



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 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. ACCEPTANCE OF THE FY24 ACTION PLAN AND THE EXPENDITURES FOR FY24 CDBG ENTITLEMENT FUNDS, FY23 PROGRAM INCOME AND FY24 PROGRAM INCOME**
SPONSORED BY COUNCILOR CULLEN
 - B. AMENDMENT OF FISCAL YEAR 2023 SCHEDULE OF FEES FOR CEMETERY COLUMBARIA NICHES FEES**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - C. AMENDMENT OF FY2023 SCHEDULE OF FEES TO ADD OUTDOOR DINING FEE FOR USE OF PUBLIC PARKING SPACES**
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. February 22, 2023 – Regular Meeting**
 - B. March 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 OF ANNUAL APPRAISAL OF REAL ESTATE FOR FISCAL YEAR 2024 (TAX YEAR 2023)**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - 2. ACCEPTANCE OF THE FY24 ACTION PLAN AND THE EXPENDITURES FOR FY24 CDBG ENTITLEMENT FUNDS, FY23 PROGRAM INCOME AND FY24 PROGRAM INCOME**
SPONSORED BY COUNCILOR CULLEN



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3. AMENDMENT OF FISCAL YEAR 2023 SCHEDULE OF FEES FOR CEMETERY COLUMBARIA NICHES FEES

SPONSORED BY MAYOR CARRIER BY REQUEST

4. AMENDMENT OF FY2023 SCHEDULE OF FEES TO ADD OUTDOOR DINING FEE FOR USE OF PUBLIC PARKING SPACES

SPONSORED BY MAYOR CARRIER BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

1. B21048 RFP22-002 DESIGN CONSULTING SERVICES FOR THE FIFTH AND GROVE STREETS RECONSTRUCTION AMENDMENT #2

SPONSORED BY MAYOR CARRIER BY REQUEST

2. B23053 PURCHASE OF A 2022 XL FORD F250 CREW CAB FOR COMMUNITY SERVICES

SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

1. School Board (Muffett-Lipinski)
2. Planning Board (Cullen)
3. Appointments Committee (Williams)
4. Arena Commission (Hackett)
5. Arts Commission (Nemeth)
6. Board of Health (Thibodeaux)
7. Collaborative City Council and School Board (M-Lipinski)
8. Conservation Commission (Williams)
9. Downtown TIF Advisory Board (Hinkel)
10. Energy Commission (Thibodeaux)
11. **Graffiti Management Ad Hoc Committee (Nemeth)**
12. **Heritage Commission (Nemeth)**
13. **Legislative Liaison (Shanahan)**
14. **Library Board of Trustees (Thibodeaux)**
15. **McConnell Center Advisory Committee (Thibodeaux)**

16. **Ordinance Committee (Shanahan)**
17. **Parking Commission (Hinkel)**
18. **Pool Advisory Committee (Hackett)**
19. **Racial Equity and Inclusion Ad-Hoc Committee (Nemeth)**
20. **Recreation Advisory Board (Shanahan)**
21. Solid Waste Advisory Commission (Muffett-Lipinski)
22. Transportation Advisory Commission (Williams)
23. Waterfront TIF Advisory Board (Shanahan)
24. Joint Building Committee – DHS (Carrier)
25. COAST (Shanahan)
26. Coheco Waterfront Development Advisory Committee (Carrier)
27. Dover Main Street (Carrier)
28. Strafford Regional Planning Commission (Williams)
29. Government Affairs (Carrier)

B. RESOLUTIONS

1. APPROVAL OF LETTER IN SUPPORT OF NHDOT RAISE 2023 GRANT PROPOSAL

SPONSORED BY MAYOR CARRIER BY REQUEST

2. AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE CHARITABLE FOUNDATION GRANT

(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 22, 2023.)

SPONSORED BY MAYOR CARRIER BY REQUEST

3. AUTHORIZATION TO ACCEPT AND EXPEND LEAD SERVICE INVESTIGATION AGREEMENT GRANT

(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 22, 2023.)

SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING



CITY OF DOVER

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Meeting Type: **Regular Meeting**
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- 14. COUNCIL CORRESPONDENCE**
- 15. COUNCIL MATTERS OF INTEREST**
- 16. ADJOURN**



CITY MANAGER'S REPORT

March 8, 2023

Reporting On:
February 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 February 2023:

	For Month	FY23	FY22	FY21	FY20	FY19
Legal Matters/Questions Handled	78	660	790	703	466	342
Review Existing Legal Contracts & Draft Memo	12	111	161	-	-	-
Legal Contracts/Memo Created	14	114	214	350	256	269
Right to Know Requests Processed	18	60	78	51	49	41
Resolutions	2	43	74	73	75	53
Ordinances	3	13	24	19	10	18
Leases	0	1	13	-	-	-
Primex Auto Claims Handled	8	57	46	-	-	-
Primex Liability Claims Handled	6	44	70	-	-	-
Primex Property Claims Handled	5	41	68	-	-	-

Right to Know Requests

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

- Planning and Zoning Resource Company – 100 Sterling Way (181 Silver Street) - Copies of any open/unresolved building and fire code violations, certificates of occupancy and final approved plan.
- Sally Staude – Copies of the Dover School District’s curriculum for all grade levels.
- Butch Whitehouse – Request for final Superior Court case decision re: Hebbards
- Partner ESI – 28 Sumner Drive – Request for inspection reports, violations, storage tank records.
- McPhail Associates, LLC – 100 Sterling Way, 50 Sterling Way, 171 Silver St., 169 Silver St., 161 Silver St., 157 Silver St., 8 Arch St., 10 Arch St., and 20 Arch St. - Request pertaining to storage, use or release of oil or hazardous materials and any supplemental plans, permits, violations or notifications sent to and/or by the Fire Prevention Dept., Inspection Services, Board of Health, Assessor’s Office and Building Department.
- Rainboth, Murphy & Lown, PA –Slip & Fall at Recycling Center – Request for video of the incident including the eight hours leading up to the incident and preservation of same.
- Rainboth, Murphy & Lown, PA –Slip & Fall at Recycling Center – Request for City of Dover’s winter or inclement weather maintenance police and set of priorities regarding city premises, including the Dover Recycling Center and a detailed log of prior similar incidents in the five (5) years prior to January 18, 2023 involving the Dover Recycling Center.
- Korde & Associates, PC – 33 Augusta Way – Request of a written statement of the taxes due and statement of water and sewer liens placed on the property.
- Korde & Associates, PC – 2 Forest St. – Request of a written statement of taxes due and statement of water and sewer liens placed on the property.
- EBI Consulting – 85 Industrial Park Drive – Request for current and historical building permits, certificates of occupancy, construction date, last inspection date, date of water and sewer connection, building code violations, open fire code violations, date of last fire inspection, installation/removal of storage tanks, asbestos and lead based paint abatement.
- The Planning and Zoning Resource Company – 85 Industrial Way – Request for copies of any open/unresolved building and fire code violations, certificates of occupancy, and final approved site plans.
- Partners Engineering – 432 6th Street – Request for any open building, fire, and code enforcement violations on the property.
- Jeremiah Yorker – Request for a list of houses that have had water cut off in the last three months and a list of homes that are behind on payments for months of December to current.

- Rainboth, Murphy & Lown, PC –Request for liability insurance and policy limits coverage for Dover Police Department motor vehicles in effect on or about March 18, 2021 along with a copy of the declarations page outlining said insurance coverage.
- David LaRoche – 7 Fieldstone Drive – Request of Photos with dates regarding water runoff complaint issue made on property.

Assistance to City Departments

City Council & City Boards	Attention to resolutions and ordinances as needed.
Community Services	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 Code and statute interpretation; assistance with updating tower registrations; assistance with reviewing status of public rights of way; assistance with contract interpretation questions; review draft contract specifications; prepare ride-along waiver; assistance with stormwater utility formation; review of petition for Residual Designation Authority for Great Bay filed with the United States Environmental Protection Agency by Conservation Law Foundation.
Executive	Assistance to Human Resources with union inquiry on wage calculations. Assistance to Business Development with closing on sale of City property, on proposed lease of City property, and with compliance question. Internally, in January and continuing into February 2023 the City Attorney's Office developed various checklists to standardize and ensure due diligence on routine tasks of that office and others.
Finance	Assistance with notices of foreclosure; track and file City claims with Primex; assist with reviewing Primex coverage issues; assist assistance with tax assessment, tax billing, and tax collection inquiries; review of insurance inquiries; assistance with various vendor procurements (advertising bids and contracting).
Fire & Rescue	Assistance with code enforcement issues; assistance with contract review.
Planning	Assistance with CDBG template contract documents; assistance with reviewing certain applications filed with land use boards; review of grant agreement; assisted with staff administration of zoning ordinance.
Police	Assisting with Parking Commission and outdoor dining.
Public Library	No assistance needed.
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 policy inquiries; 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. Summary judgment motion filed by the City in January 2023 is undergoing briefing.

-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 filed a brief surreply memorandum. Case has not yet been scheduled for discovery. A hearing on the motion to dismiss has been scheduled in May 2023

-Rutland Manor Associates v. City of Dover - 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 has been resolved by settlement agreement.

-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. Mr. Strahan did not file a brief with the U.S. First Circuit on the due date for same.

-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 re-scheduled for March 22, 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. In February 2023, the City filed a certified record and answer to the complaint.

Business Development

by Christopher Parker, Deputy City Manager

Month	Businesses Reached Out for Assistance	Business Visitations Performed	Businesses Connected to Business Assistance Resources
March 2022	15	16	07
April 2022	19	20	12
May 2022	25	24	00
June 2022	19	31	00
July 2022	38	20	29
August 2022	27	18	23
September 2022	23	19	12
October 2022	27	31	16
November 2022	32	33	11
December 2022	16	31	14
January 2023	24	28	11
February 2023	19	23	10



New Business / Commercial Development / Downtown Updates

- ★ Due to the higher than average February temperatures, multiple downtown businesses reported an increase in year over year growth this month.
- ★ All sectors are experiencing hiring challenges. Restaurants seem to be hit especially hard as demand remains consistent, but a lack of staff has forced them to cut operating hours.
- ★ Several members of downtown businesses attended a Visioning Session, with a Distinctly Dover Vision Ambassador, to provide input into the Vision Chapter of the City's Master Plan.
- ★ The Office of Business Development has been working with multiple departments on the rollout for submission of outdoor dining applications, via the City's online portal. This update should allow for an expedited turnaround for business owners.
- ★ A hair salon opened on Dover Point Road, and an education and childcare learning center opened in Garrison City Commons.

Economic Activity

- ✚ Total business activity in the Greater Boston area was generally flat in Q4 2022. Residential real estate markets slowed due to a declining number of sales, but private sector business outlooks were more optimistic and tourism was particularly strong.
- ✚ Wage pressures in Greater Boston remained substantial, but there are no indications of significant staffing reductions; non labor cost pressures have reportedly eased considerably.
- ✚ Employment was boosted by seasonal hiring in retail and hospitality, but staffing shortages continue to impact key industries. Qualitative feedback from Dover businesses had suggested some improvement in labor shortages in Q4 before worsening again in January 2023.
- ✚ Strafford Regional Planning Commission has released a draft 2023 Regional Housing Needs Assessment for a public comment period ending March 14. The plan includes an analysis of the availability and affordability of housing in the region and projections for housing demand through 2045. Staff will review the draft plan and will make arrangements to brief the Council when a final plan has been adopted.

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

Housing metrics obtained from NHAR-Strafford County.

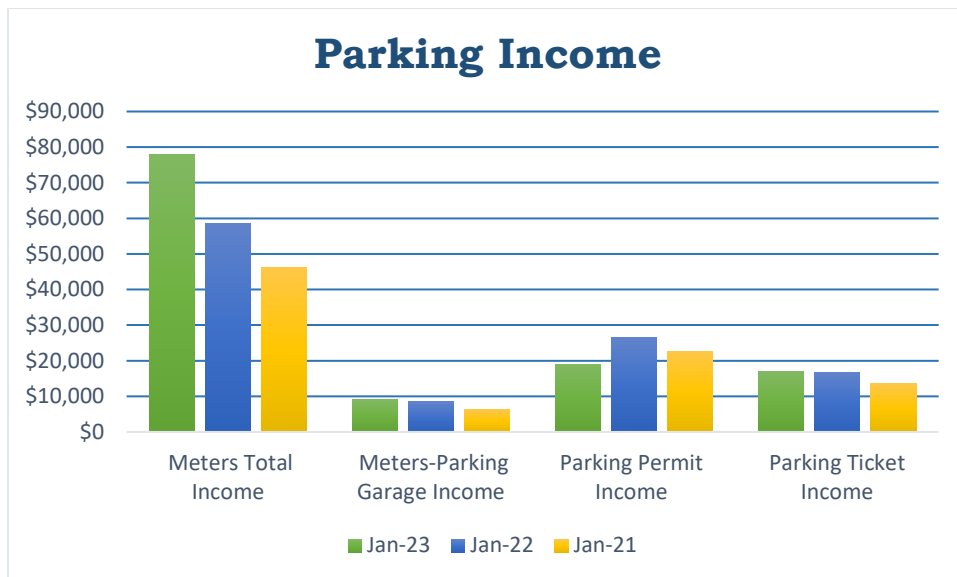
Waterfront - Update:



- Waterfront/Shoreland Stabilization/Site Preparation:
 - Business Development and Planning and Community Development staff continued to assist the Cochecho Waterfront Development Advisory Committee in its pursuit of developing the City's River Street parcel. Project Manager Bird had three online meetings during February 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 February 1, 8, & 22 with Horsley-Witten and Ironwood to discuss numerous waterfront issues.
 - Met with the Deputy City Manager two times during February to provide project updates.
 - Attended a pre-bid meeting on February 2 to review the re-bid package of revised plans and specifications with the four pre-qualified companies.
 - Had a meeting on February 2 with Finance Director to discuss financial projections and construction schedules.
 - Attended a Waterfront TIF Advisory Committee meeting on February 6 to provide update on the project.
 - Met with CWDAC Vice Chair on February 7 to discuss Park Sub-committee meeting and CWDAC topics.
 - Had phone calls with CWDAC Chair on February 13 & 28 to discuss potential public presentations to civic groups and crew club contacts.
 - Had phone call with CWDAC Vice Chair on February 14 to discuss Park Sub-committee meeting and the next CWDAC meeting agenda items.
 - Held a meeting on February 15 with a representative of a park equipment vendor to discuss bid prices.
 - Prepared for and attended a Park Sub-committee meeting on February 15 to meet with CJ Architects.
 - Held an online meeting on February 16 with Deputy City Manager and Jon Ford of Horsley Witten to discuss budget status.
 - Participated in four interviews with candidates for the Waterfront Construction Manager position on February 20 & 21, with the City Engineer and Deputy City Manager.
 - Prepared for and attended the CWDAC meeting on February 21 to discuss the bid process, elect a new Chair and Vice Chair and report on Park Sub-committee meeting.
 - Had a meeting on February 22 with Deputy City Manager and Assistant Finance Director to discuss budget issues.
 - Had telephone call on February 27 with Carla Goodknight to discuss rescheduling the Park Sub-committee meeting and park building design options.
 - Had phone call with Cathartes Project Manager to provide an update on rebid progress, park building design and general update.
 - Had phone call with Outreach Coordinator on February 28 to discuss Vision Chapter update and use of online surveys for park building design public feedback.

Parking Division

	Jan-23	Jan-22	Jan-21	Fiscal YTD 2023	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019
Meter Activity - Total								
Meter Transactions	38,070	29,320	25,553	295,587	485,571	385,006	442,999	466,721
Income at Meters	\$77,814	\$58,521	\$46,161	\$572,783	\$911,476	\$676,715	\$836,199	\$648,806
Active Meter Days	24	24	24	174	301	302	292	249
Average Daily Meter Transactions	1,586	1,222	1,065	1,699	1,613	1,275	1,517	1,874
Meter Activity - Parking Garage								
Meter Transactions	2,926	2,140	2,765	19,165	31,151	11,463	36,219	34,749
Income from Meters	\$9,039	\$8,418	\$6,193	\$52,729	\$89,464	\$62,637	\$88,142	\$61,468
Active Meter Days	24	24	24	174	301	302	292	249
Average Daily Meter Transactions	122	89	115	110	103	74	124	148
Parking Permit Activity								
Total Parking Permits Issued	804	746	748	5,497	9,232	8,756	6,809	6,767
Residential Permits Issued	19	33	43	180	420	473	441	637
Business Permits Issued	785	713	705	5,317	8,812	8,283	6,499	6,130
Permit Income	\$19,033	\$26,396	\$22,725	\$244,135	\$344,367	\$265,168	\$246,485	\$232,682
Parking Ticket Activity								
Total Parking Tickets Issued	926	716	607	4,828	8,460	6,588	7,835	8,188
Accessible Space Tickets Issued	4	2	2	37	41	21	72	141
Winter Restriction Tickets Issued	247	177	115	247	495	486	186	331
Parking Ticket Income	\$16,845	\$16,717	\$13,474	\$105,735	\$197,012	\$160,519	\$180,148	\$168,062
Electric Vehicle Charging Stations								
Number of times Stations Used	45	20	10	401	316	100	233	not captured
Charging Station Income	\$307	\$208	\$51	\$3,461	\$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
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
January 2023	2,864	2,445	1,227	163

J. MICHAEL JOYAL, JR.
CITY MANAGER



CITY OF DOVER

CITY COUNCIL - MINUTES

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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, Councilor Cullen, Councilor Hackett, Councilor Nemeth, Councilor Thibodeaux, and Councilor Williams.

Absent: Deputy Mayor Shanahan, Councilor Hinkel, and Councilor Muffett-Lipinski.

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Councilor Williams moved to add Item #13.B.2. to the Agenda ; seconded by Councilor Thibodeaux.
Vote: 6/0.

Councilor Williams moved to accept the Agenda as amended; seconded by Councilor Cullen.
Vote: 6/0.

7. PUBLIC HEARINGS

A. AUTHORIZATION OF ANNUAL APPRAISAL OF REAL ESTATE FOR FISCAL YEAR 2024 (TAX YEAR 2023) (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL) (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.

B. CHAPTER 9 – BOARDS, COMMISSIONS AND COMMITTEES, SECTION 22 – ENERGY COMMISSION
SPONSORED BY COUNCILOR THIBODEAUX

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

C. CHAPTER 9 – BOARDS, COMMISSIONS AND COMMITTEES, SECTION 28 – COMMITTEE FOR RACIAL EQUITY AND INCLUSION
SPONSORED BY COUNCILOR NEMETH

Cora Quisumbing-King, 40 Sandpiper Drive: She spoke in support of this Ordinance.

Maggie Fogarty, 16 Florence Street: She spoke in support of this Ordinance.

Rita Braceland, 47 New Rochester Road: She spoke in support of this Ordinance.

Luz Bay, 290 Long Hill Road: She spoke in support of this Ordinance.

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



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D. CHAPTER 85 – FOOD SERVICES ESTABLISHMENTS, SECTION 10 **SPONSORED BY MAYOR CARRIER BY REQUEST**

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

E. CHAPTER 125 – STREETS AND SIDEWALKS, SECTION 20 **SPONSORED BY COUNCILOR HINKEL**

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.

John Barrett, 7 Prospect Street: He spoke against Item 12.A.2.

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

9. CITY MANAGER'S REPORT

Deputy City Manager Parker said the City Manager submitted his report in writing. He gave an overview on several issues to the Council.

Councilor Williams moved to accept the City Manager's Report; seconded by Councilor Thibodeaux.

Vote: 6/0.

10. APPROVAL OF MINUTES

- A. February 8, 2023 – Regular Meeting**
- B. February 15, 2023 – Special Meeting**

Councilor Williams moved to approve the Minutes as submitted; seconded by Councilor Nemeth.

Vote: 6/0.

11. MAYOR'S REPORT

Mayor Carrier invited Dover Main Street Director Gail Daudelin to give the Council an update on upcoming events.

Director Daudelin gave an overview to the Council regarding events and projects Dover Main Street is working on.

Mayor Carrier gave an overview of events and meetings he attended the past few weeks.

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

Vote: 6/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

- 1. CHAPTER 9 – BOARDS, COMMISSIONS AND COMMITTEES, SECTION 22 – ENERGY COMMISSION**
SPONSORED BY COUNCILOR THIBODEAUX



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 22, 2023**
Meeting Time: **7:00 pm**

Councilor Williams moved for its adoption; seconded by Councilor Thibodeaux.
Councilor Thibodeaux gave an overview of the Ordinance to the Council.
Roll Call Vote: 6/0.

2. CHAPTER 9 – BOARDS, COMMISSIONS AND COMMITTEES, SECTION 28 – COMMITTEE FOR RACIAL EQUITY AND INCLUSION SPONSORED BY COUNCILOR NEMETH

Councilor Williams moved for its adoption; seconded by Councilor Nemeth.
Councilor Nemeth gave an overview of the Ordinance to the Council.
Roll Call Vote: 5/1; Passed. Councilor Cullen was opposed.

3. CHAPTER 85 – FOOD SERVICES ESTABLISHMENTS, SECTION 10 SPONSORED BY MAYOR CARRIER BY REQUEST

Councilor Williams moved for its adoption; seconded by Councilor Nemeth.
Deputy City Manager Parker gave an overview of the Ordinance to the Council.
Roll Call Vote: 6/0.

4. CHAPTER 125 – STREETS AND SIDEWALKS, SECTION 20 SPONSORED BY COUNCILOR HINKEL

Councilor Williams moved for its adoption; seconded by Councilor Hackett.
Deputy City Manager Parker gave an overview of the Ordinance to the Council.
Roll Call Vote: 6/0.

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. B22083 AWARD OF BID TO NEW ENGLAND VEHICLE OUTFITTERS FOR
PUBLIC SAFETY VEHICLE EQUIPMENT REMOVAL AND INSTALLATION
ADDITIONAL SCOPE OF WORK
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 2. B23036 AWARD OF PURCHASE ORDER FOR AS NEEDED CLEANING
SERVICES FOR ABANDONED ENCAMPMENTS
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 3. B23059 ONGOING WATER METER TECHNICAL SUPPORT AND REPLACEMENT
OF BADGER METERS WITH STILES COMPANY INC.
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 4. PURCHASE OF REPLACEMENT ULTRAVIOLET DISINFECTION SENSOR AND
ACCESSORIES FROM HACH COMPANY
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 5. PURCHASE OF VARIOUS EXERCISE EQUIPMENT AS AUTHORIZED THROUGH
THE ASSISTANCE TO FIREFIGHTERS GRANT
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, February 22, 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. Coheco Waterfront Development Advisory Committee (Carrier)
27. Dover Main Street (Carrier)
28. Strafford Regional Planning Commission (Williams)
29. Government Affairs (Carrier)

Councilor Williams moved for the adoption of the Consent Calendar; seconded by Councilor Hackett.

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

Councilor Cullen pulled Item #13.A.2.

Roll Call Vote: 6/0.

Councilor Williams moved for the adoption of Item #13.A.2.; seconded by Councilor Hackett.

Councilor Cullen highlighted the need for this resolution.

Roll Call Vote: 6/0.

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

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

New Appointments:

Ben Bradley – Dover Business and Industrial Development Authority

Richard Lundborn – Dover Business and Industrial Development Authority

Pius Charles Murray – Library Board of Trustees Alternate

Jonathan Nichols – Heritage Commission as Woodman Museum Representative

Katie Smith – Cemetery Board and McConnell Center Advisory Board alternate positions

Melina Gambino – Planning Board Alternate

Change in Status:

Zoning Board of Adjustment

George Regan – Regular to Alternate

Rich Onufry – Alternate to Regular

Reappointments:

Steve Fellows – Conservation Commission

Vincent Lyon – Energy Commission

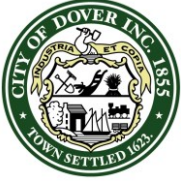
Jeff Spires – Heritage Commission

Anthony McManus – Heritage Commission

Councilor Williams moved to approve the Appointments Committee Report and recommended appointments; seconded by Councilor Nemeth.

Vote: 6/0.

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

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: City Hall, Council Chambers Meeting Date: Wednesday, February 22, 2023 Meeting Time: 7:00 pm
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Councilor Williams gave an overview of the Conservation Commission Report to the Council.

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

B. RESOLUTIONS

1. B22027 ARCHITECTUAL EVALUATION OF RENOVATIONS AND REPAIRS OF THE DOVER PUBLIC LIBRARY PHASE II

SPONSORED BY MAYOR CARRIER BY REQUEST

Councilor Williams moved for its adoption; seconded by Councilor Thibodeaux.
Deputy City Manager Parker gave an overview of the resolution to the Council.
Roll Call Vote: 6/0.

2. AMENDMENT OF FISCAL YEAR 2023 SCHEDULE OF FEES FOR CEMETERY COLUMBARIA NICHES FEES

(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 8, 2023.)

SPONSORED BY MAYOR CARRIER BY REQUEST

Councilor Williams moved to refer to a Public Hearing on March 8, 2023; seconded by Councilor Hackett.
Vote: 6/0.

3. AMENDMENT OF FY2023 SCHEDULE OF FEES TO ADD OUTDOOR DINING FEE FOR USE OF PUBLIC PARKING SPACES

(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 8, 2023.)

SPONSORED BY MAYOR CARRIER BY REQUEST

Councilor Williams moved to refer to a Public Hearing on March 8, 2023; seconded by Councilor Hackett.
Vote: 6/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Thibodeaux said she will be holding her Coffee with a Councilor this Saturday.

16. ADJOURN

Councilor Nemeth moved to adjourn; seconded by Councilor Thibodeaux.
Vote: 6/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, March 1, 2023**
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, Councilor Cullen, Councilor Hackett, Councilor Hinkel, Councilor Nemeth, and Councilor Thibodeaux.

Absent: Deputy Mayor Shanahan, Councilor Muffett-Lipinski, and Councilor Williams.

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

5. PUBLIC FORUM

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

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

6. DISCUSSIONS

A. BUDGET PRESENTATIONS

City Manager Joyal gave an overview of several handouts: Fiscal Year 2024 Budget Narrative, Year End Metrics, Analysis of Tax Cap – FY 2024 Budget, City of Dover Organizational Chart, and Human Resources Related Notes.

1. EXECUTIVE

City Manager Joyal gave an overview of the proposed Executive Department budget.

Deputy City Manager Parker gave an overview of the proposed Business Development budget. He introduced James Burdin, Business Development Coordinator, to the Council.

2. FINANCE

Director Lynch gave a PowerPoint presentation on the proposed Finance Department budget.

3. RECREATION

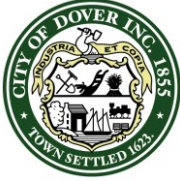
Director Bannon gave a PowerPoint presentation on the proposed Recreation Department budget.

4. LIBRARY

Director LaFrance gave a PowerPoint presentation on the proposed Library Department budget.

5. WELFARE

Director Balian gave a PowerPoint presentation on the proposed Welfare Department budget.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, March 1, 2023**
Meeting Time: **7:00 pm**

6. INFORMATION TECHNOLOGY

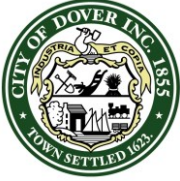
Director Dove gave a PowerPoint presentation on the proposed Information Technology budget.

City Manager Joyal gave an overview of "Other Charges" in the Proposed Budget Book.

7. ADJOURNMENT

Councilor Cullen moved to adjourn.

Vote: 6/0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2023.01.11 – 006**

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

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

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

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

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk

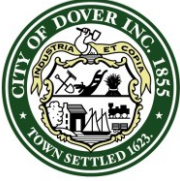
 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 12.C.1. Resolution Number: R - 2023.01.11 – 006 Resolution Re: Authorization of Annual Appraisal of Real Estate for Fiscal Year 2024 (Tax Year 2023)	

DOCUMENT HISTORY:

First Reading Date: 01/11/2023	Public Hearing Date: 01/25/2023 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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2023.01.11 – 006**

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

RESOLUTION BACKGROUND MATERIAL:

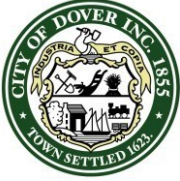
In accordance with NH RSA 75:8-b *Annual Appraisal; Municipalities Over 10,000*, except when assessing real estate under NH RSA 75:8-a, any municipality with a population over 10,000 intending to appraise real estate annually at market value, shall authorize such annual appraisal by a majority vote of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

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

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

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

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

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

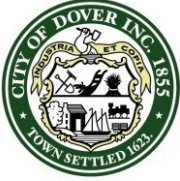
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

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#: 12.C.2.

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

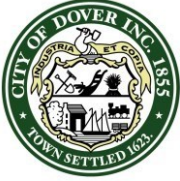
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Fergus Cullen
Ward 6

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

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

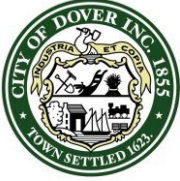
DOCUMENT HISTORY:

First Reading Date: 02/08/2023
Approved Date:

Public Hearing Date: 03/08/2023
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#: 12.C.2.

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

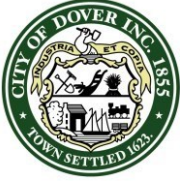
Funds requested will pay a portion (approximately 5%) of the rental costs of our new Strafford County 6-unit Domestic Violence shelter

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#: 12.C.2.

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.

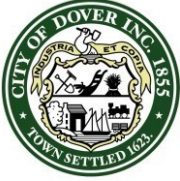
Administration

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#: 12.C.2.

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 \$10,000.00

\$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 - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2023.02.22 – 036**

Resolution Re: Amendment of FY2023 Schedule of Fees for Cemetery
Columbaria Niches Fees

WHEREAS: The City adopted the FY2023 City of Dover Schedule of Fees on May 4, 2022; and

WHEREAS: The City of Dover operates and maintains the Pine Hill Cemetery; and

WHEREAS: The current fee structure in place for Columbaria Niches is not compatible with covering the expense of the purchase of two new columbaria, design and installation of a hardscape area to encompass the pre-existing unit and the two new units; and

WHEREAS: The Dover Cemetery Board voted at their December 13, 2022 meeting to recommend increasing the current fee for Columbaria Niches; and

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

The City Council authorizes changes to the Community Services Department – Cemetery section of the approved FY2023 Schedule of Fees, as follows:

SERVICES	FY23 ADOPTED FEES	PROPOSED CHANGE	PROPOSED NEW FEES
COMMUNITY SERVICES DEPARTMENT			
CEMETERY			
COLUMBARIUM NICHE SALES (Accommodates 2 urns)			
(Prices Include Perpetual Care)			
Top Row Resident * Per Budget Resolution ** Adopted by City Council *** Administrative and Operation Costs	\$1,200.00	\$100.00	\$1,300.00
Top Row non-resident * Per Budget Resolution ** Adopted by City Council *** Administrative and Operation Costs	\$1,300.00	\$100.00	\$1,400.00
2nd Row from top resident * Per Budget Resolution ** Adopted by City Council *** Administrative and Operation Costs	\$1,100.00	\$100.00	\$1,200.00
2nd Row from top non-resident * Per Budget Resolution ** Adopted by City Council *** Administrative and Operation Costs	\$1,200.00	\$100.00	\$1,300.00
3rd Row from top resident * Per Budget Resolution ** Adopted by City Council *** Administrative and Operation Costs	\$1,000.00	\$100.00	\$1,100.00
3rd row from top non-resident * Per Budget Resolution ** Adopted by City Council *** Administrative and Operation Costs	\$1,100.00	\$100.00	\$1,200.00
4th Row from top resident * Per Budget Resolution ** Adopted by City Council *** Administrative and Operation Costs	\$900.00	\$100.00	\$1,000.00
4th Row from top non-resident * Per Budget Resolution ** Adopted by City Council *** Administrative and Operation Costs	\$1,000.00	\$100.00	\$1,100.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2023.02.22 – 036**
Resolution Re: Amendment of FY2023 Schedule of Fees for Cemetery
Columbaria Niches Fees

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL.

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

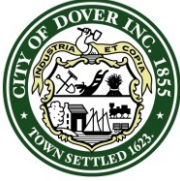
Recorded by: Susan M. Mistretta
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2023.02.22 – 036**

Resolution Re: Amendment of FY2023 Schedule of Fees for Cemetery
Columbaria Niches Fees

RESOLUTION BACKGROUND MATERIAL:

On December 13, 2022 the Dover Cemetery Board voted to recommend an increase of \$100.00 to the fees for columbaria niches.

The City purchased, and recently received and installed two new columbaria. The current fee structure in place for columbaria niches is not compatible with covering the expense of purchasing the two new columbaria, as well as the design and installation of a hardscape area to encompass the pre-existing unit and the two new units. The purchase price of a 48 niche columbarium was \$35,000.00. The proposed new fees for niches would result in \$55,200.00 for 48 niches (based upon resident fees). This would cover the cost of the columbarium, provide funding for hardscape area and the long term care/maintenance of the columbarium.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R – 2023.02.22 – 037**

Resolution Re: Amendment of FY2023 Schedule of Fees to Add Outdoor Dining Fee for Use of Public Parking Spaces

WHEREAS: The City adopted the FY2023 City of Dover Schedule of Fees on May 4, 2022; and

WHEREAS: The City of Dover, through the Parking Bureau, operates and maintains public parking within the city; and

WHEREAS: The Parking Commission voted on February 21, 2023 to add to the Parking Fee schedule Outdoor Dining Fee for Use of Public Parking Space; and

WHEREAS: The City Council regulates permit fees; and

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

The City Council authorizes changes to the Police Department – Parking section of the approved FY2023 Schedule of Fees, as follows:

SERVICES	FY23 ADOPTED FEE	PROPOSED CHANGE	PROPOSED NEW FEE
POLICE DEPARTMENT			
Outdoor Dining Fee For Use Of a Public Parking Space * Per City Ordinance #125-20 ** Adopted by City Council *** Fee paid to the City Parking Bureau, prorated if use period is less than the full annual period, subject to a minimum three-month use period		\$1,500 or Prorated Amount	\$1,500 or Prorated Amount

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL.

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 M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R – 2023.02.22 – 037**

Resolution Re: Amendment of FY2023 Schedule of Fees to Add Outdoor Dining Fee for Use of Public Parking Spaces

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

On February 21, 2023 the Dover Parking Commission voted to recommend adding the fee *Outdoor Dining Fee for Use of Public Parking Space* to the City's FY2023 Schedule of Fees.

The Parking Commission's recommendation is to establish the Outdoor Dining Fee for Use of Public Parking Space at \$1,500.00 or Prorated Amount if less than the full annual period subject to a minimum three month use period of time.

This is in conjunction with changes being made to Streets and Sidewalks Ordinances Chapter 125 Section 20 Sidewalk Seating and Outdoor Dining.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2023.03.08 – 038**

Resolution Re: B21048-RFP22-002 Design Consulting Services for the Fifth and Grove Streets Reconstruction Project Amendment #2

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-RFP22-002 was solicited and received from the three firms selected and awarded to Woodard & Curran via approved resolution [R-2021.01.12-009](#) for Design Consulting Services for the Fifth and Grove Streets Reconstruction Project in the amount of \$193,122.00; and

WHEREAS: The City received an amendment #2 cost proposal for an additional scope of work required to complete the improvement design in the amount of \$59,729.00. The scope includes additional data collection for preliminary and final design. It is the recommendation to accept this amendment cost proposal; and.

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

The Purchasing Agent is hereby authorized to issue an amendment to purchase order to Woodard & Curran of Andover, MA for additional Design Consulting Services for the Fifth and Grove Streets Reconstruction Project in the amount not to exceed \$59,729.00. 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
4022.1.300.43121.4751.03157.2	Street Reconstruction-Fifth/Grove Streets	1,100,000	903,322

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2023.03.08 – 038**

Resolution Re: B21048-RFP22-002 Design Consulting Services for the Fifth and Grove Streets Reconstruction Project Amendment #2

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 – 2023.03.08 – 038**

Resolution Re: B21048-RFP22-002 Design Consulting Services for the Fifth and Grove Streets Reconstruction Project Amendment #2

RESOLUTION BACKGROUND MATERIAL:

Additional Scope of Work included in Amendment #2 includes, but is not limited to:

- Evaluation of additional concepts on Fifth Street, soliciting public feedback on the concepts, and advancing the preferred design into the contract documents. Additional concepts included two-way traffic versus one-way traffic, on-street parking on one side of the road versus both sides, and sidewalk on one side of the road versus both sides.
- Evaluation of the pedestrian island on Central Avenue at the Fifth Street intersection, and incorporating the preferred design into the contract documents.
- Evaluation of realignment of Grove Street to formalize parking on both sides of the street and advancing the preferred design into the contract documents.

Bid Information:

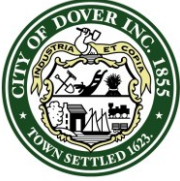
A sealed Request for Proposal #B21048-RFP22-002 was solicited and received from the three firms selected under the Highway/Transportation Engineering service area and the three firms selected under the Water Supply, Treatment and Distribution service area approved via resolution [R-2021.07.28-135](#) for Design Consulting Services for the Fifth and Grove Streets Reconstruction Project on November 29, 2021 at 2:00 p.m.

Award Information:

A purchase order revision will be issued to Woodard & Curran to authorize expenditures as outlined in this resolution.

Purchasing Information:

[B21048-RFP22-002 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2023.03.08 – 039**

Resolution Re: B23053 Purchase of a 2022 XL Ford F250 Crew Cab for
Community Services

WHEREAS: A sealed Request for Proposal #B23053 was solicited and received for Purchase of a 2022 XL F250 Crew Cab Truck with Plow for Community Services on February 28, 2023 @ 2:00 p.m. EST; and

WHEREAS: One bid response was received and reviewed for necessary specifications which were determined to be a much higher trim level truck with a higher cost of approximately \$10,000. The proposal was rejected and staff began seeking an in-stock unit which was found at Ripley and Fletcher Ford of South Paris ME for a 2022 Ford F250 4X4 Crew Cab at a total price of \$55,847.00, which included an 8-foot Fisher Plow; and

WHEREAS: Community Services recommends the purchase of the 2022 Ford F250 4X4 Crew Cab based on the availability and 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 Ripley and Fletcher Ford of South Paris, ME in the amount of \$55,847.00 for one 2022 Ford F250 4X4 Crew Cab with plow. 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
1009.1.300.41951.4742.00000.21	Light Vehicles	7,000.00	7,000.00
1009.1.300.41951.4742.00000.22	Light Vehicles	7,500.00	7,500.00
1000.1.300.41951.4742.00000.00	Light Vehicles	9,000.00	9,000.00
1000.1.300.43180.4742.00000.00	Light Vehicles	9,000.00	9,000.00
6310.1.550.49200.4742.00000.00	Light Vehicles	23,347.00	23,347.00

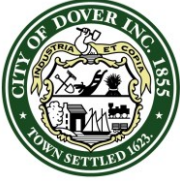
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2023.03.08 – 039**

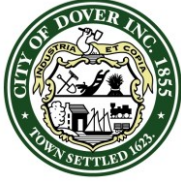
Resolution Re: B23053 Purchase of a 2022 XL Ford F250 Crew Cab for
Community Services

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.2. Resolution Number: R – 2023.03.08 – 039 Resolution Re: B23053 Purchase of a 2022 XL Ford F250 Crew Cab for Community Services
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RESOLUTION BACKGROUND MATERIAL:

The offer received from Irwin Motors for a higher trim model package was in the amount of \$66,1250.00 which was rejected. This included an “XLT” trim package, which was deemed a bit excessive or elaborate for a public works vehicle. Since Ford has closed the 2023 order bank for municipal and government orders, the city sought a unit that would be in stock.

It is 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. The price from Ripley & Fletcher Ford of \$55,847.00 saves the City over \$10,000 based on what the original bid pricing had obtained.

Bid Information:

A sealed Request for Proposal #B23053 was solicited and received for Purchase of a 2022 XL F250 Crew Cab Truck with Plow for Community Services on February 28, 2023 @ 2:00 p.m. EST

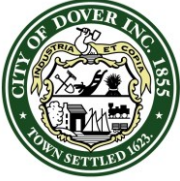
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	153s	Number of Responses:	1
Warranty:	Manufacture	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until delivered	Estimated Delivery:	As Needed
Recommended Award to:	Ripley and Fletcher 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 amount requiring Council approval.

[B23053 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2023.03.08 – 040**

Resolution Re: Approval of Letter in Support of NHDOT RAISE 2023
Grant proposal

WHEREAS: The General Sullivan Bridge was constructed in 1934. Over time, the superstructure deterioration of the bridge forced its closure in 2018; and

WHEREAS: New Hampshire Department of Transportation (NHDOT) submitted to the federal government a \$20 million proposal for the 2023 Rebuilding American Infrastructure with Sustainability and Equity Grant (RAISE 2023) for the superstructure replacement of the General Sullivan Bridge; and

WHEREAS: The bridge would connect the Hilton Park recreational area of Dover with the Great Bay National Wildlife Refuge on the Portsmouth/Newington side of the bridge. This project would increase safety of bicyclists and pedestrians among other benefits for the citizens of Dover; and

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

The Mayor is authorized to sign a letter in support of the NHDOT's RAISE 2023 Grant proposal to replace the superstructure of the General Sullivan Bridge.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.1. Resolution Number: R – 2023.03.08 – 040 Resolution Re: Approval of Letter in Support of NHDOT RAISE 2023 Grant proposal	

DOCUMENT HISTORY:

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

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

RESOLUTION BACKGROUND MATERIAL:

The New Hampshire Department of Transportation (“NHDOT”) is undertaking a project to replace the superstructure of General Sullivan Bridge between the City of Dover and Town of Newington. NHDOT has submitted to the federal government a proposed \$20 million 2023 Rebuilding Infrastructure with Sustainability and Equity Grant (RAISE 2023) for the construction of the project. Re-opening of this dedicated pedestrian/bicycle path will provide many benefits to the seacoast region, including providing directional connections between desired locations for commuters, recreational users, and tourists in the Seacoast region.

Additionally, re-opening of the General Sullivan Bridge will allow the interconnection of the City of Dover and the City of Portsmouth water systems in case of a water supply emergency in either community. A new water main is proposed to be installed on the General Sullivan Bridge. This connection would allow water from Dover and other northern communities to flow across the Little Bay to Portsmouth and the NH Seacoast Region, and vice versa.

Attached is a draft letter of support provided by NHDOT for context.

MAYOR
and
CITY COUNCIL
r.carrier@dover.nh.gov
citycouncil@dover.nh.gov



288 Central Avenue
Dover, New Hampshire 03820-4169
(603) 516-6000
Fax: (603)-516-6666
www.dover.nh.gov

City of Dover, New Hampshire

March __, 2023

Secretary Peter P. M. Buttigieg
U.S. Department of Transportation
1200 New Jersey Ave, SE
Washington, DC 20590

Dear Secretary Buttigieg:

I am writing on behalf of the City of Dover, New Hampshire, to express the City's support for the \$20 million 2023 Rebuilding American Infrastructure with Sustainability and Equity Grant (RAISE 2023) Discretionary Grant proposal submitted by the New Hampshire Department of Transportation (NHDOT) for superstructure replacement of the General Sullivan Bridge (GSB) between the City of Dover and the Town of Newington, NH. The project addresses the needs of the communities and supports the economy of the region by replacing the closed structurally deficient bridge with a new superstructure.

Constructed in 1934 as a vehicle bridge that spanned across Little Bay, the existing GSB provided a primary route for vehicles traveling north from the City of Portsmouth and I-95 to the east to the mountains and lakes of New Hampshire and Maine. In 1984 when the adjacent and current Little Bay Northbound Bridge was constructed, all vehicle traffic was removed from the GSB except for emergency vehicles in case of a blockage over the Little Bay Bridge. GSB was dedicated to non-motorized use by pedestrians and bicyclist to cross Little Bay for both commuting and recreation. Today, the bridge is the only non-motorized crossing available to Pease Trade Port or Portsmouth Regional Hospital over Little Bay or the Piscataqua River. This is a critical crossing because the only other available detour can be over 20 miles and requires travel over the Eliot Bridge from Dover, NH, into Eliot, ME, and then over the Sarah Mildred Long Bridge into Portsmouth, NH,

Superstructure replacement of the closed structures would not only address deficiencies due to age and location in a harsh coastal climate, but also provide more multimodal amenities for travelers. Furthermore, a new bridge will offer transportation access to cyclists and pedestrians over Little Bay and provide a slight increase in navigational clearance for marine users.

This new proposed bridge is a nine-span, fixed-structure, two-girder system with a total length of 1550.5 feet that includes a new Newington abutment behind the existing abutment. It comprises two steel girders with a concrete deck that carries a 12-foot multi-use path, with 3-foot-wide minimum shoulders across Little Bay. This shoulder width will accommodate the many fisherman users, as well as tourists who often stop to view the beautiful scenery of the crossing.

This re-opening of a dedicated pedestrian/bicycle path will provide directional connections between desired locations for commuters, recreational users, and tourists in the seacoast region. Additionally, the enhanced bridge will provide the following benefits:

- Improved safety by separating bicyclists and pedestrians from high speed eight-lane wide interstate vehicular traffic;
- Decreased greenhouse gas emissions by reducing reliance on automobiles;
- Improved quality of life and equity serving diverse users;
- Enhanced mobility through new regional bicycle path and trail network for commuters and leisure travelers and connection to significant destinations; and
- Enhanced the economy by providing potential workers with affordable travel choices.

Over the years, extensive visibility and public collaboration has built enthusiastic support for the project from area stakeholders. The project is consistent with the NHDOT's "State of Good Repair Plan" and appears in New Hampshire's approved Ten-Year Transportation Improvement Plan.

The proposed application represents a significant investment for the region that would maintain and enhance the quality of life for area residents and visitors, as well as ensure the continued economic vitality of the communities of Dover, Somersworth, Rochester, Newington, and Portsmouth, NH. I am pleased to convey the City of Dover's support for this application and hope you will look upon it favorably.

Sincerely,

Robert Carrier, Mayor

Talking Points

RAISE GRANT 2023

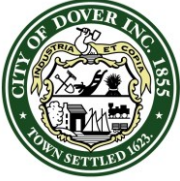
General Sullivan Bridge over Little Bay Bridge Superstructure Replacement

Newington, NH to Dover, NH

- The existing General Sullivan Bridge (GSB) was constructed in 1934 as a vehicle bridge that spanned across Little Bay to provide a primary route for vehicles travelling north from the City of Portsmouth and I-95 to the east to the mountains and lakes of NH and Maine. In 1984 when the adjacent Little Bay Bridge was constructed, all vehicle traffic was removed from the GSB except for emergency vehicles in case of a blockage over the Little Bay Bridges (LBB). GSB was dedicated to pedestrians and bicyclist use to cross Little Bay for both commuting and recreation.
- The existing bridge built in 1934 is a 9-span 1,528-foot-long structure with the primary superstructure consisting of a combination deck truss and partial through arch truss. The main span traverses a navigable channel and is 275 feet long.
- As a consequence of its age and the harsh coastal climate, the superstructure deterioration forced closure of the structure in 2018 after years of other measures to keep this crossing open such as narrowing the path area to the center 12'. Based on the FSEIS completed in February 2022, the most prudent alternative is a superstructure replacement to maintain this critical crossing for non-motorized users. This closure forced all pedestrian and bicycle users of this busy commuter and recreational corridor, to detour or use other means such as their automobiles.
- This project will replace the GSB deteriorated truss superstructure with a new steel two-girder and concrete deck structure located on the existing pier substructure maintaining the horizontal navigational clearance and improving the vertical clearance for marine users.
- The proposed bridge is a 9-span, fixed-structure, 2 girder system with a total length of 1550.5' that includes a new Newington abutment behind the existing abutment. It is comprised of two steel girders with a concrete deck that carry a 12' multi-use path, with 3' wide minimum shoulders across Little Bay. This shoulder width will accommodate the many fisherman users of the crossing also.
- The vertical clearance of the proposed superstructure has been placed higher than the existing bridge to improve safety of marine users of Little Bay especially the upstream marine facilities that include places like Great Bay Marine. This area is also crossed by UNH Jackson Estuarine Laboratory, located upstream at the mouth of Great Bay.
- This crossing enhance equity by providing a needed connection for bicycle commuters to access job centers in Portsmouth and at the Pease Tradeport a 3,000-acre, world-class business and industrial park that includes Portsmouth International Airport.

- The crossing also connects the Hilton Park recreational area on the Dover side with the Great Bay National Wildlife Refuge that is located on the Portsmouth / Newington side. Tourism and the fishing industry are significant employment contributors in this area or New Hampshire.
- Project benefits include improved safety by separating bicyclists and pedestrians from high speed vehicular traffic; decreases greenhouse gas emissions by reducing reliance on automobiles; improves quality of life and equity serving diverse users; links regional bicycle path and trail network for commuters and leisure travelers and connects nationally significant destinations; enhances the economy with affordable travel choices; and has enthusiastic support of area stakeholders from extensive collaboration.
- This re-opening of a dedicated pedestrian/bicycle path will provide directional connections between desired locations for commuters, recreational users, and tourist in the Seacoast Region. The percent of commute trips made on a bicycle in the area grew from XX to YY from 20XX to 2018 until the bridge was closed due to structural deficiency that caused its closure for safety reasons.
- The only other crossing for non-motorized use from Dover to Portsmouth is a 22-mile detour around this area.
- The project is a major project for NHDOT with an anticipated total construction cost of \$35.6 million for just the GSB Construction effort, and a total project cost of \$???? for the GSB effort specifically (The overall Newington-Dover Spaulding Turnpike Improvements total cost is \$286.6 M). NHDOT is requesting \$20 million in 2023 RAISE funds for the Construction portion only of the project with State Turnpike Toll Revenue used for the remainder of the Construction funds needed.
- The project is consistent with state of good repair plan for NH and appears in New Hampshire's approved Ten-Year Transportation Improvement Plan (with construction funding beginning in FY 2023).
- The project is consistent with state of good repair plans for NH and appears in New Hampshire's approved Ten-Year Transportation Improvement Plan (with construction funding beginning in FY 2023).
-

January 24, 2023



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2023.03.08 – 041**

Resolution Re: Authorization to Accept and Expend the New Hampshire Charitable Foundation Grant

WHEREAS: The City of Dover Community Services Department has applied for a State of NH Charitable Foundation Grant in the amount of \$150,000.00; and

WHEREAS: The grant has been awarded to City of Dover, NH to establish of a comprehensive regional street sweeping program that will operate across municipal boundaries in the Great Bay watershed to significantly reduce nonpoint source pollution and measurably improve water quality. This grant is made possible by gifts from the Great Bay Watershed Fund; and

WHEREAS: There is a soft match of 10% required for this grant and the match will consist of industry expert's participating in an expert panel who will be donating time along with city staff time to administer the grant; and

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

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

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

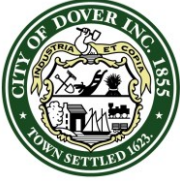
AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with vendors consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
TBD	Clean Sweep - Innovative Regional Steet Sweeping Program for Great Bay	150,000.00	150,000.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2023.03.08 – 041**

Resolution Re: Authorization to Accept and Expend the New Hampshire Charitable Foundation Grant

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

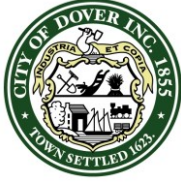
Recorded by: Susan M. Mistretta
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.2. Resolution Number: R - 2023.03.08 – 041 Resolution Re: Authorization to Accept and Expend the New Hampshire Charitable Foundation Grant
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RESOLUTION BACKGROUND MATERIAL:

The City of Dover (in partnership with the Municipal Alliance for Adaptive Management)

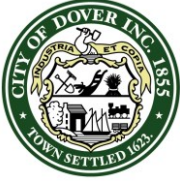
Establishment of a comprehensive regional street sweeping program that will operate across municipal boundaries in the Great Bay watershed to significantly reduce nonpoint source pollution and measurably improve water quality.

Current science shows greater nutrient load reduction can be achieved through strategic, targeted street sweeping activities (Clean Sweep, PREP/UNHSC); however, current individual municipal street sweeping programs in the region often lack operational and financial capacity to implement efficient programs. Staffing, equipment costs and upkeep, and route scheduling can be challenging which leads to implementation barriers. Because of these hurdles, street sweeping is not viewed as an effective measure for controlling nonpoint source pollution and achieving related co-benefits such as flood resiliency. The Clean Sweep project will leverage the strength of a regional partnership to standardize operations and costs thereby improving effectiveness.

The Clean Sweep – Phase One project represents the beginning of an ambitious multiyear regional effort to establish and implement this important program. This critical project phase will develop regional capacity and operational plans to fully implement the program. While much is understood about potential water quality benefits of a regional street sweeping program, many important program and operational elements do not exist and must be developed before the program can be fully implemented - including legal and intermunicipal frameworks, operational costs, labor logistics, sweeping schedules – including when to target sweeping for optimal pollutant removal, municipal participation terms and responsibilities, regional benefits, funding plans, and more. Once these important questions are answered, the City of Dover with the Municipal Alliance for Adaptive Management (MAAM) and partners will have the information necessary to move forward with implementation.

Clean Sweep - Phase One Deliverables:

- Clean Sweep Regional Operations Plan
- Intermunicipal Participation Agreement
- Equipment Bid Form (for acquisition of electric vacuum assisted sweeper truck) and full program funding assessment with timeline
- Statement of Anticipated Regional Benefits (water quality, economic, resiliency, human health)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2023.03.08 – 042**

Resolution Re: Authorization to Accept and Expend the New Hampshire
Department of Environmental Services Lead Service Line
Investigation Grant

WHEREAS: The City of Dover Community Services Department has applied for a State of NH Department of Environmental Service (NHDES) Lead Services Line Inventory, Sampling Plan and Replacement Plan Grant Program in the amount of \$75,000.00 for the Water System Improvement project.; and

WHEREAS: The grant has been awarded to the City of Dover contingent upon Governor and Executive Council approval. The city will use the funding for data mining and for the development of a service line inventory with will meet the requirement of the revised lead and copper rules set by the federal standards; and

WHEREAS: There is a soft match of 10% required for this grant and the match will consist of city staff time to administer the Grant; and

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

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

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

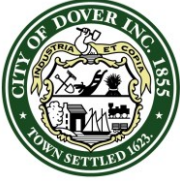
AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with vendors consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
TBD	Lead Service Line Inventory, Sampling plan and Replacement Plan Grant Program	75,000.00	75,000.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2023.03.08 – 042**

Resolution Re: Authorization to Accept and Expend the New Hampshire
Department of Environmental Services Lead Service Line
Investigation Grant

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The City of Dover will use funding for data mining and for the development of a service line inventory which will meet the requirements of the revised lead and copper rule set by the federal standards.

Once the service lines are classified, this will lead to a review of the City of Dover's sampling plan, development of a plan for the lead services replacement, and customer education efforts through outreach materials.

Deliverable: Submit the database with the updated sampling plan and all of the educational/outreach material to NHDES.