bucket Truck for Community Services

RESOLUTION BACKGROUND MATERIAL:

Community Services requires a reliable and safe Bucket Truck for a variety of issues, which includes tree maintenance (both routine and emergency service), traffic signal maintenance, street light inspections, setting lights, removing broken flag lanyards, etc. The City's existing bucket truck is a 2011 Ford F350, but it is under-sized and unreliable. The current unit is not equipped with outriggers to stabilize the truck and lift. It also has a very short reach of about only 25 feet. The control mechanism to operate the lift unit has proven unreliable and unsafe. It has malfunctioned numerous times, and has been sent back for both factory-repair and replacements. There were occasions when an operator was temporarily stranded in the "up" position, and an attendant had to manually override the controls to lower the person back down.

The existing unit will be auctioned as part of City vehicle surplus.

The new bucket truck includes hydraulic outriggers to provide a much more stable platform, which can be critical during emergency tree maintenance work and winds are blowing. The new lift unit has a total reach in excess of 50 feet.

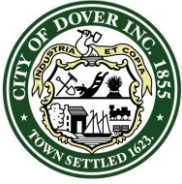
Bid Information:

A sealed Request for B23049 was solicited and received on 1/25/23 @ 2:30 p.m. EST for one (1) Bucket Truck for Community Services.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	N/A	Number of Responses:	1
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Price based on 2023 pricing	Estimated Delivery:	12-14 months
Recommended Award to:	CUES, Inc.	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval.

[B23049 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

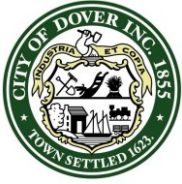
Agenda Item#: 13.B.2.

Resolution Number: **R-2023.02.08 – 026**
Resolution Re: **Endorsement of the City of Dover Joining a
Statewide Public Transportation Coalition**

- WHEREAS: The City of Dover fully supports and promotes public transit in our community; and
- WHEREAS: The Cooperative Alliance for Seacoast Transportation (COAST) is leading an effort to start a meaningful dialogue on increasing financial support for public transportation operations throughout the State of New Hampshire; and
- WHEREAS: A statewide coalition of public transit and community-based transportation providers and the communities, businesses, and other organizations they serve is being formed and is known as the Statewide Public Transportation Coalition; and
- WHEREAS: The initial policy objective of this coalition is to increase the State's share of the operating costs of public transit, as the State's per capita contribution to public transit operations according to the American Association of State Highway and Transportation Officials is by far the lowest in New England and nearly the lowest in the nation; and
- WHEREAS: With federal emergency relief funding currently provided to public transit system operators expected to be fully expended by 2024, and operating costs having increased significantly due to workforce shortages and inflation, additional State support is urgently needed to avoid deep cuts in the services provided by the State's public transit agencies; and
- WHEREAS: There are recently approved federal funds that will be unavailable to public transit systems in New Hampshire if matching funds are not available from the State. Without increased State support to unlock these new Federal funds, the State's public transit agencies, and the services provided, will need to be significantly reduced by 2024/2025; and
- WHEREAS: Cuts in services will create adverse impacts to vulnerable members of the Dover community who rely on public transit, and will hinder the realization of City Council's goals of resilience in energy and infrastructure policy; and

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

The Mayor and City Council support the policy objective of significantly increased financial support from the State of New Hampshire and strongly urge that these increased funds be included in the State Fiscal Year 2024/2025 biennial budget. Also, the Mayor and City Council vigorously support the City of Dover joining the Statewide Public Transportation Coalition and will work with the other coalition members to advocate for reasonable State funding levels so that public transit agencies across the State will be able to continue operations into the foreseeable future.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R-2023.02.08 – 026**
Resolution Re: **Endorsement of the City of Dover Joining a
Statewide Public Transportation Coalition**

AUTHORIZATION

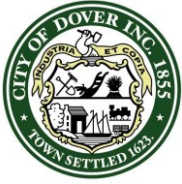
Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor Robert Carrier & Deputy Mayor Dennis Shanahan
Approved as to Legal Form and Compliance:	Joshua Wyatt City Attorney		
Recorded by:	Susan Mistretta City Clerk		

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R-2023.02.08 – 026**
Resolution Re: **Endorsement of the City of Dover Joining a
Statewide Public Transportation Coalition**

RESOLUTION BACKGROUND MATERIAL:

The Cooperative Alliance for Seacoast Transportation (COAST) and the New Hampshire Transit Association are interested in starting a meaningful statewide dialogue on increasing state operating support for public transportation in New Hampshire. As a critically important segment of the state's transportation infrastructure, coalition members must develop and follow through on a legislative strategy to advocate for our systems' financial needs.

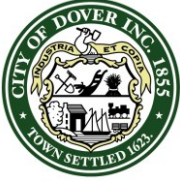
By forming a statewide coalition of public transit and community-based transportation providers, and the communities served, the Coalition aims to begin to build momentum on this topic. Ultimately, the goal will be to positively influence legislation to help financially support public transit's ongoing operating needs at the state level, particularly in light of rapidly increasing costs (particularly those associated with bus operator shortages), and newly available federal funds that can be used in New Hampshire if matching funds were available from the State. Without increased State support, public transit agencies and the services provided will need to be cut by 2025.

Key Members To Date:

- Cooperative Alliance for Seacoast Transportation (COAST)
- City of Rochester
- Manchester Transit Authority (MTA)
- Nashua Transit System (NTS)
- Advance Transit (AT)
- Concord Area Transit (CAT)
- Transport NH

Policy Objective:

Increase public transportation operating funding in the New Hampshire state budget. New Hampshire currently provides just \$200,000 per year in general funds statewide for public bus transportation. This is the lowest amount in the New England region. At COAST, their \$34,782 portion covers 1.5 days of service per year (3 days with Federal Transit Agency matching funds). The remainder of services are funded through federal funds, municipal funding (property taxes and fees), grants, and additional revenue such as advertising and ticket sales (fares).



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2023.02.08 – 027**
Resolution Re: Adoption of Citywide Resilience Plan

- WHEREAS: The City tasked the Resilience Manager with preparing a Citywide Resilience Plan.
- WHEREAS: The Resilience Manager presented an overview of the Citywide Resilience Plan during the January 10, 2023 Meet and Greet.
- WHEREAS: The Resilience Manager presented the Citywide Resilience Plan to the Energy Commission and Open Lands Committee on January 18, 2023 and January 19, 2023 respectively.
- WHEREAS: On January 24, 2023, the Planning Board voted to endorse the attached Citywide Resilience Plan.

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

The attached Citywide Resilience Plan, endorsed by the Planning Board on January 24, 2023, is hereby approved and adopted by the City of Dover. The City Manager is Authorized to take the necessary steps towards implementation of the Citywide Resilience Plan.

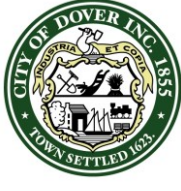
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.3.	
Resolution Number: R - 2023.02.08 – 027 Resolution Re: Adoption of Citywide Resilience Plan		

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:

This mission statement of the Plan is as follows: Resilience is the City of Dover’s ability as an entire community to respond to adversity in the face of environmental, social and economic stressors. The core purpose of the Citywide Resilience Plan (Plan) is to publicly establish a work plan for the City to equitably increase its resiliency, in fiscally responsible ways, across a variety of categories including public outreach, energy, food systems and ecosystem management. Emphasis is placed on items pertaining to the City Council Goals and the role the Planning and Community Development Department plays in supporting the work of citizen led bodies such as the Conservation Commission, Energy Commission and Open Lands Committee. Specific areas reviewed and discussed include:

- Community Outreach
- The potential of a Dover Community Power Program
- Commercial Property Assessed Clean Energy
- Food Systems
- Municipal Energy Use
- Energy Efficiency and Conservation
- Integration of Heat Pumps
- Municipal Solar Expansion
- Electric Vehicle Supply Equipment Expansion
- Forest and Ecosystem Management



CITY OF DOVER, NEW HAMPSHIRE

Citywide Resilience Plan

Resiliency for All

As Adopted by the Dover City Council

on _____

As Endorsed by the Dover Planning Board

on January 24th, 2023



Citywide Resilience Plan

Resiliency for All



Department of Planning and Community Development

City of Dover, New Hampshire

288 Central Avenue; Dover, NH 03820

Phone: 603.516.6008 | Fax 603.516.6007

Prepared by Jackson H. Kaspari, Ph.D.

Resilience Manager



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Section 1: Introduction to Dover's Resiliency

Mission Statement

Resilience is the City of Dover's ability as an entire community to respond to adversity in the face of environmental, social and economic stressors. The core purpose of the Citywide Resilience Plan (Plan) is to publicly establish a work plan for the City to equitably increase its' resiliency, in fiscally responsible ways, across a variety of categories including public outreach, energy, food systems and ecosystem management. Emphasis is placed on items pertaining to the City Council Goals and the role the Planning and Community Development Department plays in supporting the work of citizen led bodies such as the Conservation Commission, Energy Commission and Open Lands Committee. Specific areas reviewed and discussed include:

- Community Outreach
- The potential of a Dover Community Power Program
- Commercial Property Assessed Clean Energy
- Food Systems
- Municipal Energy Use
- Energy Efficiency and Conservation
- Integration of Heat Pumps
- Municipal Solar Expansion
- Electric Vehicle Supply Equipment Expansion
- Forest and Ecosystem Management

Definitions of Key Terms

Coefficient of Performance: The relationship between the power that is drawn out of the heat pump as cooling or heat, and the power supplied to the compressor.

Degree Day: Degree days assume that when the outside temperature is 65°F no heating or cooling is necessary for comfort in buildings. Degree days are the difference between the daily temperature mean and 65°F.

Energy Conservation: Measures taken to reduce energy consumption through methods like behavioral changes.

Energy Efficiency: Technical performance of technologies and processes that allow for the same task to be completed using less overall energy.

Electric Vehicle Supply Equipment: An electric component assembly or cluster of component assemblies designed specifically to charge batteries within electric vehicles by permitting the transfer of electric energy to a battery or other storage device in an electric vehicle.

Heating Degree Days (HDD): Are degree days where the mean temperature is below 65°F.

Examples of the City's Progress

In 2021 the NH Coastal Adaptation Workgroup with support from the National League of Cities' 2021 Leadership in Community Grant, the Piscataqua Region Estuaries Partnership and the Great Bay Stewards funded the Dover Path to Resilience Project. This led to the creation of timeline by consultant EF | Design & Planning LLC with assistance from the City of Dover, NH staff and residents. [The timeline](#) captures major climate resiliency efforts the City has undertaken from 2014 through 2021 and includes links to more information for the majority of listed projects and actions. Next steps identified in the timeline include the creation of this plan. Since the posting of this timeline the City's Resilience Coordinator has since been promoted to Resilience Manager.

Section 2: Community Initiatives

Resilient Dover Outreach

A major component of the Resilient Dover initiative is outreach and public engagement. The [Resilient Dover](#) web page serves as the main outlet for which updates and resources are made available to the public. The web page is currently broken up into five subpages: **Climate Resources, Path to Resilience, Citywide Resilience Plan, Green Tips and Community Power**. Descriptions of those pages are provided below:

CLIMATE RESOURCES

- ❖ This page is the result of a collaborative effort between UNH Extension, NH Sea Grant, Strafford Regional Planning Commission and an ad-hoc climate forum planning committee comprised of members of the Conservation Commission, Energy Commission and Planning Board. The team received staff support from the then Resilience Coordinator.
- ❖ In preparation for hosting a Climate Resources Forum, the project team reviewed and grouped major climate resource documents released over the last decade or so into the following categories: *Energy Consumption and Emissions Reports, Risk & Vulnerability Assessment, Resilience Planning, Conservation, and NH Coastal Flood Risk Summary*.
- ❖ In addition to the categorization process, two-page fact sheets for each resource and category videos were produced to help make the resources more accessible to the public, City Officials and City Staff. That information is housed in this Climate Resources page.
- ❖ The Climate Resources page will be updated overtime to incorporate resources released following the work of the Climate Forum Planning Committee.

PATH TO RESILIENCE

- ❖ This page houses the result of the Path to Resilience project that was completed in parallel with the work of the Climate Forum Planning Committee.
- ❖ The [Path to Resilience](#) is an interactive timeline that documents the City's various efforts since 2014 to become a more resilient community.

- ❖ The Path to Resilience project was produced by EF | Design and Planning, LLC and funded by the National League of Cities' 2021 Leadership in Community Grant, the Piscataqua Region Estuaries Partnership, and the Great Bay Stewards.

CITYWIDE RESILIENCE PLAN

- ❖ This page will be the landing page for this document as well as a description of the process for its production and associated contact information to field questions.

GREEN TIPS

- ❖ This page houses the City's "[Green Tips](#)" which are one page handout meant to help citizens make informed decisions with regarding subjects such as home energy awareness, residential solar and composting.
- ❖ The Outreach Coordinator will continue to produce Green Tips with content support from the City's Resilience Manager.
- ❖ Three recent Green Tips are presented in the following pages:

COMMUNITY POWER

- ❖ The Community Power page is where information can be accessed pertaining to the development of the proposed Dover Community Power Program.
- ❖ The page contains an overview of Community Power, the blueprint for the program known as the Electric Aggregation Plan, an informational video from the Energy Commission and Resilience Manager as well as a description of the planning process to date.
- ❖ Please see the following *Potential of Dover Community Power* section for more details on the proposed program.

ENERGY AWARENESS

Resilient Dover has gathered these tips for residents interested in reducing their energy consumption at home.

 Turn off lights when leaving a room.	 Unplug devices when not in use.	 Use LED lights.
 Use a power strip.	 Wash clothes at a cold temperature.	 Use insulating window treatments.
 Keep vents and radiators unobstructed.	 Turn off faucets when not needed.	 Update to energy efficient appliances.

CONSIDERING SOLAR?

Resilient Dover has gathered this list of resources to assist with your decision.

Topics from the GW Solar Institute

- **Choosing a Solar Installer**- vimeo.com/226367124
- **Rooftop Solar Financing 101**- vimeo.com/225889178
- **Will Solar Save You Money?**- vimeo.com/227971207



Homeowner's Guide to Solar Financing

- **Clean Energy States Alliance's Homeowner's Guide**- bit.ly/CESASolarFinancing

Recommended Pricing and Vendor Comparison Tools

- **EnergySage Solar Cost Estimates and Comparisons**- bit.ly/PanelCost
- **SolarReviews Solar Cost Estimates and Comparisons**- solarreviews.com



City of Dover Property Tax Exemption

- **City of Dover Solar Energy Systems Exemption Application**- bit.ly/DoverTaxExemption
- **Revised Statutes Annotated (RSA)**- bit.ly/RSASolar

Residential New Hampshire Rebate Program

- **NH Residential Renewable Electrical Generation Rebate Program Information**- bit.ly/NHRebateProgram



Federal Solar Tax Credit

- **Federal Solar Investment Tax Credit Information**- bit.ly/FederalTaxCreditInfo

Energy Production and Cost Estimate Tool

- **National Renewable Energy Laboratory Cost and Energy Production Calculator**- pwwatts.nrel.gov



COMPOSTING IN DOVER

Resilient Dover has gathered this information for residents interested in composting at home.

Drop Off

The City of Dover's Recycling Center at 265 Mast Road provides a bin at no-cost for residents to drop off their compost materials.

The 64-gallon tote is located at the Recycling Center between the corrugated cardboard bin and the used book building. It is available for resident drop-off anytime the Recycling Center is open.

For hours and information, visit bit.ly/Dover-Composting.

Residential Services

There are residential compost services that cover the Dover area that include delivering a compost bin for compost collection and pick-up of compost materials at your residence on a frequency of your choosing.

You can learn more about these services available in Dover here: mrfoxcomposting.com
citycompost.com



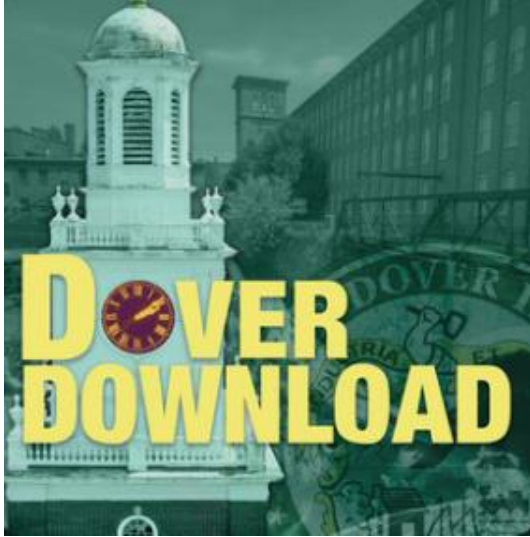
Do It Yourself

You can also create your own space for composting materials at home.

If you do not have an area for an outdoor compost pile, you can compost materials indoors using a special type of bin.

The U.S. Environmental Protection Agency has provided resources on the needed materials and how to get started here: epa.gov/recycle/composting-home.





While the Resilience Manager helps produce outreach content, the City has dedicated staff that are crucial to engaging the public such as the, Media Services Team, Outreach Coordinator, and Business Development Specialist. Outreach materials are disseminated to the public through various outlets such as e-newsletters like the Dover Download, Dover Planning Review and Down to Business. The Dover Download is issued weekly while Dover Planning Review and Down to Business are on an alternating bi-weekly schedule.

Additionally, the weekly Dover Download Podcast effort led by the Deputy City Manager with support from the Director of Media Services has been a successful alternative outreach outlet for resiliency topics. Relevant podcast episodes include: *What is Stormwater and How is it Managed?* / *Protecting Dover's Water, an Essential Community Resource* / *COAST and Public Transit in Dover and on the Seacoast* / *Resilient Dover: How the City is Planning for the Future*.

The City has made significant progress in the outreach sector with the addition of a dedicated Outreach Coordinator to the Planning and Community Development Department, creation of the Resilient Dover Webpage and associated “Green Tips” as well as the launch of the Dover Download Podcast Series. Given these are ongoing efforts, the City should prioritize the continuous release of information through these outlets and work to expand public awareness of these information sources utilizing social media, word of mouth, mention in public meetings and publicly posted print materials.

Potential of Dover Community Power

The City of Dover is one of the founding members of the [Community Power Coalition of New Hampshire \(CPCNH\)](#). CPCNH is an all-requirements Joint Powers Agency that was incorporated by the State in October 2021 as a non-profit public entity to oversee the launch and operation of Community Power Aggregation (CPA) programs for its members for which there are currently 26. The New Hampshire Legislature enacted RSA 53-E which authorizes local governments to launch CPA programs that serve as an alternative to the default electricity supplier for residents and businesses. The City is currently developing a Dover Community Power (DCP) program, which is presented in much greater detail in [Dover's Electric Aggregation Plan \(EAP\)](#) compiled by the Electric Aggregation Committee (EAC) comprised of the full body of the Dover Energy Commission. Through this model customers that are on default supply will be automatically enrolled in the CPA program, while those enrolled with a competitive supplier will have the ability to opt-in. Upon launch, DCP will provide benefits to the individual consumer and community at large. These benefits will be realized through a decrease in monthly electricity bills, growth of local energy jobs, and voting power over energy procurement. As an Agency, CPCNH staff will support DCP by overseeing the energy portfolio and providing technical expertise when required. The principal objective of CPCNH is presented in the Agency's Joint Powers Agreement:

“The purpose of CPCNH is to promote the common good and general welfare by supporting the economic vitality and prosperity of local communities by enabling municipalities and counties to support and jointly exercise authorities granted to them pursuant to NH RSA 33-B, NH RSA 53-E, NH RSA 53-F, and NH RSA 374-D, all in accordance with NH RSA 53-A; to assist member municipalities and counties in complying with the provisions of NH RSA 53-E in developing and implementing Electric Aggregation Plans and Programs known as Community Power Aggregations (“CPAs”); to provide supportive services and technical assistance to community power aggregations serving member towns, cities, counties, unincorporated places, and village districts; and to support and promote public education and civic engagement by the residents and businesses of member communities in developing and implementing energy and climate policies and actions and the role of CPAs in advancing such policies and actions for the common good.”

As of 2020, the Community consumed approximately 175,000 MWH of electricity in total. Of the 175,000 MWH, approximately 118,000 MWH or 67% could be expected to be provided by DCP as a result of change in default service. Figure 1 highlights the breakdown of aggregate electricity usage from the current default supplier and contribution of municipal usage. The residential, commercial and municipal rate classes comprise essentially 100% of the usage with the residential sector accounting for 70%. Table 1 provides a detailed comparison between annual default energy supplier usage and total usage for each rate class besides municipal. Prior to DCP, the municipality

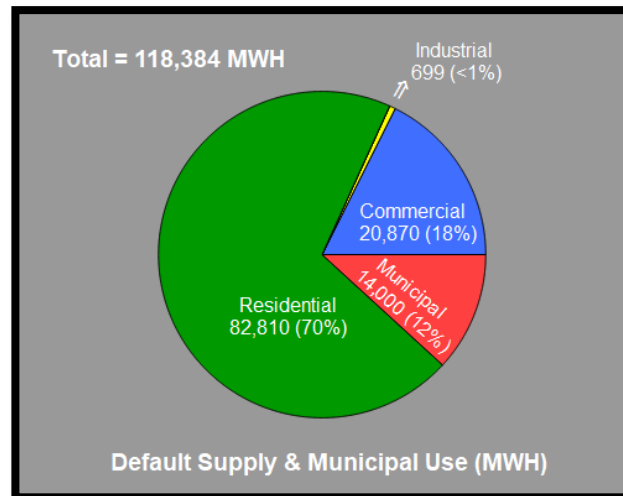


Figure 1. Default community and municipal aggregate electricity usage. Industrial, commercial, residential and outdoor lighting data are from calendar year 2020. Outdoor lighting is not displayed as it makes up only 0.004% of the total usage but it is incorporated into the 118,384 MWH value. Municipal usage (includes schools) is estimated from historical data as it was not provided by Eversource.

would go out to bid every two years to contract with a competitive supplier and thus was excluded from Table 1. Based on this analysis DCP would provide over 15,000 customers with cleaner electricity at a lower or comparable cost to the current default.

Table 1. Comparison between default electricity usage and total usage per rate class for Dover.

Rate Class	Default Usage (MWH/YR)	Total Usage (MWH/YR)	% on Default Supply
Commercial	20,870	59,669	35
Industrial	699	2,626	27
Outdoor Lights	5	33	14
Residential	82,810	98,946	87
Total	104,384	161,274	65

The following timeline indicates progress made to date:



At the time of this plan, the Energy Commission has held two public hearings for the proposed EAP on November 16th and December 14th, 2022. After collecting public input, the Commission adopted the EAP in the best, long-term interest of the ratepayers and community in accordance with RSA-53E during its' scheduled meeting on January 18th, 2023. Following adoption by the Commission the City Council adopted the plan on January 25th, 2023 which serves as a blueprint and establishes objectives for program operations. However, even following the establishment of the EAP, there are additional steps required. Those steps are outlined below:

- The EAP requires submission and approval from the NH Public Utilities Commission.
- The CPCNH Board of Directors has approved a Cost-Sharing Agreement. This governs how costs will be allocated equitably between operating programs through the Coalition. This Agreement requires review and adoption by the City Council before taking effect for DCP.
- Through the recommendation from the CPCNH Risk Management Committee, the Board of Directors adopted the Energy Portfolio Risk Management Policy, Retail Rates Policy, and the Financial Reserves Policy. These policies will also require adoption by the City Council to take effect for DCP.
- Even with Council adoption of the items mentioned above there is no financial commitment. That commitment however is enacted for a three-year term once the Complete Services Bundle is executed by the City Manager. This is the last step prior to CPCNH providing DCP with community power services.

Commercial Property Assessed Clean Energy

Property-assessed clean energy (PACE) was first introduced on a federal stage in 2009 through the *Recovery Through Retrofit* report released by the White House Council on Environmental Quality.

PACE programs help to remove financial barriers to clean energy projects by allowing a property owner(s) to place an additional tax assessment on the property. These assessments are then generally repaid over 15 to 20 years (maximum of 30 years) via additional annual payments on the annual property tax bills. In theory the energy efficiency or renewable energy project should provide savings that offset the increase in property taxes. A local government organization such as Dover could consider offering a PACE program to its property owners to help remove two major barriers to clean energy growth at the commercial, industrial, agricultural and multifamily residential levels. The first of these barriers is lack of capital to fund energy efficiency and/or renewable projects up front. PACE addresses this by spreading out the cost over a manageable time frame. The second may stem from hesitancy to lock into a long-term financial commitment. However, PACE assessments can be transferred with the property allowing an owner to potentially recoup the initial investment upon closing.

In New Hampshire, PACE is governed by RSA Chapter 53-F ENERGY EFFICIENCY AND CLEAN ENERGY DISTRICTS. Authorization for the development of a PACE program would have to be provided by a majority vote of the City Council through the form a resolution. From there the City would be able to establish one or more energy efficiency and clean energy districts and would have the authority to administer the PACE program.

Examples of qualifying improvements through PACE are included in the following Table 2:

Table 2. Examples of renewable and energy efficiency technologies that qualify for PACE.

Eligible Renewable/ Other Technologies	Eligible Efficiency Technologies
Solar Photovoltaics (Solar Panels)	Lighting
Wind Systems	Chillers Air Conditioners
Solar Water Heat Solar Space Heat Solar Thermal Process Heat	Furnaces Boilers Heat Pumps
Biomass Systems	Systems/Building Controls
Geothermal Heat Pumps	Building Insulation Windows

Offering a PACE program in Dover is aligned with the City's overall goals of becoming a more resilient community. This voluntary program once developed would allow commercial, industrial, agricultural and multifamily residential operations to improve their facilities, reducing the impact on the surrounding environment and dependence on grid electricity and/or traditional fossil fuel heating sources. A parallel effect would be realized through a lowering of community generated anthropogenic greenhouse gas emissions and associated air pollution. There may be opportunities to integrate PACE as part of the in-progress DCP program mentioned in the prior section.

The bordering State of Massachusetts, through MassDevelopment and the Department of Energy Resources has developed a successful PACE program model that launched in July 28, 2020. Since launch, fifty-two municipalities have opted into PACE Massachusetts as of March 2022 (*PACE Massachusetts*, 2022).

Resilient Food Systems

Food is an integral part of our lives and substantially impacts human and environmental health in many different ways. Food production impacts the environment through the release of greenhouse gas emissions, nutrient pollution, biodiversity loss and freshwater consumption. Thus, a great challenge for humanity is to meet food needs while minimizing the environmental consequences. Fortunately, there are strategies to reduce environmental impacts such as supporting local farms, utilizing composting, reducing food waste, supporting pollinators with native plant species and eating less meat. The City can play a direct role in terms of public outreach and expanding composting opportunities.

In New England food travels an average of 1,500 miles from farm to plate and as such there is generally only less than five days of food supply at grocery stores (Center for Urban Education about Sustainable Agriculture, 2020). In the event of a regional or national emergency this could lead to dire circumstances for the people of Dover. As such the City should work with advocacy groups such as the Southeast Land Trust through the Open Lands Committee and Conservation Commission to support farmland conservation efforts that provide critical land for local food production that has corresponding environmental benefits. Furthermore, the Planning and Community Development Department should consult the Local Regulation of Agriculture Toolkit from The NH Coalition for Sustaining Agriculture for guidance on how land use regulations impact the viability of local farming and food production (The NH Coalition for Sustaining Agriculture, 2017).

Food and beverage packaging account for a significant portion of plastic waste. Plastic waste possesses risk to environmental and human health. The most significant issue with plastic waste is that these materials do not biodegrade but instead break down into microscopic and even nanoscopic fragments over time. At that scale these fragments can easily dissipate into our valuable natural resources such as drinking water. A recent study that analyzed drinking water found that 93% of the samples collected were contaminated with some level of plastic particles (Mason et al., 2017). Geyer et al. highlighted that as of 2015 6,300 million metric tons of plastic waste had been generated with 79% of that figure accumulated in landfill or the natural environment (Geyer et al., 2017). In the US there has continually been an increase in the generation of plastic waste however recycling rates remain below 10%. Communities such as Dover should consider taking steps to reduce local single-use plastic waste. In April of 2019 the City Council passed a Resolution E-

2019.04.24: “To Support a City-Wide, Voluntary Initiative to Reduce the Use and Distribution of Non-Biodegradable, Single-Use Plastic Products in the City of Dover”. This resolution laid a foundation for a series of potential actions the City should consider. The following Table 3 presents some possible steps the City could take if compliant with applicable state statutes.

Table 3. Actions Dover could consider taking to reduce single-use plastic waste.

Action #	Action Description
1	Make a commitment to use alternatives to single-use plastics at City events.
2	Provide education materials regarding the risk of plastics to environmental and human health.
3	Provide public water refill stations in frequented community locations.
4	Deploy smart trash bins that alert City services when they are full.
5	Support producer responsibility laws for end of life product management.
6	Install inceptor devices in waterways to capture plastic waste.

To accomplish these actions a coordinated effort will be required of City Staff, City Officials and the Citizens of Dover. Education is a key component, through the incorporation of a green tips section in the Dover Download and/or Dover Planning Review the City could help disseminate information to help spark change in consumer habits. The ultimate challenge will be to introduce systematic changes that relieves the consumer and places more responsibility on local producers and distributors.

Section 3: Municipal Resiliency Projects

Overview of Municipal Energy Use

This section provides an overview of municipal electricity and natural gas use which sets the stage for recommendations within subsequent sections.

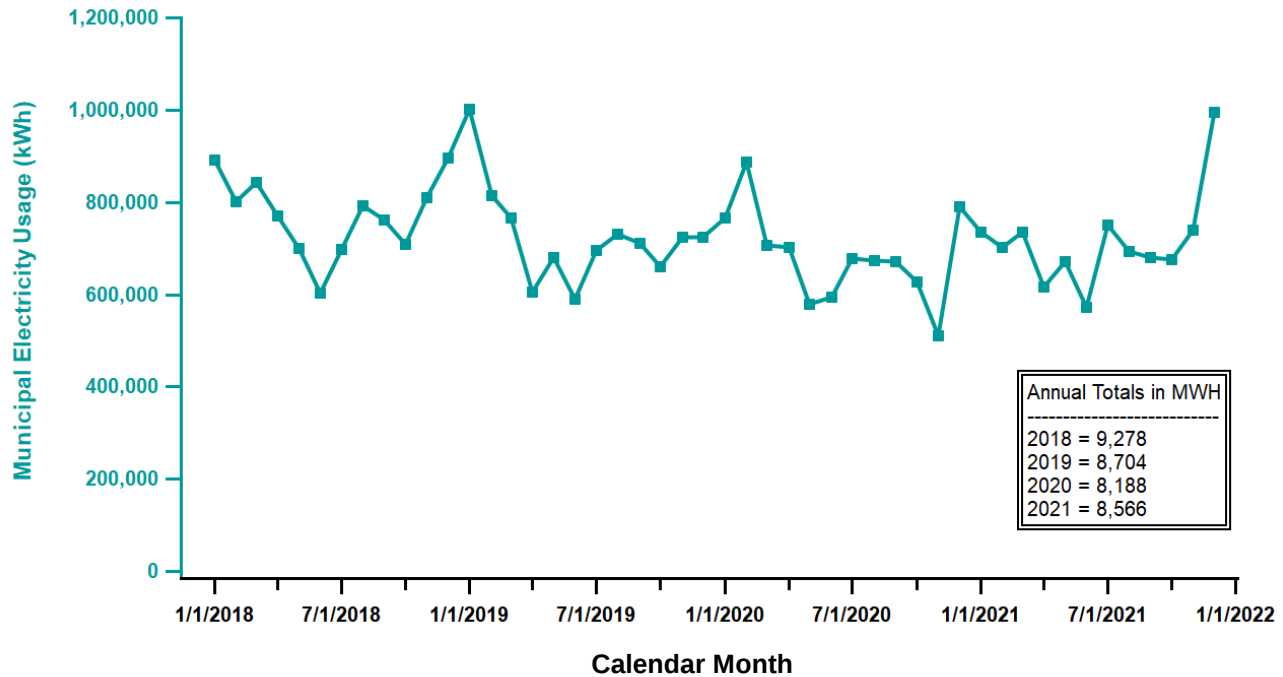


Figure 2. Monthly municipal purchased electricity usage between January 2018 and December 2021. Annual totals are listed in MWh for the represented years. Displayed dates indicate the start date for the usage month.

As is displayed by Figure 2 total monthly grid electricity consumption ranged from a high of approximately 1,000 MWh to approximately half of that value at 511 MWh between January of 2018 and December 2022. The monthly variability corresponds with the expected pattern in that municipal electricity usage increases during winter months when sunlight hours are limited as a result in increased consumption from lighting. While monthly variations provide some insight into seasonal and high to low bounds for total electric consumption, the data was probed further in an attempt to identify if annual total electricity use has changed since the completion of the 2018 Greenhouse Gas and Nitrogen Report for Municipal and School Operations. Total consumption is displayed as a function of calendar year between 2016 and 2021 (Figure 3). A linear model was applied to these six points which yielded an R^2 of 0.87 and p value of 0.007. These outputs indicate

that a statistically significant linear decrease in total municipal electricity use occurred between 2016 and 2021. When comparing 2016 to 2021 directly, the electricity usage declined by approximately 15%. This speaks to the success of efforts such as the street light to LED retrofit as well as various efficiency upgrades to facilities.

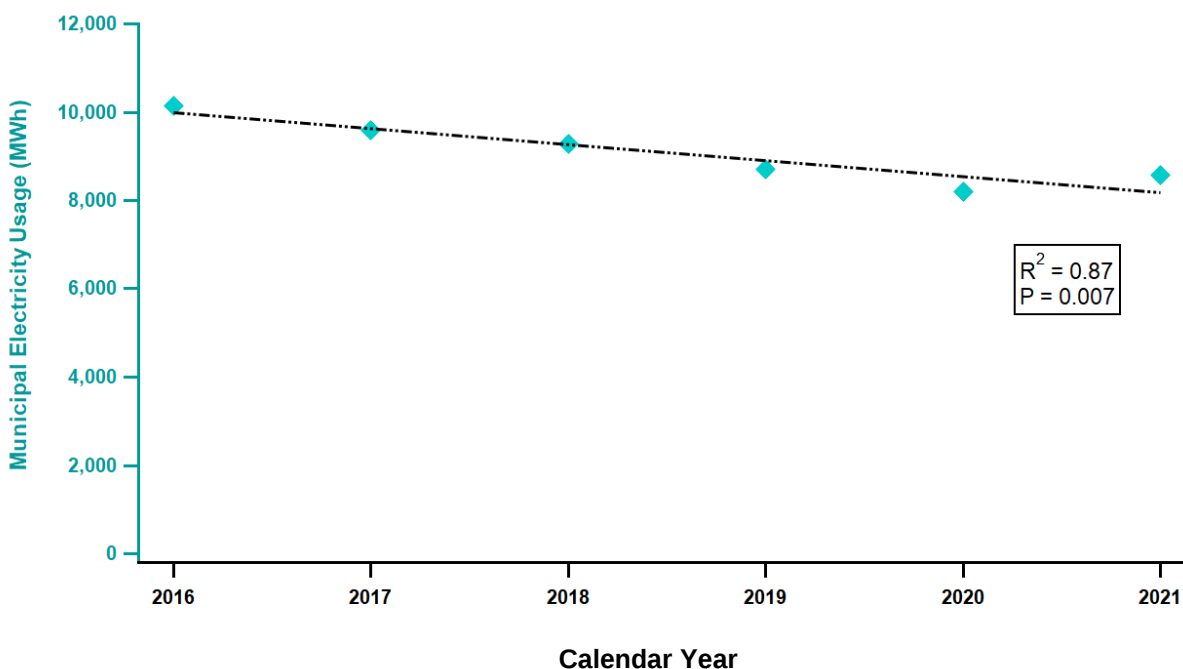


Figure 3. Total municipal electricity usage as a function of calendar year between 2016 and 2021. A P-value of 0.007 is below the 0.05 threshold indicating that the reduction over time is statistically significant.

Energy efficiency measures informed by data and formal audits should continue to be a priority of the municipal corporation as is discussed in the next section. If new solar arrays and storage are brought online to offset grid purchases of top consumers such as the Waste Water Treatment Facility, the City should expect to see substantial reductions in the amount of grid procured electricity in the coming years (see Municipal Solar Expansion section). However, it should be noted that the electrification of vehicles as well as heating assets will increase the required amount of municipal electricity local generation and/or grid procurement. That said, electrifying assets provides exciting opportunities to decrease total energy consumption, offset fossil fuel use and associated greenhouse gas emissions.

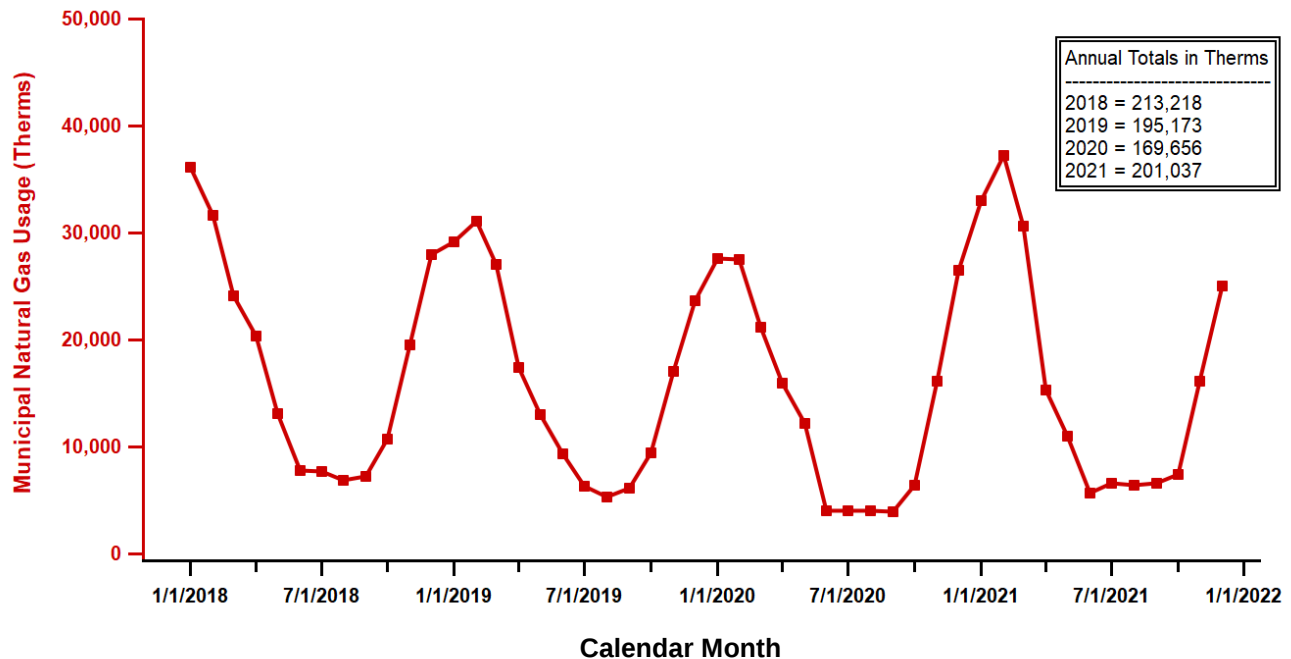


Figure 4. Seasonal variability in municipal natural gas consumption between January 2018 and December 2021. Displayed dates indicate the start date for the usage month.

While there is some seasonal variability apparent in the monthly electricity totals, the effect of New Hampshire's seasons is not surprisingly much more pronounced for the use of natural gas as a heating fuel source (Figure 4). Usage between 2018 and the close of 2021 consistently peaks during the months of December, January and February with a maximum of approximately 37,000 therms during February of 2021 and minimum of approximately 4,000 therms in September of 2020. In a similar fashion with an adjusted approach, annual natural gas usage was normalized by heating degree days (HDD) to account for weather variability and is displayed for 2016 to 2021 (Figure 5). By using HDD to normalize the data, any apparent trends that arise could be linked to operational changes or initiatives. The lack of any trend in Figure 5 is indicative that natural gas consumption has remained relatively consistent.

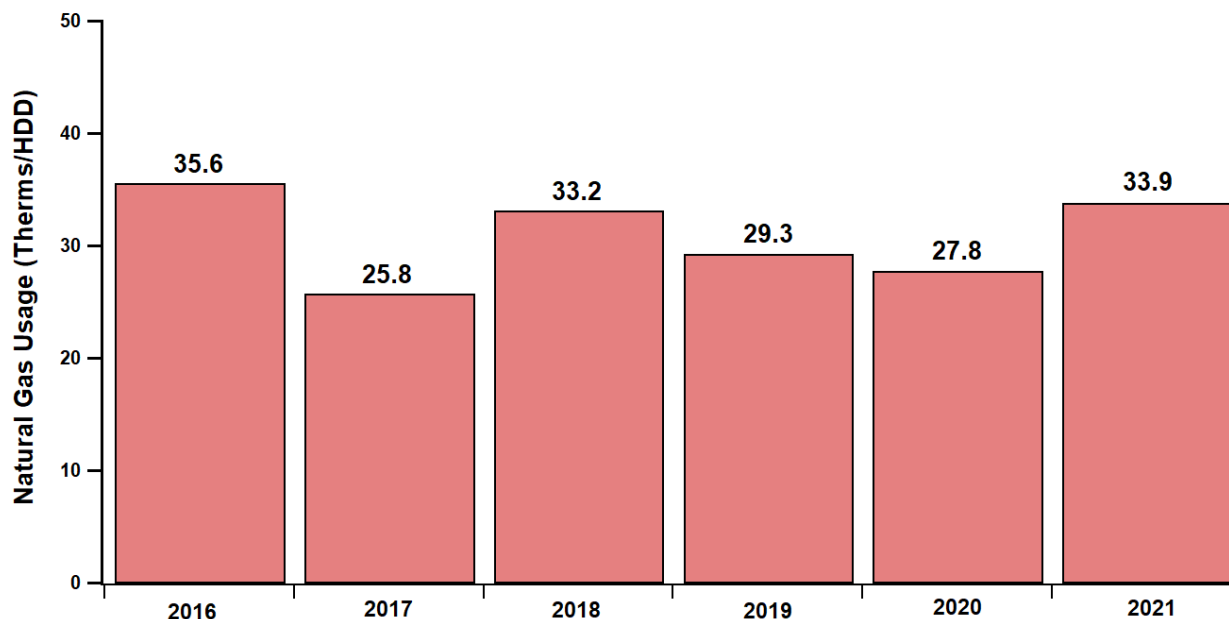


Figure 5. Annual municipal natural gas usage between 2016 and 2021 normalized by the number of heating degree days (HDD) that occurred in each year.

For many years natural gas has been a relatively inexpensive and reliable heating source. However, as was made very apparent from the war in Ukraine, reliance on non-local fossil fuel heating sources creates situations where the City and Community at large are subject to the fallout of international actions. Figure 6 shows the trend in the average residential NH natural gas delivery rates in dollars per thousand cubic feet (CF) using data from the U.S. Energy Information Administration (U.S. Energy Information Administration, 2022). From 2016 through 2021 rates remained stable with peak prices ranging from \$22.78 per 1,000 CF in 2018 to \$25.25 per 1,000 CF in 2017. In this period average annual rates fall within the sample standard deviations of one another and thus are statistically non-distinguishable highlighting the price stability. As is indicated on Figure 6, under the direction of President Putin, Russia initiated a major escalation of the ongoing Russo-Ukrainian war on February 24th, 2022. This in turn resulted in action from the North Atlantic Treaty Organization (NATO) and the European Union (EU). In 2020 Europe received approximately 35% of its' natural gas imports from Russia. In order to provide support to Ukraine and increase pressure on the Russia to withdraw, the EU announced the [REPowerEU](#) plan which aimed to reduce dependence on Russian gas by nearly two-thirds by the end of 2022. This led to an intense uptick in United States gas exports to Europe causing reductions in domestic supply and corresponding price hikes. For NH the rate exploded to an all-time monthly average high of \$35.10 per 1,000 CF which is a 39% increase from the 2017 peak.

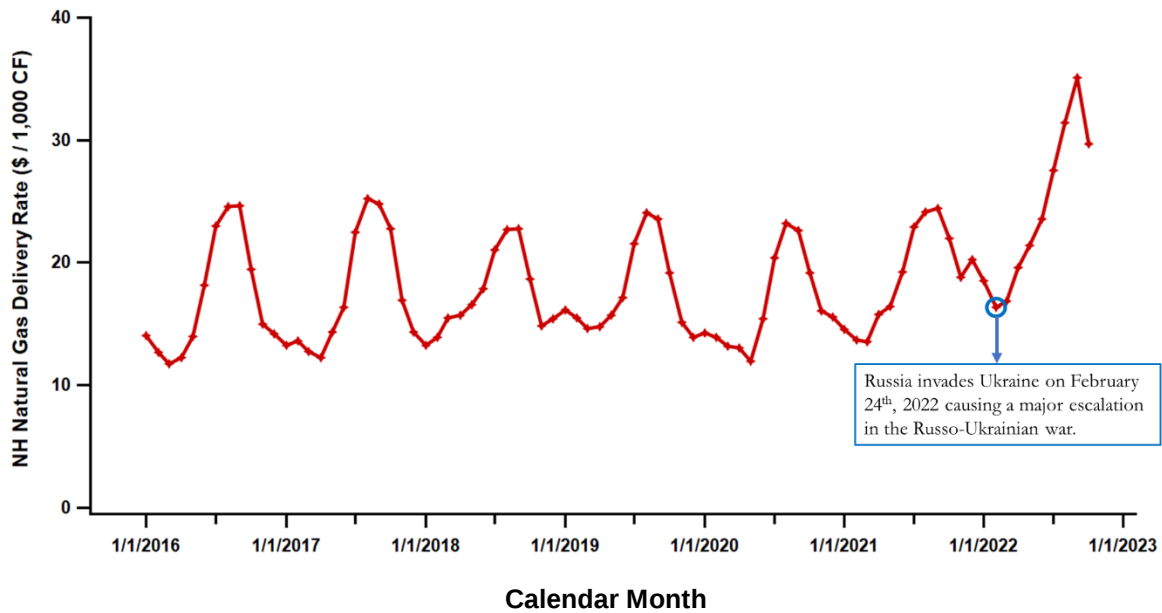


Figure 6. Timeseries of average monthly NH natural gas delivery rates between January 2016 and October 2022.

The purpose of this exercise is to highlight how Dover could increase its' resiliency to global energy market changes by decreasing its' reliance on natural gas through replacing or supplementing that heating source with heat pumps. This will be discussed in much greater depth in the Integration of Heat Pumps Section.

While there are other energy sources the city consumes such as No. 2 oil and propane, electricity and natural gas comprise approximately 95% of the municipal facilities heating energy profile. As such, emphasis was placed on electricity and natural gas for the sake of this plan. However, once recommendations from the plan are implemented an updated emissions inventory should be produced to gauge the effectiveness of the actions. This forthcoming analysis will incorporate consumption of all fuel types and their associated emissions.

Energy Efficiency and Conservation

Energy efficiency (EE) and energy conservation (EC) are two related concepts that seek to avoid or reduce energy consumption. EE generally refers to the technical performance of technologies and processes that allow for the same task to be completed using less overall energy. Energy conservation however, refers to measures taken to reduce energy consumption through methods such as behavioral changes. Using indoor lighting as an example, retrofitting lights with LEDs as the City has done on various scales, is an EE action while turning off the lights when they are not needed either manually or automatically using a sensor or timer is an EC action. EE and EC are widely considered the most cost-effective measures towards reducing air pollution and energy costs. When these measures are implemented they directly translate into improved public health, environmental quality and economic benefits to energy consumers. NHSaves is the top statewide initiative that helps promote and implement EE and EC measures. The City has and should continue to take advantage of and support the continuation of NHSaves. The 2022-2023 New Hampshire Statewide Energy Efficiency Plan highlights the benefits of NHSaves Programs and speaks to the effect that EE and EC measures can have (Table 4).

Table 4. NHSaves program advantages summarized from the 2022 - 2023 New Hampshire Statewide Energy Efficiency Plan.

Advantage	2022 – 2023 NHSaves Programs will result in:
Customer Cost Savings	\$441 million in cumulative savings over the lifetime of the measures for participating and non-participating customers.
Energy Savings	2 billion kWh of electricity and 5.4 million MMBtu of natural gas
Peak Demand Reduction	22.4 MW in the summer and 23.5 MW in the winter
State Economy	• Support of local EE jobs with an estimated 1,698 full time equivalents. • Decrease in residential customer energy bills which allows for more local spending on goods and services. • Commercial and industrial investments in other company operations. • More efficient use of tax payer funds by municipalities.
Cleaner Environment	Significant reductions in carbon dioxide, sulfur and nitrous oxides with a lifetime reduction of more than 1.5 million tons of greenhouse gas emissions. A 1.5 million tons reduction is equivalent to the removal of over 327,000 passenger vehicles from the road for one year.

Conducting energy audits is an incredibly important step municipal governments and citizens can take to identify opportunities for EE and EC as well as possible integration of renewable energy generation. Two energy audits for the City of Dover are currently underway for the City's Wastewater Treatment Facility (WWTF) and water systems which include pump stations. As a whole, pump stations consume an average of 197 MWh monthly. An audit of the pump stations was conducted in 2019 by Process Energy Services, with support from the New Hampshire Department of Environmental Services, Eversource and Unitil. The City's Community Services Department has implemented many of the measures outlined in the 2019 report and as such a new audit by Process Energy Services is underway to evaluate the performance of those measures and identify additional opportunities. The City should continue to utilize energy audits for making informed investments in EE and EC. Furthermore, these audits should be consulted when developing the Capital Improvements Program.

Additionally, the City should expand promotion of EE and EC awareness throughout the community as it has done with the development of the Resilient Dover outreach materials. This can be achieved utilizing social media campaigns, local network broadcasting, electronic newsletters, print materials, podcast episodes, and webinars. For example, as part of a countywide effort through the Stafford Regional Planning Commission Resiliency Subcommittee, the Resilience Manager will facilitate a Roundtable discussion with representatives from Unitil with expert knowledge of the NHSaves program in January, 2023.

Table 5 presents findings produced from the U.S. Department of Energy that highlight the top ten residential EE measures as they correspond to estimated annual household savings. These saving figures are likely conservative given the recent escalation in energy costs.

Table 5. EE improvements ranked by estimated household savings based on findings from the USDOE.

Rank	Improvement Category	Improvement	Household Savings (\$)
1	Enclosure	Drill & fill wall cavity insulation	695
2	Enclosure	R-5 insulated wall sheathing	524
3	Enclosure	R-10 basement wall insulation	280
4	HVAC	Duct sealing & insulation	196
5	HVAC	ENERGY STAR boiler upgrade	165
6	Enclosure	R-60 attic insulation	162
7	Enclosure	Low-E storm windows	147
8	HVAC	Smart thermostat	143
9	Lighting	LED lighting	142
10	Enclosure	Air sealing	111

The City should reference this list when sharing information about EE opportunities with the public and prioritize connecting citizens with existing successful EE and EC programs through NHSaves. The City should also continue to prioritize EE equity by collaborating with the Dover Housing Authority and Community Action Partnership of New Hampshire. Low to moderate income (LMI) individuals and households would realize the largest benefit in quality of life measures through EE projects and EC awareness. According to the 2024 – 2029 CIP, of the 14,226 housing units in Dover, approximately half are renter occupied. As such the City should consider spearheading an EC and EE campaign with a target audience comprised of owners of renter occupied buildings, specifically those with low to moderate income tenants. As is apparent from Table 5 a combination of EE improvements could result in over \$1,000 in annual savings which is significant given that over 20% of Dover family incomes are under \$35,000 a year.

The City is anticipating the arrival of \$76,150 dollars via a direct formula grant allocation through the [Energy Efficiency and Conservation Block Grant Program](#). Eligible uses of these funds are listed below:

- (1) Development and implementation of an energy efficiency and conservation strategy
- (2) Retaining technical consultant services to assist the City with strategy mentioned above
- (3) Conducting residential and commercial building energy audits
- (4) Establishment of financial incentive programs for EE improvements

- (5) Provision of grants to non-profits and governmental agencies for the purpose of EE retrofits
- (6) Development and implementation of EE and EC programs for buildings and facilities
- (7) Development and implementation of programs to conserve energy used in transportation
- (8) Development and implementation of building codes and inspection services to promote building energy efficiency
- (9) Application and implementation of energy distributed technologies that significantly increase EE
- (10) Activities to increase participation and efficiency rates for material conservation programs, including source reduction, recycling, and recycled content procurement programs that lead to increases in energy efficiency
- (11) The purchase and implementation of technologies to reduce, capture, and, to the maximum extent practicable, use methane and other greenhouse gases generated by landfills or similar sources
- (12) Replacement of traffic signals and street lighting with energy efficient lighting technologies
- (13) Development, implementation, and installation on or in any government building of the eligible entity of onsite renewable energy technology that generates electricity from renewable resources
- (14) Programs for financing energy efficiency, renewable energy, and zero-emission transportation (and associated infrastructure), capital investments, projects, and programs, which may include loan programs and performance contracting programs, for leveraging of additional public and private sector funds, and programs that allow rebates, grants, or other incentives for the purchase and installation of energy efficiency, renewable energy, and zero-emission transportation (and associated infrastructure) measures

The City's Resilience Manager should consult the Energy Commission and City Council regarding the use of these funds within the broad range of eligible uses.

Integration of Heat Pumps

Air source heat pumps (ASHP) offer an avenue to assist with the decarbonization of buildings. These systems can provide efficient heating and cooling and deliver up to three times the amount of heat energy than they consume in electrical energy from the grid. This ratio is known as the coefficient of performance (COP). This performance is strongly impacted by the ambient conditions, installation, and specific building characteristics. ASHPs work by using a vapor compression cycle to move heat from the inside to outside during the summer and from outside to inside during the winter. An example of the heating cycle from the U.S. Department of Energy is shown in Figure 7 (U.S. Department of Energy, 2022).

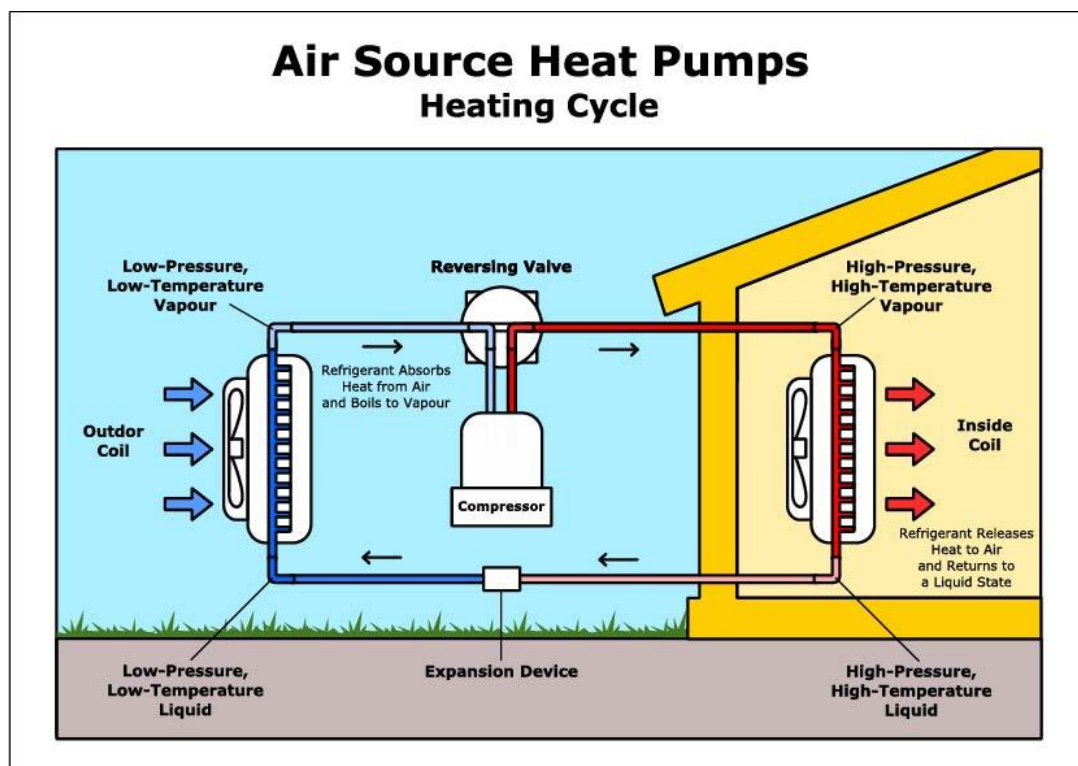


Figure 7. US Department of Energy explanatory graphic for how air source heat pumps operate.

Historically ASHPs had poor performance in cold weather climates which resulted in the need for heavy reliance on backup heating systems. In recent years however there have been substantial improvements through the utilization of variable-speed inverter driven compressors allowing for effective use of ASHP in places like Dover, New Hampshire (Northeast Energy Efficiency Partnerships, 2022).

The Northeast Energy Efficiency Partnerships (NEEP) views the expanded adoption of ASHP in the following ways:

- ❖ Reduction in on-site energy use.
- ❖ Reduction in heating costs.
- ❖ Reduction of GHG-E associated with space heating.
- ❖ Development of an effective solution for meeting heating/cooling needs of buildings.

NEEP has developed Cold Climate Air Source Heat Pump Specification Sheets with Version 4.0 effective January 1st 2023 which defines a set of performance requirements and reporting requirements for vendors to achieve cold climate ratings. These [specifications](#) will be vitally important to follow when looking into options for expanding ASHP integration in Dover.

Table 6. Comparison of NH Fuel prices using December, 2022 data from the New Hampshire Department of Energy.

Heating Type	Conversion Efficiency	Average Price (\$/MMBTU)	
Electric Heat Pump	2.5	36.15	% Difference
Fuel Oil (#2)	0.8	43.19	18
Propane	0.8	51.06	34
Kerosene	0.8	64.53	56
Natural Gas	0.8	25.55	34
Electric Baseboard	1	90.38	86
Wood (Cord)	0.5	43.92	19

To determine the current economic viability of electric heat pumps as a heating source, a comparison analysis is presented in Table 6 using average cost data for various heating sources from the NH Department of Energy. Values listed in the far-right column highlight the percent differences between the normalized cost of common NH heating sources and electric heat pumps. Green indicates an economic advantage while red shows a disadvantage. Even during a time of unprecedented electric rates, electric heat pumps have lower heating costs than all other heating methods except natural gas. With the City's progress towards expanding local renewable electric generation capacity, the potential launch of a Dover Community Power Program and advances in heat pump technology it's expected that the cost of operating heat pumps will continue to decline.

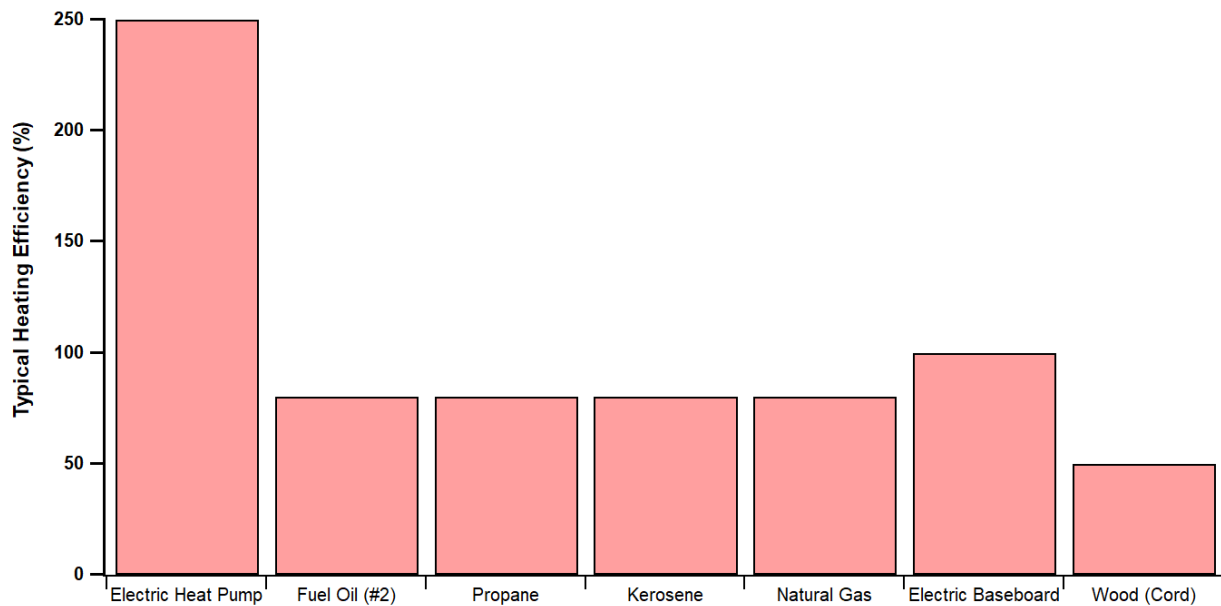


Figure 8. Comparison of heating efficiencies between various common NH heating sources.

The competitive operating costs of electric heat pumps, and environmental advantages are in part due to the high level of efficiency. Figure 8 shows a graphical comparison of the average efficiencies for the various heating sources shown in Table 6. Electric heat pump efficiency is over three times that of conventional fossil fuel heating sources including natural gas. Combustion based processes can never achieve efficiencies of 100% or higher because heat is carried with the combustion products contained within the emissions.

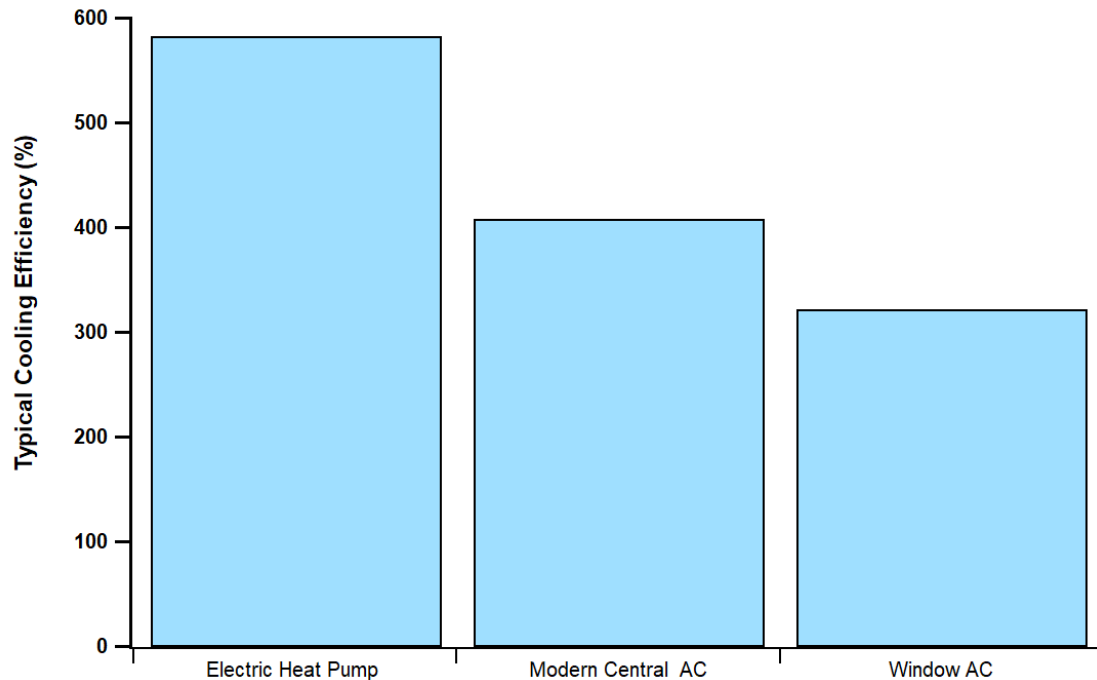
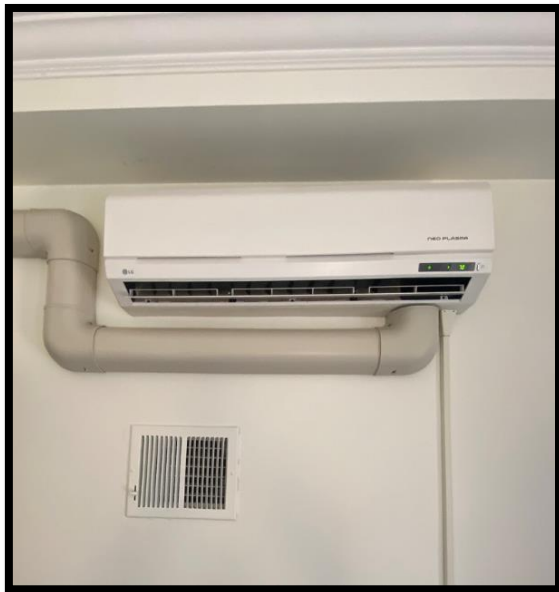


Figure 9. Comparison of cooling efficiencies between typical cooling methods.



Electric heat pumps also have cooling efficiency advantages over modern central air conditioning and window units as is shown in Figure 9. Furthermore, older window AC units are subject to fugitive emission releases that have high warming potentials (US Environmental Protection Agency, 2014). When evaluating buildings for potential conversion to ASHP, it's important to consider to existing heating system. If the building has central ducts, those can be utilized for the installation of a central ducted heat pump. If heating is distributed through radiators or baseboards, then ductless units can be employed along with ducted units.

[The Community Facilities and Utilities Master Plan Chapter](#) contains descriptions of existing heating and cooling systems in key city facilities. This resource will be vital to consult when identifying appropriate ASHP building candidates.

Municipal Solar Expansion

[The 2022 Energy Commission Report](#) included recommendations for the City of Dover to explore regarding the expansion of photo-voltaic (PV) solar arrays to provide renewable and resilient energy, offset grid electricity demand and reduce municipal greenhouse gas emissions. This section builds upon those recommendations and offers additional insight.

Federal investment is a key aspect of solar project viability. The passing of the 2022 Inflation Reduction Act restored the available tax credit for solar projects to 30% through 2034 and extended the credit out to qualified battery storage technologies. This means that rates secured through power purchase agreements (PPA) should be very competitive through the coming years. Additionally, if the City proceeds with the Dover Community Power Program through CPCNH, there may be opportunities to utilize excess program reserves for the development of solar arrays.

Potential feasible locations for new solar developments are presented below:

Wastewater Treatment Facility

Site Characteristics

Dover's Wastewater Treatment Facility (WWTF) is situated on Assessor's Map M Lot 57A located at 284 Middle Road. Of the parcel's 35.86 acres, approximately 12 are developed. The WWTF handles on average 2.5 million gallons per day (MGD) and is designed for up to 4.7 MGD. Due to the energy intensive nature of wastewater treatment operations, it's not surprising that the facility as whole is the City's largest electricity consumer using approximately 2,000,000 kWh or 2 GWh annually.



High Level Analysis

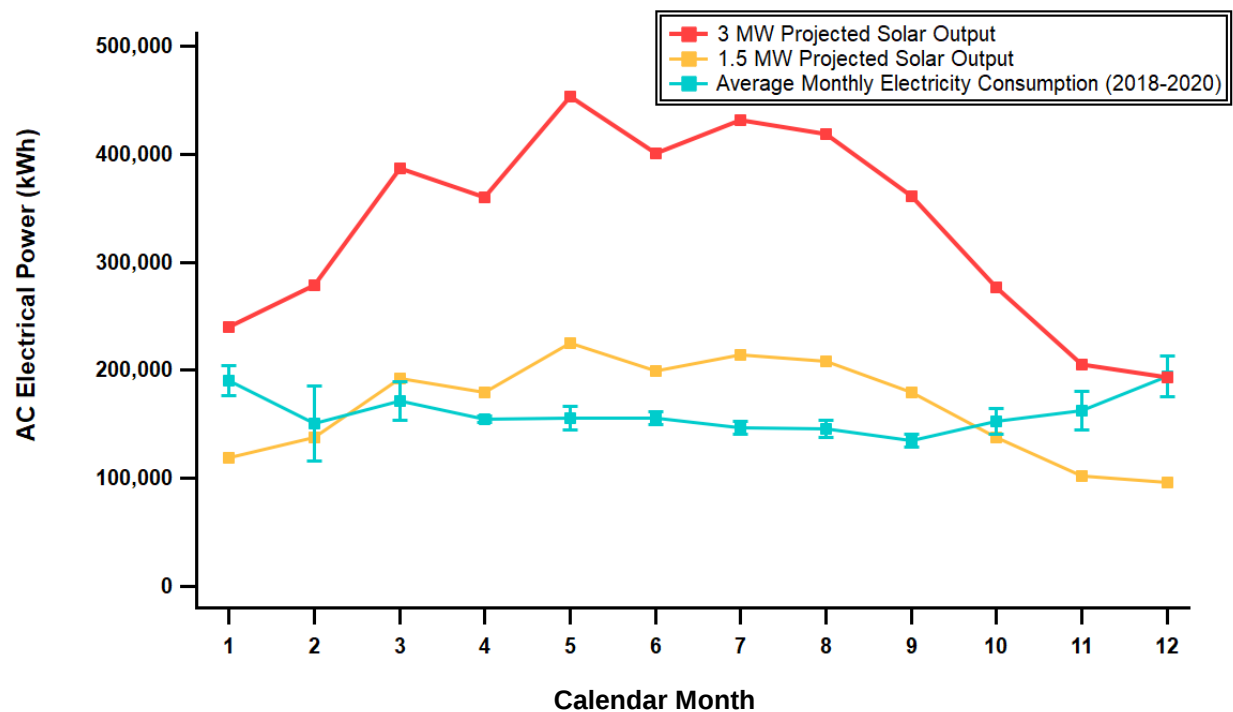


Figure 10. Projected theoretical 3 MW and 1.5 MW solar array electricity outputs contrasted with three-year averaged electricity consumption data for the WWTF.

The US Department of Energy - National Renewable Energy Laboratory's PVWatts calculator tool was utilized to contrast projected alternating current (AC) electricity outputs of a 1.5 MW and 3 MW theoretical arrays with three-year averaged electricity consumption for the WWTF (Figure 10). Assuming 14% system losses, a 1.5 MW fixed rack array could potentially meet the electricity demand of the WWTF seven to nine months of the year if coupled with battery storage. As is expected, solar system outputs decline in the late fall and early winter and in these months supplemental grid electricity would be a necessity. If a 3 MW array was constructed, that array would provide excess electricity in every month except December where it would meet the anticipated demand of the WWTF. At this size, the array is below the 5 MW state net metering cap and thus would be able to provide excess electricity back to the grid for revenue. A forthcoming WWTF Energy Audit will provide much more in-depth information on the solar potential at this site and should be consulted if the City chooses to release a request for proposals.

Ice Arena

Site Characteristics

Dover's Ice Arena is part of a larger recreation campus situated on Assessor's Map 26 Lot 2 located at 140 Portland Avenue. This is a twin sheet ice arena which is utilized by many hockey and figure skating programs and is a great economic asset to the City. However, with maintaining ice sheets comes large electric demand and as such the Ice Arena is the second largest consumer at over 1,000,000 kWh or 1 GWh annually. As was identified in the 2022 Energy Commission Report, the pitched metal roofs on the arena make it a great candidate for solar, however the physical attributes of the roofs should be evaluated to ensure they are structurally sufficient to handle additional loading from solar panels.



High Level Analysis

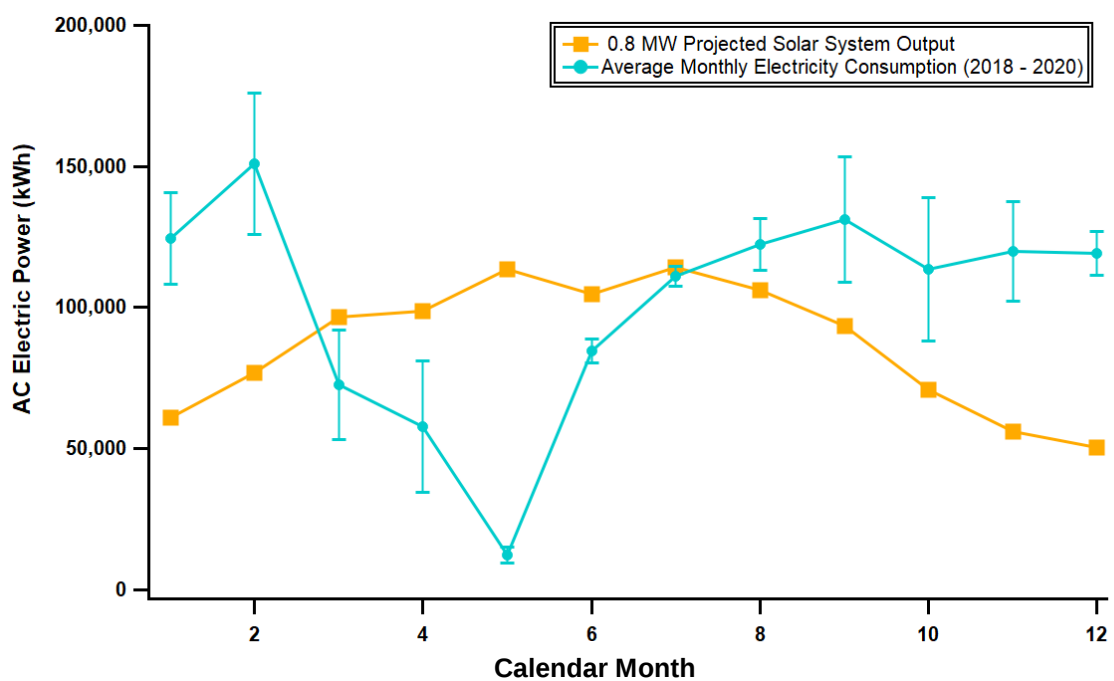


Figure 11. Projected theoretical 0.8 MW rooftop solar array electricity output contrasted with three-year averaged electricity consumption data for the WWTF.

AC electrical power consumption averaged over three years is compared with the projected 0.8 MW rooftop solar array output as functions of calendar month (Figure 11). Assuming 14% system losses, a 0.8 MW rooftop mounted array could potentially meet or exceed the electricity demand of the Ice Arena five months of the year if coupled with battery storage.

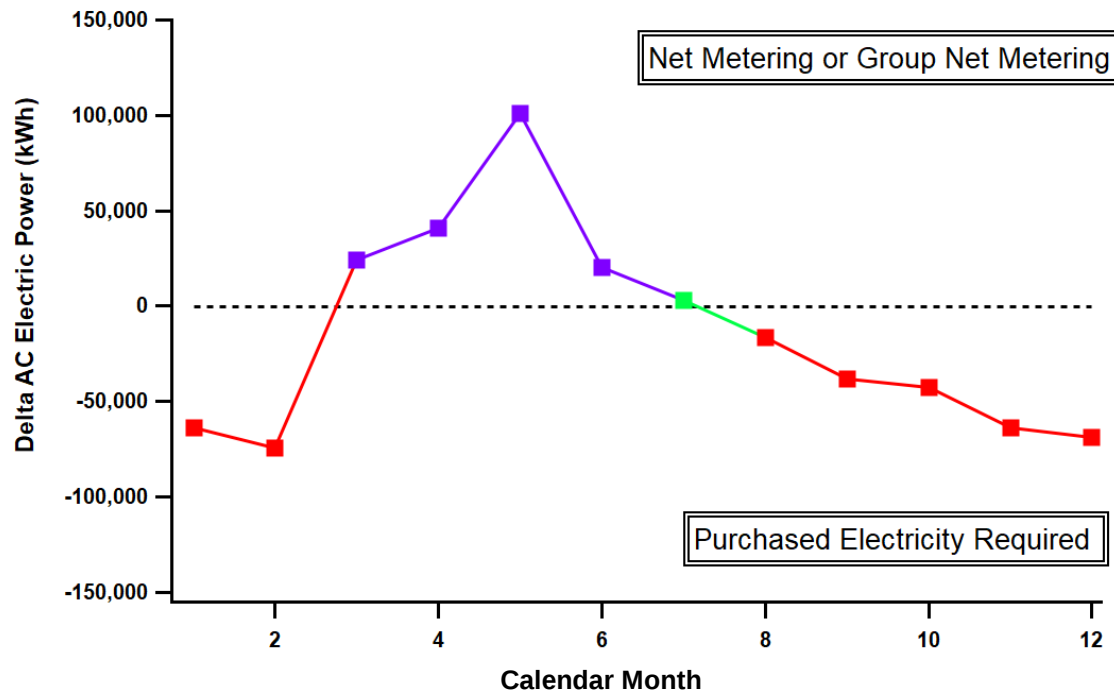


Figure 12. The difference in AC power between historical consumption and projected solar output. A positive delta (purple) indicates excess monthly production. A negative delta highlights when historically averaged consumption exceeds projected generation.

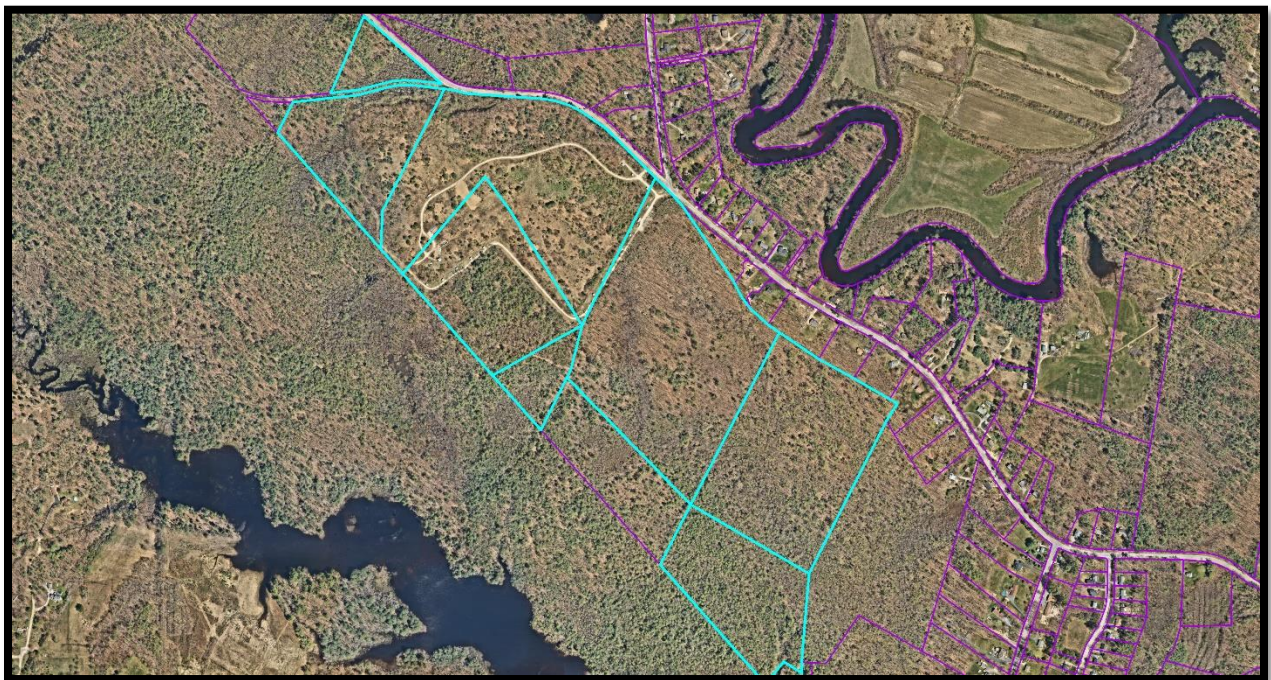
To further probe the potential for rooftop solar generation a delta analysis is presented (Figure 12). Months where the delta is positive, highlighted by purple, projected solar generation exceeds historical consumption. During these months group net metering or traditional net metering would likely be utilized. The largest positive delta occurs in May when the older ice sheet is removed, greatly reducing the facility's energy requirements. In all months, the need for purchased electricity is either non-existent or greatly reduced by the addition of an 0.8 MW array.

Tolend Road Landfill Area

Site Characteristics

The former municipal landfill is situated off of Tolend Road and is bordered by City owned parcels that are undeveloped woodlands and forested wetlands. The approximately 47 acres landfill is topographically flat and has had time to settle since the closing in 1979. Groundwater and surface water sampling in 1981 and 1982 identified site related contamination causing the EPA to add the Site to the Superfund's National Priority List in 1983. At present the Site remains in active remediation, and additional remediation steps were identified in the [EPA's Five Year Review](#) issued in September, 2022. The EPA's Remedial Project Manager for the site was contacted by the City's Resilience Manager regarding the potential for a large-scale solar development. The Remediation Project Manager advised that due to the findings in the Five Year Review that the landfill is not currently a good candidate for solar. However, the EPA is open to further discussion about solar development at the Site. Another complicating factor at this location is the distance from major transmission lines which limit the economic feasibility of a utility scale array. Even with these factors, the landfill has gained attention from prospective solar developers. The City, with the advice of consultant Dean Peschel, should continue to discuss the possibility of solar with the EPA.

A high-level analysis was not performed for this location as there is too much uncertainty regarding the size of a prospective array.



EVSE Expansion (Municipal and Public)

With the growing adoption of electric vehicles (EVs) driven by factors such as a need to address climate change, advanced vehicle technology, government incentives, and manufactured commitments, there is a great need and opportunity for Dover to expand its' electric vehicle supply equipment (EVSE) infrastructure. As identified in the 2022 Energy Commission Report adoption is occurring now and communities like Dover will see considerable benefits to local air quality through reductions in exhaust emissions, especially in the Central Business District. The Energy Commission recommends that the City work to increase access to EVSE for residents and visitors. An increase in public EVSE will have a multimodal effect. First it will allow residents, especially renters without access to at home charging the option to drive an EV. Second, Level 2 charging, sometimes known as destination charging, will draw in EV drivers from outside of Dover leading to increased economic activity. When making decisions regarding EVSE the City will be able to utilize resources such as the New Hampshire EV Toolkit which received input from a wide variety of stakeholders from throughout New Hampshire including Dover. Final decisions regarding the locations of EVSE will require engagement from the City's Parking Commission, Energy Commission and City Council with support from City Staff.

At present the City has four public level II charging stations in the Orchard Street Parking Garage. A flat rate is applied for these stations that is currently \$1/hr for parking and \$2/hr to cover the cost of electricity. The utilization of these has increased recently, however, with the COVID-19 pandemic it's hard to compare current use with use during the height of the pandemic when travel was limited. While this payment method works for a garage setting it's recommended that future public EVSE have a metered payment system where the driver is charged proportionately for the electricity drawn by the vehicle's battery. Additionally, the City should consider and third party own and operate model for public EVSE. The biggest advantage for this model is that the City would not be responsible to maintain the EVSE and thus would not increase the workload and expertise required by current City Staff. The City would also not need to worry about setting rates for the stations.

Several factors contribute to the feasibility of a charging location such as:

access to required electricity infrastructure and any corresponding upgrades, availability of non-designated parking, proximity to services and/or recreation opportunities. In the following pages characteristics are presented for a series of four proposed public EVSE locations:

1) The Library and McConnell Center Lot

Table 7. Site characteristic table for the Library and McConnell Center parking lot.

Category	Site Characteristics
Location	Map 9 Lot 57 61 – 73 Locust Street
Availability of Parking + Utilization	Enough spaces and high utilization by public and municipal employees.
Onsite Restrooms	Public restrooms available in McConnell Center and Library.
Utility Infrastructure	There is electricity nearby but capacity is likely low and may require upgrades to current infrastructure.
Proximity to Major Travel Corridor	Site is located within 1 mile of NH Route 16.
Proximity to Businesses	Is located within walking distance however the lot is only designated for visitors to the McConnell Center and Library as well as City employees.
Proximity to Recreation	Recreation activities within McConnell Center.



2) Henry Law Parking Area

Table 8. Site characteristics for the Henry Law parking area.

Category	Site Characteristics
Location	Map 23 Lot 15 6 Washington Street
Availability of Parking + Utilization	Ample parking with angled street spots and moderate utilization.
Onsite Facilities (Restrooms)	Public restrooms available in Indoor Pool area.
Utility Infrastructure	Electrical capacity needs evaluation.
Proximity to Major Travel Corridor	Site is located approximately half a mile from Route 4.
Proximity to Businesses	Is located within walking distance of high density of businesses.
Proximity to Recreation	Near Indoor Pool, outdoor play area, Henry Law Park, and Children's Museum of New Hampshire.



3) Dover Ice Arena | Jenny Thompson Pool | Skate Park

Table 9. Site characteristics for the Ice Arena, Jenny Thompson Pool and to skate park.

Category	Site Characteristics
Location	Map 26, Lot 2 100 – 150 Portland Ave
Availability of Parking + Utilization	Ample parking between the various lots and seasonal utilization.
Onsite Facilities (Restrooms)	Public restrooms available in Ice Arena.
Utility Infrastructure	Electrical capacity likely there but requires evaluation.
Proximity to Major Travel Corridor	Site is located right off Route 4.
Proximity to Businesses	Is located within walking distance of businesses.
Proximity to Recreation	Ice Arena, Jenny Thompson Pool and Skate Park (under construction).



4) Waterfront Development

Table 10. Site characteristics for the parking area to be constructed as part of the Waterfront Development.

Category	Site Characteristics
Location	Map 22 Lot 1 River Street
Availability of Parking + Utilization	20 space lot to be constructed and can accommodate EVSE.
Onsite Facilities (Restrooms)	No restrooms directly adjacent to the area.
Utility Infrastructure	Not existing but will be developed.
Proximity to Major Travel Corridor	Site is located close to Route 4.
Proximity to Businesses	Is located within walking distance of businesses.
Proximity to Recreation	3.4-acre public riverfront park and associated docks.





Another recommendation from the Energy Commission is for the City to continue to lead by example through the expansion of EVs within the municipal fleet and associated EVSE. The City currently has one level II station at City Hall used for the IT Department's Chevy Bolt, and two-level II stations at the Community Services Building located at 271 Mast Rd. The EVSE includes a dashboard that allows for remote monitoring of the EVSE electricity use, number of individual drivers, etc. The City currently has

two more level II stations on hand and ready to be installed at another suitable location. As the fleet continues to electrify additional EVSE will be needed. In the future the municipality could be able to utilize electric vehicles as grid resources via a transactive electricity model. Under this scenario the municipality would work with the utility, whether a third party or CPCNH to draw from the EVSE at low use times like overnight and supply electricity to the grid during periods of high demand such as dinnertime. By putting electricity on the grid, the municipality would be able to recoup a portion of the cost of electricity to operate the EVs New Hampshire Electric Coop is currently running a pilot for this in conjunction with Plymouth State University (King & Kreis, 2022)



Dover could also consider integrating EVSE with solar panels like has been done by use of solar carports in parking areas. This may be a viable option for future municipal EVSE and would provide a clean microgrid for EVs further reducing the City's carbon footprint.

Forest and Ecosystem Management

While proper management and development of the built environment are key aspects of resiliency, another major component involves the protection and management of the various diverse forests and ecosystems throughout Dover. Dover has taken numerous strides in that regard through land monitoring and protection efforts, the development of specific plans such as the CBD Street Tree Plan, creation of a Forest Management Subcommittee of the Conservation Commission and so on. This section discusses the importance of the work done to date and offers some recommendations for the City to continue and evolve these efforts going forward.

Land Conservation Acquisition and Monitoring



In Dover there are land areas that have substantial conservation features that include ground water recharge zones, wetlands, wildlife habitat, farmland, scenic viewsheds and so on. These lands offer significant value to the ecological, environmental and human health within Dover and beyond. Since 2000 the Dover Open Lands Committee (OLC) has helped advise Dover's Conservation Commission and City Council with the permanent protection of over 860 acres of lands with a variety of conservation features

either through conservation easements, which place portions of or entire parcels under restrictions, or fee simple purchases/donations where the City then owns the land outright. To date 91% of the acres protected through the OLC are under conservation easements where the City, generally through the Conservation Commission, holds interest in the development rights but the property is still owned by a third party. The OLC's major focus is the acquisition of new conservation tracts and monitoring of existing tracts. Easement or land acquisition is a complex and delicate process that involves many steps and thus projects may take years to come to close. As such the OLC generally has multiple ongoing projects in various stages, all with their own intricacies. The OLC rigorously evaluates all potential acquisitions prior to making any recommendations to the Conservation Commission and/or City Council. This includes scoring all projects using a quantitative point

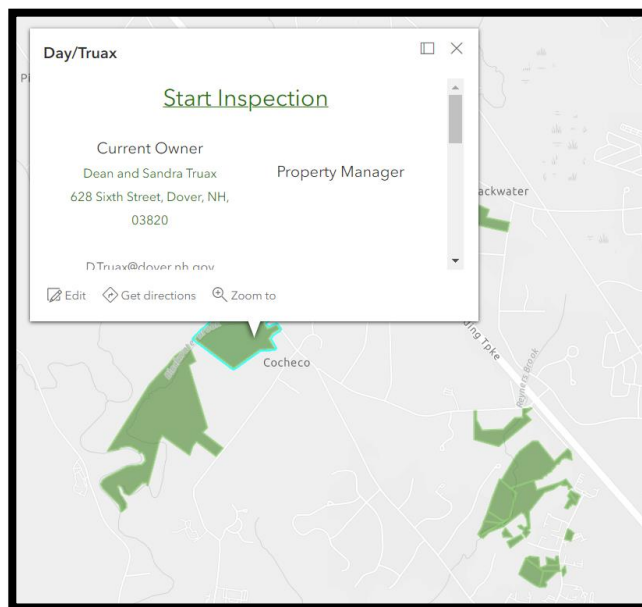
system that relies upon GIS data, existing regional plans, landowner plans, proximity to other conservation tracts etc. as well as one or multiple site visits. As the Conservation Fund balance is limited, protection priority is given to lands that scores higher at the end of the evaluation process. The OLC should continue to utilize this methodology and adapt it overtime as more data and local resources become available to aid in the evaluation.

Historically the Conservation Fund received cashflow from land use change tax (LUCT), which is applied when a landowner takes land out of current use. While effective an additional funding mechanism was established in 2018 through Transfer of Development Rights (TDR). TDR balances development with land protection by allowing for higher density development in areas that are well suited and providing funding for use by the OLC and Conservation Commission. The City should continue to monitor the success of TDR with the Planning Board, who has the authority to grant additional density, and update cost metrics as land protection costs will likely rise over time. Since 2018 TDR has raised approximately \$2,000,000 for the Conservation Fund.

While land protection efforts are vitally important, the status of those protected tracts is equally critical. If the intent of the easement or municipally owned land is not being upheld, this could jeopardize the conservation features that made the land worth protecting. Currently, the OLC with support from the City's Resilience Manager, stewards the conservation lands. Monitoring activities include reviewing easement deeds and maps, walking the property with a GPS tracking device, photographing conditions and preparing written reports. Protection efforts that involved third party funding may have executory interest holders, these are entities that have vested interest. The City is obligated to submit monitoring reports for the properties listed in Table 11 to the corresponding agencies such as the NH Department of Environmental Services (DES), the Southeast Land Trust (SELT), the Land Conservation and Heritage Investment Program (LCHIP), and the NH Department of Transportation (NHDOT). The City should continue to train OLC Members in best practices for monitoring and recruit additional volunteers to expand the extent of monitored properties in a given year.

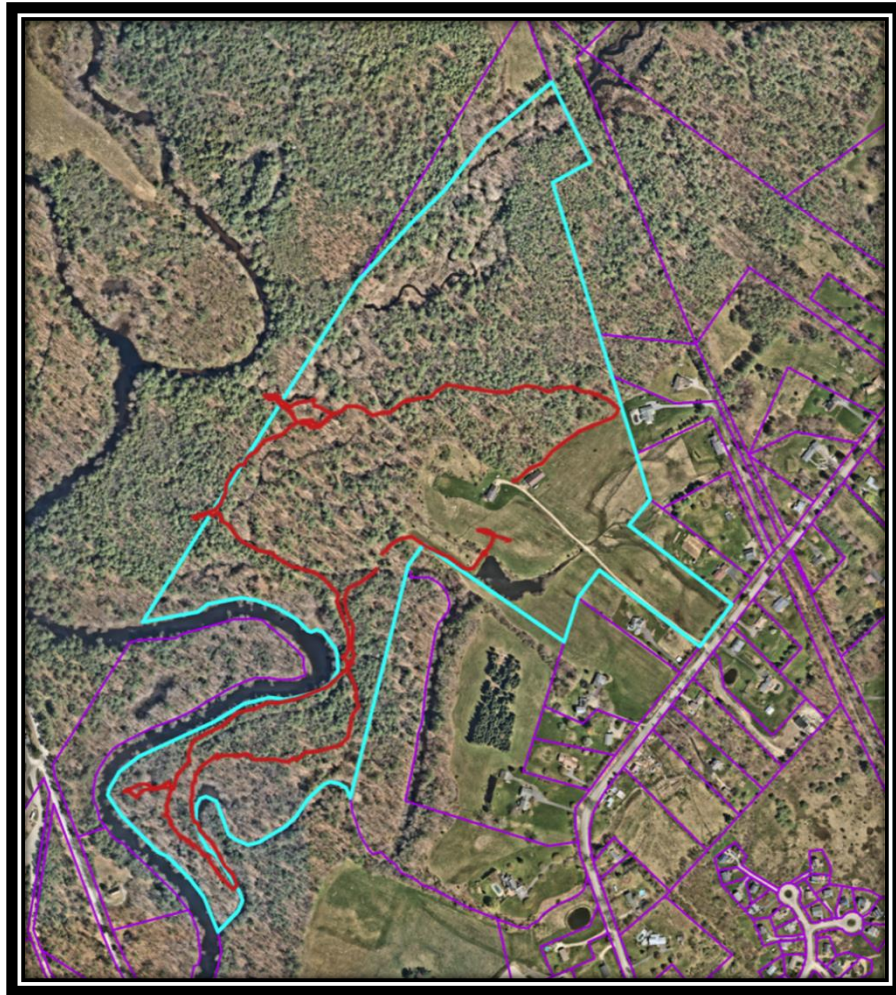
Table 11. Conservation lands monitored in 2022 by the Dover Open Lands Committee.

2022 Priority Monitoring List				
Property Name	Location	Acres	Date of Last Monitoring	Reporting Agency
Browne/Welsh	Blackwater Road	23.0	9/30/2022	Annual report to DES & SELT
Frazer/Keith	Blackwater Road	22.5	9/30/2022	Annual report to DES
Gabriel/Bagdon	County Farm Cross Road	85.3	11/9/2022	Annual Report to LCHIP
New Meadows	Lilac Lane	27.0	11/22/2022	Annual Report to SELT
Garland	Long Hill Road	5.9	12/5/2022	Annual Report to SELT
Estes/Moll	Long Hill Road/Sandy Lane	19.5	12/5/2022	Annual Report to SELT
Day/Truax	Sixth Street	39.95	9/29/2022	Annual Report to NHDOT
Williams/Dill	Varney Road	18.6	9/29/2022	Annual report to DES & SELT
Enterprise Park	Venture Drive	25.2	11/17/2022	Annual Report to SELT
Cassily-East	Hillside Drive	8.5	5/25/2022	Annual Report to LCHIP
Cassily-West	Whittier Street	15.4	5/25/2022	Annual Report to LCHIP



For the 2022 monitoring season the City launched the use of a new digital monitoring system leveraging existing ArcGIS licenses with the assistance of the Information Technology Department. The ArcGIS Conservation Easement Monitoring Suite links a list of survey questions and input responses that can be entered using a tablet in the field to a cloud-based dashboard that allows City employees to track the monitoring status of properties and ensure

any identified concerns are appropriately addressed. Pictures can also be submitted directly to the dashboard which improves the efficiency of monitoring report preparation. One disadvantage of the tool is that it does not actively track the path of the monitoring team. The City should explore the use of an additional application or alternate tracking device that allows for active path monitoring for volunteers. At present the City's Resilience Manager has a personal GPS tracking device that is utilized in conjunction with the ArcGIS applications. A monitoring path map example is shown below which was submitted as part of the 2022 Gabriel/Bagdon Monitoring Report to LCHIP.



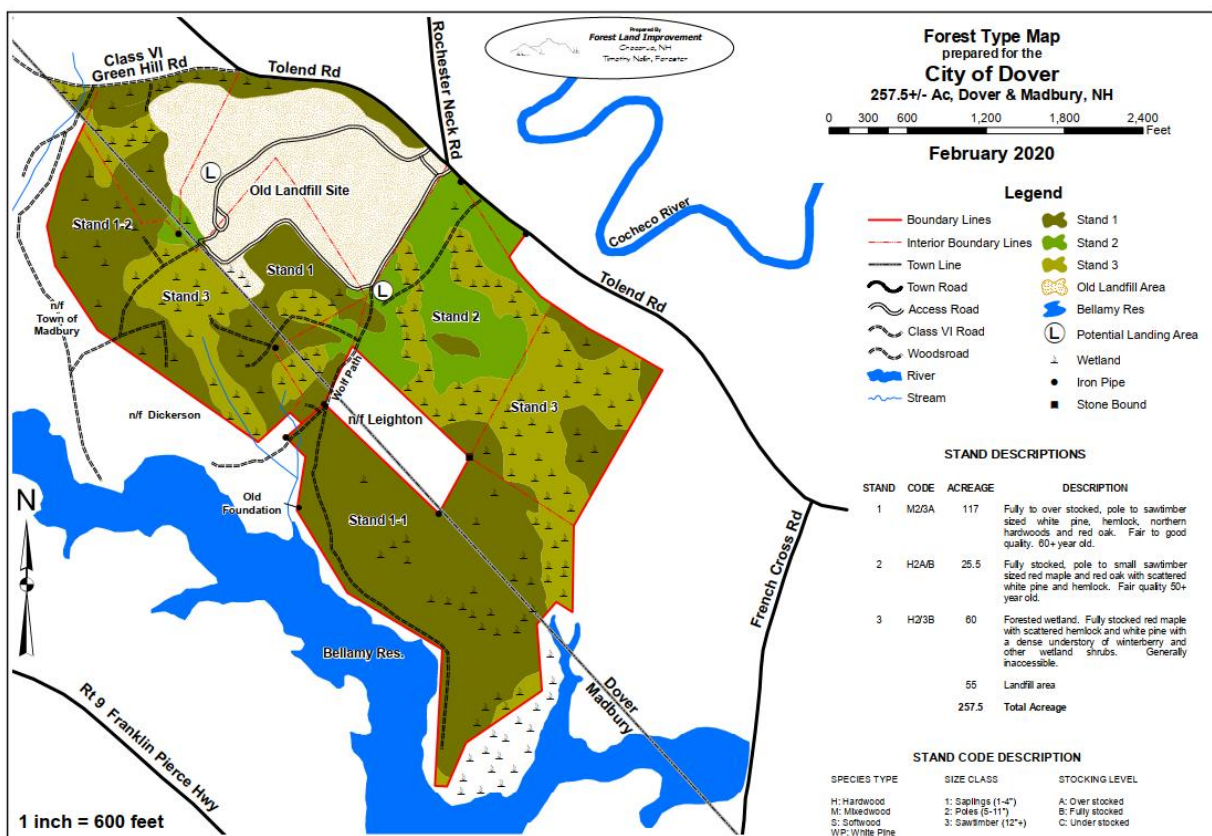
Forest Management

The Forest Management Subcommittee of the Conversation Commission was established in 2019 to advise the City regarding a variety of subjects including potential timber harvests and urban tree management. In 2020 through the request of the Dover Planning Department and Conversation Commission a Forest Stewardship Plan was prepared for the 257.5 acres of City owned property in the old Tolend Rd. Landfill area by NH Licensed Forester Timothy Nolin. The management goals for the property as stated in the plan are listed below:

- The maintenance and enhancement of the wildlife habitat offered by the property.
- The protection of the surface and subsurface water quality as it could have significant impact on the Bellamy Reservoir.

- The improvement of the timber resources.
- The protection of extensive wetland areas.
- If possible/practical, providing open space for passive recreational activities.
- Protect the integrity of the monitoring wells that are part of the remediation efforts on the Superfund site.

The plan contains a wealth of useful information such as detailed descriptions of the woodlot, forest resources, other resource such as wildlife, wetlands etc., and associated recommendations. The Forest Type Map from the Plan is shown below:



Unfortunately, due to COVID-19 the Subcommittee has only recently revisited the Forest Stewardship Plan. The Subcommittee is now at the stage of working with City Staff to implement the identified priorities with continued advice from Tim Nolin (Table 12).

Table 12. Major recommendations and associated goals identified in the Forest Stewardship Plan.

Stands	Recommendation	Goal
	Contact the Leighton family to see about acquiring the property.	Cleaning up ownership and access issues.
	Contact an invasive vegetation management expert to get their opinion about potential remediation efforts on the old landfill site.	Combat the extensive invasive species problems on the site.
	Contact NH Fish and Game regarding Cottontail habitat management on the old landfill site.	Potentially promote habitat for threatened species.
Stand 1-1 Stand 2	Plan and implement timber harvest per recommendations as well as associated access improvements.	Timber growth/stocking improvement, and wildlife habitat work.
Stand 1-2	Plan and implement timber harvest per recommendation as well as associated access improvements.	Timber growth/stocking improvement, and wildlife habitat work.

In addition to the property mentioned above, there may be additional City owned parcels that could benefit from managed forestry. One such parcel is the Smith Well Lot located off of Smith Well Road. This approximately 45-acre parcel was identified by Nolin as a good candidate for a managed timber harvest due to the variety of trees present and sufficient existing access to the site. However, this location is slated for the construction of a water tank beginning in spring 2023 with work expecting to conclude the following spring in 2024. The City and Forest Management Subcommittee should start preparing to initiate management activities upon the conclusion of the water tank project to avoid potential interference.

Section 4: Council Objectives & Implementation Strategy

Relation to Council Goals

At a March 2022, Goal Setting session the City Council developed a series of goals to progress the City's Vision which were formally adopted on April 27th, 2022. [The Goals](#) are intended to provide a framework for the Council and Management staff to develop action plans. The contents within Sections 2 and 3 of this Plan are relevant to and will help achieve five of the seven Goals. Table 13 highlights how each subsection within Sections 2 and 3 can be linked to one or more of Goals.

Table 13. Connection between core subsections of the Plan and the 2022 - 2023 City Council Goals. The "X" indicates a connection between the content and the corresponding Goal number.

Subsection	2022 – 2023 Dover City Council Goal Numbers						
	#1	#2	#3	#4	#5	#6	#7
Resilient Dover Outreach	X	X			X	X	
Potential of Dover Community Power	X	X			X	X	
Commercial Property Assessed Clean Energy						X	X
Resilient Food Systems						X	
Overview of Municipal Energy Use					X	X	
Energy Efficiency and Conservation		X			X	X	X
Integration of Heat Pumps						X	
Municipal Solar Expansion		X				X	
EVSE Expansion	X	X				X	X
Forest and Ecosystem Management		X				X	X

Goal #1: Our City is Inclusive and Welcoming

Goal #2: Our City Volunteers are Engaged

Goal #3: Our Waterfront is Developed

Goal #4: Our City's Budget is Collaboratively Created

Goal #5: Our City's Residents are Engaged

Goal #6: Our City is Resilient

Goal #7: Our City is Diverse and Attainable

Summary of Next Steps

This section captures the next steps identified throughout the Plan:

Resilient Dover Outreach

- Continue to periodically devote Dover Download Podcast Episodes to Resiliency Topics.
- Update the Resilient Dover Webpage as initiatives advance.
- Create new “Green Tip” sheets for additional subjects.
- Generate videos like “What is Community Power” for other pending programs.

Potential of Dover Community Power

- The EAP requires submission and approval from the NH Public Utilities Commission.
- The CPCNH Board of Directors has approved a Cost-Sharing Agreement. This governs how costs will be allocated equitably between operating programs through the Coalition. This Agreement requires review and adoption by the City Council before taking effect for DCP.
- Through the recommendation from the CPCNH Risk Management Committee, the Board of Directors adopted the Energy Portfolio Risk Management Policy, Retail Rates Policy, and the Financial Reserves Policy. These policies will also require adoption by the City Council to take effect for DCP.
- Even with Council adoption of the items mentioned above there is no financial commitment. That commitment however is enacted for a three-year term once the Complete Services Bundle is executed by the City Manager. This is the last step prior to CPCNH providing DCP with community power services.

Commercial Property Assessed Clean Energy

- Explore with CPCNH if PACE could integrate with the proposed Dover Community Power Program.
- Connect with MassDevelopment to monitor projects developed through PACE Massachusetts and identify any barriers for implementation in NH.

Resilient Food Systems

- Expand public outreach regarding composting opportunities.
- Prioritize local farm land preservation through the work of the Open Lands Committee and Conservation Commission.
- Consult the Local Regulation of Agriculture Toolkit and identify potential improvements to the Zoning Ordinance.
- Consider implementing some or all of the action items in Table 3.

Overview of Municipal Energy Use

- Encourage and develop local generation projects that increase resiliency to shifts in the global energy markets.
- Conduct an updated GHG-E inventory after recommendations from the Plan are implemented to gauge progress since the 2018 baseline inventory.

Energy Efficiency and Conservation

- Take advantage of and support the continuation of NHSaves.
- Promote opportunities through NHSaves to the community by means of electronic and print outreach efforts.
- Review energy audit results for the WWTF and support the Facility Staff with implementation efforts.
- Consult the Energy Commission and City Council regarding the use of the Energy Efficiency and Conservation Block Grant Program funding.

Integration of Heat Pumps

- Utilize the Community Facilities and Utilities Master Plan Chapter and CIP to identify suitable buildings for ASHP integration.
- Consult NEEP Version 4.0 Specification Sheets when considering cold climate rated heat pump installations.

Municipal Solar Expansion

- Consult the WWTF Energy Audit for details on solar integration at the WWTF.
- Evaluate the Ice Arena rooftop loading capacity to determine if the roofs are suitable for solar panels.
- Track Superfund remediation activities at the Tolend Landfill site and continue to collaborate with the Dover Landfill Group and EPA regarding the potential for a large-scale solar development.

EVSE Expansion

- Review proposed locations with the Parking Commission and Energy Commission.
- Approach Eversource for electric capacity technical assessments as applicable.
- Release an RFP for the identified spaces to select a vendor to deploy and maintain level II EVSE.
- Track statewide progress regarding transactive EV use to supply electricity to the grid in high demand scenarios for payment.

Forest and Ecosystem Management

- Monitor the progression of TDR projects and compare the increase in housing density with conservation land and/or conservation easement acquisition.
- Explore improvements to active GPS path tracking in conjunction with the ArcGIS Conservation Easement Monitoring solution.
- Continue to support the Forest Management Subcommittee with implementing recommendations from the Forest Stewardship Plan.

Citywide Resilience Plan – Implementation Strategies

Action Items		Priority*	Responsible Party	Section Reference
Section 2.1: Resilient Dover Outreach				
1	Periodically devote Dover Download Podcast Episodes to resiliency topics	Ongoing	Deputy City Manager	Pgs. 3 – 8
2	Update the Resilient Dover Webpage as initiatives advance	Ongoing	Planning & CD	
3	Create new “Green Tip” sheets for additional subjects	Ongoing	Planning & CD	
4	Generate videos like “What is Community Power” for other pending programs	Ongoing	Media Services Planning & CD	
Section 2.2: Potential of Dover Community Power				
5	Electric Aggregation Plan submission and approval from the NH Public Utilities Commission	Immediate	Planning & CD	Pgs. 9 – 11
6	Potential adoption of CPCNH Cost Sharing Agreement by the City Council	Immediate	Planning & CD City Council	
7	Potential adoption of CPCNH EPRM, Retail Rates, and Financial Reserves Policy	Immediate	Planning & CD City Council	
8	Launch Dover Community Power Program	Immediate	Planning & CD City Council	
Section 2.3: Commercial Property Assessed Clean Energy				
9	Explore with CPCNH if PACE could integrate with the proposed Dover Community Power Program	Short	Planning & CD	Pgs. 12 – 13
10	Connect with MassDevelopment to monitor projects developed through PACE Massachusetts and identify any barriers for implementation in NH	Short	Planning & CD	
Section 2.4: Resilient Food Systems				
11	Expand public outreach regarding composting opportunities	Immediate	Planning & CD	Pgs. 14 – 15
12	Prioritize local farm land preservation through the work of the Open Lands Committee and Conservation Commission	Ongoing	Planning & CD	
13	Consult the Local Regulation of Agriculture Toolkit and identify potential improvements to the Zoning Ordinance	Immediate	Planning & CD	
14	Consider implementing some or all of the action items in Table 3	Short	Community Services	

*Priority Definitions: Ongoing = continuous actions | Immediate = 1 to 2 year timeframe | Short = 3 to 5 year timeframe | Long = more than 5 years

Action Items		Priority	Responsible Party	Section Reference
Section 3.1: Overview of Municipal Energy Use				
15	Encourage and develop local generation projects that increase resiliency to shifts in the global energy markets	Ongoing	Planning & CD Energy Commission	Pgs. 16 – 20
16	Conduct an updated GHG-E inventory after recommendations from the Plan are implemented to gauge progress since the 2018 baseline inventory	Short	Planning & CD Energy Commission	
Section 3.2: Energy Efficiency and Conservation				
17	Take advantage of and support the continuation of NHSaves	Ongoing	Planning & CD Energy Commission	Pgs. 21 – 24
18	Promote opportunities through NHSaves to the community by means of electronic and print outreach efforts	Immediate	Planning & CD	
19	Review energy audit results for the WWTF and support the Facility Staff with implementation efforts	Immediate	Planning & CD Energy Commission	
20	Consult the Energy Commission and City Council regarding the use of the Energy Efficiency and Conservation Block Grant Program funding	Immediate	Planning & CD	
Section 3.3: Integration of Heat Pumps				
21	Utilize the Community Facilities and Utilities Master Plan Chapter and CIP to identify suitable buildings for ASHP integration	Ongoing	Community Services	Pgs. 25 – 28
22	Consult NEEP Version 4.0 Specification Sheets when considering cold climate rated heat pump installations	Ongoing	Community Services	
Section 3.4: Municipal Solar Expansion				
23	Consult the WWTF Energy Audit for details on solar integration at the WWTF	Immediate	Planning & CD	Pgs. 29 – 34
24	Evaluate the Ice Arena rooftop loading capacity to determine if the roofs are suitable for solar panels	Immediate	Community Services	
25	Track Superfund remediation activities at the Tolend Landfill site and continue to collaborate with the Dover Landfill Group and EPA regarding the potential for a large-scale solar development	Long	Community Services	

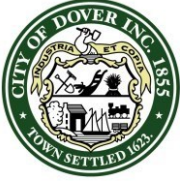
*Priority Definitions: Ongoing = continuous actions | Immediate = 1 to 2 year timeframe | Short = 3 to 5 year timeframe | Long = more than 5 years

Action Items		Priority	Responsible Party	Section Reference
Section 3.5: EVSE Expansion				
26	Review proposed locations with the Parking Commission and Energy Commission	Immediate	Planning & CD	Pgs. 35 – 40
27	Approach Eversource for electric capacity technical assessments as applicable	Ongoing	Planning & CD	
28	Release an RFP for the identified spaces to select a vendor to deploy and maintain level II EVSE	Short	Planning & CD	
29	Track statewide progress regarding transactive EV use to supply electricity to the grid in high demand scenarios for payment	Ongoing	Planning & CD	
Section 3.6: Forest and Ecosystem Management				
30	Monitor the progression of TDR projects and compare the increase in housing density with conservation land and/or conservation easement acquisition	Ongoing	Planning & CD	Pgs. 41 – 46
31	Explore improvements to active GPS path tracking in conjunction with the ArcGIS Conservation Easement Monitoring solution	Immediate	Planning & CD	
32	Continue to support the Forest Management Subcommittee with implementing recommendations from the Forest Stewardship Plan	Short	Planning & CD	

*Priority Definitions: Ongoing = continuous actions | Immediate = 1 to 2 year timeframe | Short = 3 to 5 year timeframe | Long = more than 5 years

List of References:

- Center for Urban Education about Sustainable Agriculture. (2020). *How Far Does Your Food Travel to Get to Your Plate?* <https://cuesa.org/learn/how-far-does-your-food-travel-get-your-plate>
- Geyer, R., Jambeck, J. R., & Law, K. L. (2017). Production, use, and fate of all plastics ever made. *Science Advances*, 3(7), 3–8. <https://doi.org/10.1126/sciadv.1700782>
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- Northeast Energy Efficiency Partnerships. (2022). *CCASHP Specification & Product List*. <https://neep.org/heating-electrification/ccashp-specification-product-list>
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<https://www.eia.gov/dnav/ng/hist/n3010nh3m.htm>
- US Environmental Protection Agency. (2014). *Greenhouse Gas Inventory Guidance - Direct Fugitive Emissions from Refrigeration, Air Conditioning, Fire Suppression, and Industrial Gases*. 17. <http://www.epa.gov/sites/production/files/2015-07/documents/fugitiveemissions.pdf>



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: R – 2023.02.08 – 028
Resolution Re: Acceptance of the FY24 Action Plan and the Expenditures for FY24 CDBG Entitlement Funds, FY23 Program Income and FY24 Program Income

- WHEREAS: The City of Dover will have available funds for appropriation from the FY24 Entitlement Grant, FY23 Program Income and FY24 Program Income; and
- WHEREAS: The Planning Department is required by HUD to prepare, and the Governing Body adopt an “Action Plan” which is a needs assessment and detailed expenditure plan for the use of Community Development funds in meeting the needs of very-low-, low-, and moderate-income households of Dover; and
- WHEREAS: The Planning Board has reviewed proposed projects for said funds and held a public hearing on January 24, 2023 for the purpose of obtaining citizens' viewpoints on the proposed projects; and
- WHEREAS: The Planning Board has reviewed the proposed projects and recommends approval of the Action Plan and the expenditure plan contained in this resolution; and
- WHEREAS: The recommended disbursements of funds have been reviewed for compliance with HUD statutory requirements and for meeting national objectives; and

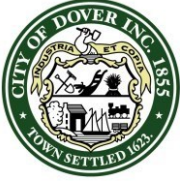
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The FY24 Action Plan is adopted and the City Manager is authorized to enter into sub-recipient contracts as part of this Action Plan for expenditure of FY24 CDBG Entitlement Funds, FY23 Program Income and FY24 Program Income.

AND, FURTHER BE IT RESOLVED;

Should Congress adopt a budget that results in a grant amount that is different than anticipated in the Action Plan, or should the program income amounts received be different than anticipated in the Action Plan, the City Manager is authorized to adjust the amounts of the Action Plan allotments per HUD guidance and as described in the Action Plan.

NOTE: This resolution requires public hearing prior to City Council vote. Resolution to be referred to public hearing on March 8, 2023 with vote to occur on that date.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: R – 2023.02.08 – 028
Resolution Re: Acceptance of the FY24 Action Plan and the Expenditures for FY24 CDBG Entitlement Funds, FY23 Program Income and FY24 Program Income

Financing Estimated Revenue		
Account	Description	Appropriation
2100.1.180.46311.3311.06311.24.000.000.R30	FY24 Federal Grant	\$300,000.00
2100.1.180.46525.3599.06621.24.000.000.R50	FY24 DELP Misc Revenue	\$2,500.00
2100.1.180.46311.3421.06311.24.000.000.R40	FY24 CDBG Parking Income	\$6,000.00
2100.1.180.46525.3599.06621.23.000.000.R50	FY23 DELP Misc Revenue	\$4,800.00
2100.1.180.46311.3421.06311.23.000.000.R40	FY23 CDBG Parking Income	\$6,000.00
2115.1.180.46525.3599.06810.00.000.000.R50	FY23 CARES Loan Program Income	\$5,200.00
TOTAL		\$324,500.00

Financing Appropriations		
Account	Description	Appropriation
2100.1.180.46348.4835.06367.24.000.000.800	AIDS Response	\$8,000.00
2100.1.180.46348.4835.06398.24.000.000.800	Alliance for Community Transportation	\$4,000.00
2100.1.180.46348.4835.06360.24.000.000.800	Dover Welfare Sec Deposit	\$4,500.00
2100.1.180.46348.4835.06361.24.000.000.800	HAVEN	\$7,500.00
2100.1.180.46348.4835.06342.24.000.000.800	My Friends Place	\$19,000.00
2100.1.180.46348.4835.06395.24.000.000.800	Strafford Nutrition Meals on Wheels	\$5,000.00
2100.1.180.46525.4835.xxxxx.24.000.000.800	Dover Econ Loan Pool & Job Training	\$22,500.00
2100.1.180.46323.4835.06335.24.000.000.800	CAP Weatherization	\$25,000.00
2100.1.180.46323.4110.06314.24.000.000.100	CAP Weatherization Activity Admin	\$2,000.00
2100.1.180.46341.4725.063xx.24.000.000.700	Jenny Thompson Pool Barrier Removal	125,000.00
2100.1.180.46341.4110.063xx.24.000.000.100	Jenny Thompson Pool Activity Admin	\$10,000.00
2100.1.180.46341.4835.06388.24.000.000.800	Rental Unit Rehab FY24	\$30,000.00
2100.1.180.46311.4110.06311.24.000.000.800	Gen Administration & Planning	\$62,000.00
TOTAL		\$324,500.00

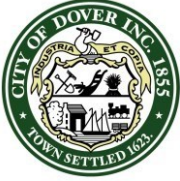
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Fergus Cullen
Ward 6

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: R – 2023.02.08 – 028
Resolution Re: Acceptance of the FY24 Action Plan and the Expenditures
for FY24 CDBG Entitlement Funds, FY23 Program
Income and FY24 Program Income

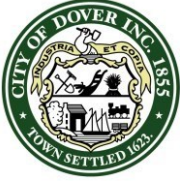
DOCUMENT HISTORY:

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:		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: R – 2023.02.08 – 028
Resolution Re: Acceptance of the FY24 Action Plan and the Expenditures for FY24 CDBG Entitlement Funds, FY23 Program Income and FY24 Program Income

RESOLUTION BACKGROUND MATERIAL:

FY24 Action Plan

The Action Plan (AP) identifies the Activities that will receive CDBG funding for the next fiscal year. Per HUD regulations, the maximum amount of funding that can be provided for all Public Services allocations combined, and for General Administration and Planning, is capped as follows:

- Public Services: Fifteen percent of the anticipated FY24 grant amount plus fifteen percent of the anticipated FY23 program income: \$48,000.00
- General Administration & Planning: Twenty percent of the anticipated FY24 grant amount plus twenty percent of the anticipated FY24 program income: \$62,000.00

Public Services

AIDS Response Seacoast

Amount Requested: \$10,000.00

Recommended Allocation: \$8,000.00

Partially support the salaries and benefits of the Case Management Department staff, consisting of a Program Manager, Medical Case Managers and a Financial Administrator.

Alliance for Community Transportation

Amount Requested: \$4,000.00

Recommended Allocation: \$4,000.00

Operate TripLink, a regional transportation call center; operate Community Rides that provides transportation to healthcare for seniors and individuals with disabilities; provide staffing for Regional Coordination Council to provide greater access to community transportation resources.

Dover Welfare Security Deposit Program

Amount requested: \$4,500.00

Recommended Allocation: \$4,500.00

Security deposit program. To help people of Dover move into apartments when they cannot afford deposits.

HAVEN

Amount Requested: \$7,500.00

Recommended Allocation: \$7,500.00

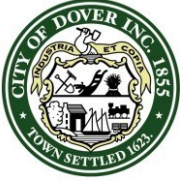
Funds requested will pay a portion (approximately 5%) of the rental costs of our new Strafford County 6-unit Domestic Violence shelter

My Friend's Place

Amount requested: \$30,000.00

Recommended Allocation: \$19,000.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: R – 2023.02.08 – 028
Resolution Re: Acceptance of the FY24 Action Plan and the Expenditures for FY24 CDBG Entitlement Funds, FY23 Program Income and FY24 Program Income

Strafford Nutrition & Meals on Wheels

Amount requested: \$5,000.00

Recommended Allocation: \$5,000.00

Help provide meals to homebound, elderly & low-income disabled Dover residents. Approximately 5,000 meals.

Economic Development

City of Dover - Economic Development Activities:

Amount Requested: \$22,500.00

Recommended Allocation: \$22,500.00

Funding for the DELP loan pool, job training and related economic development activities.

Public Facilities Projects

Community Action Partnership of Strafford County - Weatherization & Energy

Efficiency Amount Requested: \$25,000.00

Recommended Allocation: \$25,000.00

Funding to supplement the Weatherization Assistance Program for Dover residents.

Jenny Thompson Pool Barrier Removal Project

Amount Requested: \$125,000.00

Recommended Allocation: \$125,000.00

ADA access improvements at Jenny Thompson Pool.

City of Dover – Rental Unit Rehab FY24 Amount

Requested: \$30,000.00

Recommended Allocation: \$30,000.00

Rehab program designed to bring existing rental units up to certain housing quality standards that then make the units eligible for housing voucher or similar programs for moderate, low, or very low income households.

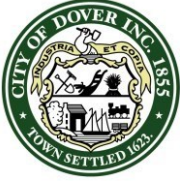
Administration

General Administration & Planning

Amount Requested: \$62,000.00

Recommended Allocation: \$62,000.00

Activities associated with overall administration of the CDBG program. Activities include development of the Action Plan; quarterly, semi-annual, and annual reporting to HUD; training & legal notices. The amount proposed equals the maximum amount permissible per HUD regulations.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: R – 2023.02.08 – 028

Resolution Re: Acceptance of the FY24 Action Plan and the Expenditures for FY24 CDBG Entitlement Funds, FY23 Program Income and FY24 Program Income

Activity Administration & Servicing

Amount Requested: \$12,000.00

Recommended Allocation: \$12,000.00

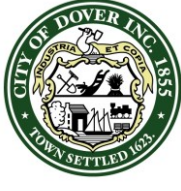
Administrative costs associated with individual Activities. Activity specific costs include contract development & administration, processing requests for reimbursement, site visits, subrecipient monitoring and environmental review.

CAP Weatherization & Energy Efficiency Program:	\$2,000.00
Jenny Thompson Pool Barrier Removal	<u>\$10,000.00</u>
	\$12,000.00

Consolidated Plan Goals

The City of Dover has identified 5 Goals that serve as the core of the Dover CDBG Consolidated Plan and identify the priorities for allocations within the Annual Action Plan.

- | | | |
|---|-------------------------|--|
| 1 | Goal Name | Access to Services |
| | Goal Description | To provide increased opportunities to residents of the City who require education, health, recreation, shelter, transportation and related human services. |
| 2 | Goal Name | Renter and Homeowner Assistance |
| | Goal Description | Weatherization and energy efficiency, Housing unit rehab, security deposit assistance, Lead based paint hazard. |
| 3 | Goal Name | Public Improvements |
| | Goal Description | Development and improvements related to facilities and housing units utilized by qualifying populations and individuals. |
| 4 | Goal Name | Economic Development |
| | Goal Description | Improvements, and the support of efforts, intended to promote economic development and to enhance economic opportunities for qualifying business, populations and individuals. |
| 5 | Goal Name | Accessibility and Transportation |
| | Goal Description | Access to social services and employment and removal of architectural barriers. |

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 13.C.1. Ordinance Number: O – 2023.02.08 – 001 Ordinance Title: Boards, Commissions and Committees Chapter: 9 Section: 22 Energy Commission
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The City of Dover Ordains:

1. **PURPOSE**
- The purpose of this ordinance is to increase the number of alternate members on the Energy Commission from two to four.
2. **AMENDMENT**
- Chapter 9 entitled “Boards, Commissions and Committees” is hereby amended by revising Section 9-22, “Energy Commission”
- a. **THE FOLLOWING ARE AMENDED:**
- §9-22 Energy Commission.
- A. Membership. The Energy Commission shall consist of seven members and ~~two~~ four alternates.
- B. Terms of members. Members shall be appointed to terms of three years consistent with the provisions of RSA 38:D.
- C. Authority and duties. The Energy Commission shall have the powers and duties established by state law pursuant to RSA 38:D.
- D. Appropriations. Any appropriation established by the City Council for use by the Energy Commission shall be held in an Energy Commission Fund and disbursed in accordance with RSA 38:D subject to the requirements of the City's purchasing procedures and accounting requirements as administered by the City Manager.
3. **TAKES EFFECT**
- This ordinance shall take effect upon passage and publication of notice as required by RSA 47:18.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by:

Councilor Deborah
Thibodeaux

Approved as to Legal
Form and Compliance:

Joshua M. Wyatt
City Attorney

Recorded by:

Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - ORDINANCE		Agenda Item#: 13.C.1.
	Ordinance Number:	O – 2023.02.08 – 001	
	Ordinance Title:	Boards, Commissions and Committees	
	Chapter:	9	
	Section:	22 Energy Commission	

DOCUMENT HISTORY:

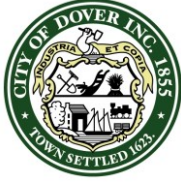
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

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.		

ORDINANCE BACKGROUND MATERIAL:

On January 18, 2023 the Energy Commission held a regular meeting. During this meeting, at the request of the Chair, the Commission voted to recommend to the City Council the addition of two alternate members to the Commission. This would increase the number of alternates from two to four. The Commission requests this increase because of the substantial work the Commission does related to Community Power and the Commission’s desire to also focus on other energy topics that may be of importance to the City. These additional alternates would add capacity to delegate between a variety of energy topics.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE	
	Agenda Item#: 13.C.2. Ordinance Number: O – 2023.02.08 – 002 Ordinance Title: Boards, Commissions and Committees Chapter: 9 Section: 28 Committee for Racial Equity and Inclusion	

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to codify the Ad-Hoc Committee for Racial Equity and Inclusion as a standing committee of the Dover City Council.

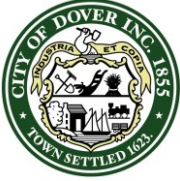
2. AMENDMENT

Chapter 9 entitled “Boards, Commissions and Committees” is hereby amended by revising Section 9-1, “Establishment; general provisions” as follows:

§ 9-1 Establishment; general provisions.

A. There shall be the following boards, commissions and committees in the City of Dover:

- (1) Board of Health.
- (2) Cemetery Board.
- (3) Library Board of Trustees.
- (4) Recreation Advisory Board.
- (5) Dover Arena Commission.
- (6) Personnel Advisory Board.
- (7) Planning Board.
- (8) Dover Utilities Commission.
- (9) Zoning Board of Adjustment.
- (10) Trustees of the Trust Funds.
- (11) Solid Waste Advisory Commission.
- (12) Dover Arts Commission.
- (13) Transportation Advisory Commission.
- (14) [Repealed]
- (15) Dover Business and Industrial Development Authority.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2023.02.08 – 002**
Ordinance Title: Boards, Commissions and Committees
Chapter: 9
Section: 28 Committee for Racial Equity and Inclusion

- (16) McConnell Center Advisory Committee.
- (17) Parking Commission.
- (18) Conservation Commission.
- (19) Dover Pools Advisory Committee.
- (20) Dover Housing Authority.
- (21) Energy Commission.
- (22) Downtown Dover Tax Increment Finance Advisory Board.
- (23) Waterfront Tax Increment Finance Advisory Board.
- (24) Heritage Commission.
- (25) Licensing Board.
- (26) Ethics Commission.

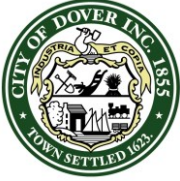
(27) Committee for Racial Equity and Inclusion

3. AMENDMENT

Chapter 9 entitled “Boards, Commissions and Committees” is hereby amended by adding Section 9-28, “Committee for Racial Equity and Inclusion” as follows:

§ 9-28 Committee for Racial Equity and Inclusion

- A. Membership. The Committee for Racial Equity and Inclusion shall consist of up to nine regular members and two alternate members. The appointed members shall include one City Councilor ex officio and one Dover School Board Member ex officio, and efforts shall be made to ensure diversity in the perspectives, experience, and/or expertise of appointed members. Exceptions to the Dover residency requirement may be made if recommended by the City Council’s appointments committee and approved by the City Council.
- B. Terms of Members. Members shall be appointed to terms of three years. Subsequent appointees shall be appointed to three-year terms or less, if necessary to achieve membership with staggered terms.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2023.02.08 – 002**
Ordinance Title: Boards, Commissions and Committees
Chapter: 9
Section: 28 Committee for Racial Equity and Inclusion

C. Authority and duties. The Committee for Racial Equity and Inclusion shall be only advisory in nature and shall not have authority to bind or commit the City or the City Council to any action or position. The Committee for Racial Equity and Inclusion shall perform the following functions:

- (1) Study and make recommendations to the City Council and City Manager concerning the elimination of systemic racism and promotion of inclusion in municipal operations.
- (2) Work with the City Manager to gather necessary information on municipal operations, and will coordinate as necessary with Boards and Commissions and the Dover Schools Racial Equity Vision Keepers Committee.
- (3) Review data, hold listening sessions, and make recommendations to the City Council and City Manager, outlining action items on steps to be taken to work to eliminate systemic racism in municipal operations, including boards and commissions;
- (4) Inform itself of the ways and means by which its plans and programs may be achieved and shall advise municipal agencies, the City Council, private interests, and the public of the manner in which these objectives may be accomplished. The Committee on Racial Equity and Inclusion may accordingly advertise, prepare, print, and distribute books, maps, charts, plans, and pamphlets which in its judgment it deems necessary for its work as defined herein.

4. TRANSITION PROVISION

The Ad Hoc Committee for Racial Equity and Inclusion, which existed by virtue of resolution (**R-2020.10.28-181**), is hereby formally dissolved. The appointed members of the Ad Hoc Committee for Racial Equity and Inclusion are hereby re-appointed to the Committee for Racial Equity and Inclusion created by this ordinance for (and to the extent of) the remainder of their existing terms. The procedural rules for the Ad Hoc Committee for Racial Equity and Inclusion shall endure, shall apply to the Committee for Racial Equity and Inclusion created by this ordinance, and shall be retitled and amended to eliminate “Ad Hoc” throughout in reference to the name of the committee.

5. 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 Linnea Nemeth

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: O – 2023.02.08 – 002

Ordinance Title: Boards, Commissions and Committees

Chapter: 9

Section: 28 Committee for Racial Equity and Inclusion

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.		

ORDINANCE BACKGROUND MATERIAL:

The City Council and the City of Dover are committed to eliminating systemic racism and building a stronger community that is safe and welcoming for all people. The City is also committed to being inclusive, representative, and responsive to historically underrepresented and under-served communities, particularly communities of color, immigrants, and refugees. That commitment extends to all City of Dover departments and functions.

By resolution passed on October 28, 2020 (R-2020.10.28-181), the City Council created the Ad Hoc Committee for Racial Equity and Inclusion. The City Council’s creation of the Committee for Racial Equity and Inclusion was a step in assisting the City of Dover in fulfilling its commitment by conducting a systematic review of municipal operations and creating actionable items for the City of Dover to execute. Due to the continuing need for the work being done by this committee, this ordinance codifies the Committee for Racial Equity and Inclusion as a permanent and standing committee of the Dover City Council.



CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.3.

Ordinance Number: **O – 2023.02.08 – 003**
Ordinance Title: Food Service Establishments
Chapter: 85
Section: 10 Service of alcoholic beverages

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to update and amend the City's ordinance concerning outdoor service of alcoholic beverages in keeping with the expanded outdoor dining being proposed contemporaneously herewith by separate ordinance.

2. AMENDMENT

Chapter 85 entitled "Food Service Establishments" is hereby amended by revising Section 85-10, "Service of alcoholic beverages", as follows:

a. THE FOLLOWING ARE AMENDED:

§ 85-10 Service of alcoholic beverages.

Any restaurant as defined in this chapter which is duly authorized and licensed by the State of New Hampshire to sell alcoholic beverages for this purpose may also apply to the Licensing Board for a permit to sell and serve alcoholic beverages on a City sidewalk immediately adjacent to said restaurant, or any outdoor dining area as permitted by Chapter 125, Streets and Sidewalks, § 125-20, in conjunction with the service of bona fide meals. The Licensing Board shall be responsible to ensure that the placement of tables and chairs for this purpose does not obstruct the free passage of pedestrians.

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: 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 - ORDINANCE

Agenda Item#: 13.C.3.

Ordinance Number: **O – 2023.02.08 – 003**
Ordinance Title: Food Service Establishments
Chapter: 85
Section: 10 Service of alcoholic beverages

DOCUMENT HISTORY:

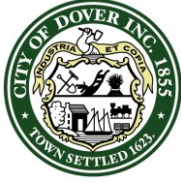
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

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.		

ORDINANCE BACKGROUND MATERIAL:

RSA 178:24 authorizes businesses licensed to sell alcoholic beverages to expand into a sidewalk or street, with approval of local officials. The City of Dover has codified licensing requirements within Dover Code Chapter 85. A related ordinance being proposed contemporaneously with this ordinance would codify Dover's expanded outdoor dining program. If the expanded outdoor dining ordinance is enacted, then Dover Code Chapter 85 should be updated in keeping with same.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 13.C.4. Ordinance Number: O – 2023.02.08 – 004 Ordinance Title: Streets and Sidewalks Chapter: 125 Section: 20 Sidewalk Seating
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The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is update the sidewalk seating provisions and codify an expanded outdoor dining program.

2. AMENDMENT

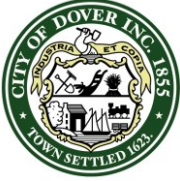
Chapter 125 entitled “Streets and Sidewalks” is hereby amended by revising Section 125-20, “Sidewalk Seating” as follows:

a. THE FOLLOWING ARE AMENDED:

§ 125-20 Sidewalk seating and Outdoor Dining.

A business that regularly and customarily sells food or drink may obtain a permit ~~from the Director as outlined herein~~ to operate an outdoor seating area on a sidewalk or any public parking space, for service and consumption of food or drink prepared on premises, on the terms and conditions set out below. The permit shall specify the area to be used for outdoor seating, the furniture to be used within the outdoor seating area, and the proposed arrangement of the furniture. Permits may only permit outdoor seating between May-April 15 and ~~November October 15~~, subject to a time extension by the Community Services Director of up to November 15 should weather permit in a given year, and shall only be valid for the calendar year in which issued. A condition of the Permit shall be the permittee’s execution of an agreement to indemnify, hold harmless, and provide General Liability Insurance to the City of Dover as an additional insured, as well as the permittee’s acceptance of the risk. Businesses wishing to serve alcohol in an outdoor seating area shall also comply with the provisions of Chapter 85, Food Service Establishments, § 85-11, of the Code of the City of Dover, and provide an additional liquor liability insurance coverage or endorsement, with the City of Dover as an additional insured, in an amount satisfactory to the permit issuers. Such permit shall be issued by the Community Services Department, the City’s Fire and Rescue Department (Inspection Services Division), and by the City’s Licensing Board or designee for any alcohol service, and may be issued on an a single application provided by these Departments. All applications for a permit for sidewalk seating or outdoor dining shall include, for each application, the fee listed in the annual Schedule of Fees adopted by the City Council. An outdoor seating area shall meet all of the following requirements:

- A. The building in which the licensed business operates must share a common boundary line with a public sidewalk and/or the subject outdoor public parking spaces.
- B. The outdoor seating or dining area shall not extend beyond the boundaries fronting the licensed business. For sidewalk seating, such outdoor seating area-and shall be open and available to all individuals, not solely customers of the permittee.



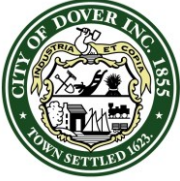
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.4.

Ordinance Number: **O – 2023.02.08 – 004**
Ordinance Title: Streets and Sidewalks
Chapter: 125
Section: 20 Sidewalk Seating

- C. The outdoor seating or dining area shall allow a minimum four-foot-wide unobstructed pedestrian corridor at all times in accordance with applicable code and applicable law, including but not limited to the requirements of the federal Americans with Disabilities Act. Wider pedestrian corridors or increased clearances may be required where warranted by pedestrian traffic or other circumstances. Furniture in an outdoor seating or dining area may be located next to the curb, with two-foot clearance, and/or adjacent to the building, so long as clearances are maintained. Where existing obstructions are present (such as fire hydrants), the corridor can be measured to go around these obstructions.
- D. The outdoor seating or dining area must not block access to public amenities like street furniture, trash receptacles, and way-finding or directional signs.
- E. Furniture must be made of durable material. No plastic or unfinished or pressure-treated wood furniture is permitted.
- F. For sidewalk seating (but not other outdoor dining), Pplanters or pots may be used to define the outdoor dining space but are not required.
- G. Lighting must not cause glare to pedestrians or vehicular traffic and must not be affixed to City trees.
- H. The outdoor seating or dining area must be kept clean and neat, and all trash shall be properly disposed.
- I. For clarification, businesses conducting outdoor dining located exclusively on private property are not subject to the requirements of Chapter 125, Streets and Sidewalks, § 125-9. However, for reference such a proposed use on private property might require a site plan, and/or an amendment to a previously approved site plan, and/or other land use approval from the applicable land use authority.
- J. The proposed permittee shall be required to agree and enter into a “Permit and Use Agreement” to be signed and approved by an authorized official within the City of Dover’s Inspections Division to satisfy any restaurant licensing requirements (see Chapter 85, Food Service Establishments), by the City’s Community Services Director to satisfy the requirements herein and any obstruction permit or license provisions required (see Chapter 125, Streets and Sidewalks, § 125-9), and by the City’s Licensing Board or designee for any alcohol service (see Chapter 85, Food Service Establishments, § 85-11). The Permit and Use Agreement shall also outline and incorporate the foregoing approvals and conditions (and those recited below if applicable), as well as the permittee’s agreement to comply with any and all applicable federal, state, and local laws, including but not limited to Dover Code chapter 85 and requirements of the Americans with Disabilities Act (“ADA”), and any applicable building, fire, safety, life safety, or other such codes, which may require



CITY OF DOVER

CITY OF DOVER - ORDINANCE

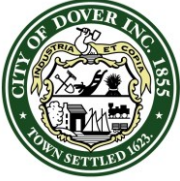
Agenda Item#: 13.C.4.

Ordinance Number: **O – 2023.02.08 – 004**
Ordinance Title: Streets and Sidewalks
Chapter: 125
Section: 20 Sidewalk Seating

provisions more stringent than the aforesaid provisions applicable to sidewalk seating or outdoor dining.

K. In addition to the foregoing, the following additional provisions apply for use of any public parking spaces for outdoor dining:

- (1) The proposed permittee shall obtain prior approval from the City's Parking Commission of the user, the location, and the number of proposed public parking spaces to be used. Use of public parking for outdoor dining should not be permitted unless the applicant carries the burden of demonstrating to the Parking Commission that the proposed outdoor dining would confer substantial benefit upon public. In weighing substantial benefit, the Parking Commission should inquire into any relevant circumstances, including but not limited to the frequency of proposed Outdoor Dining use by the applicant as compared to the parking need or benefit relative to the surrounding area, properties, and/or businesses. The Parking Commission should also consider the ability of the proposed permittee to use the sidewalk for outdoor seating before resorting to use of public parking spaces. An applicant may appeal any denial by the Parking Commission to City Council by submitting an appeal in writing to the City Manager within thirty days of the date of denial by the Parking Commission.
- (2) Any approved outdoor dining must be located away from arterial roads;
- (3) The proposed permittee shall use adequate barricades as determined by the Dover Police Department, which shall be at a minimum height of 36 inches and sufficient to withstand a moderate speed impact from a motor vehicle. If the proposed permittee prefers supplying its own barricades, it may do so with prior approval of the Dover Police Department. The placement and location of all barricades shall also be approved by the Dover Police Department and shall conform to any requirements of applicable law;
- (4) The proposed permittee shall obtain and submit written consent on a form to be provided by the City of Dover from any person or entity who may own a fee interest underlying the proposed public parking spaces to be used, which shall form a continuing condition/contingency of the Permit and Use Agreement;
- (5) The proposed permittee shall submit a proposed plan outlining the public parking spaces to be used, the arrangement of tables or other furniture to be kept on site, the ingress and egress details, and details concerning barriers or other protection to be used along with the proposed methods of installing and securing the foregoing, all for review, comment, and approval by the Office of Economic Development, Planning Department, Police Department, Community Services



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.4.

Ordinance Number: **O – 2023.02.08 – 004**
Ordinance Title: Streets and Sidewalks
Chapter: 125
Section: 20 Sidewalk Seating

Department including Engineering Division, and Fire and Rescue Department including Inspection Services Division.

3. TAKES EFFECT

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

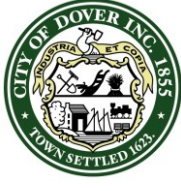
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Robert Hinkel

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 13.C.4. Ordinance Number: O – 2023.02.08 – 004 Ordinance Title: Streets and Sidewalks Chapter: 125 Section: 20 Sidewalk Seating
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DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

ORDINANCE BACKGROUND MATERIAL:

This ordinance is intended to update the sidewalk seating provisions of Chapter 125, as well as codify the outdoor dining program the City has allowed in recent years at the outset of the COVID-19 pandemic, and most recently in 2022 by [R-2022.03.23.070](#). Outdoor dining has proven to be important to certain businesses and residents given a variety of reasons, including ongoing concerns over COVID-19 transmission as well dining ambience considerations.

On January 17, 2023, the Parking Commission voted to recommend enacting an outdoor dining ordinance substantially similar to this version.

A companion ordinance concerning Dover Code Chapter 85 (§ 85-10) accompanies and relates to the provisions of this ordinance.