



**CITY OF DOVER**

## CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, September 27, 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**
8. **PUBLIC FORUM**

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

9. **CITY MANAGER'S REPORT**
10. **APPROVAL OF MINUTES**
  - A. September 13, 2023 – Regular Meeting
  - B. September 13, 2023 – Workshop Session
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**

- A. **ORDINANCES IN THE 2<sup>ND</sup> READING**
- B. **ORDINANCES IN THE 3<sup>RD</sup> READING**
- C. **RESOLUTIONS**

1. **IMPOSING SPECIAL ASSESSMENT ON 4 JACKSON BROOK TERRACE (TAX MAP B-18-14) IN RELATION TO PUBLICLY FUNDED EMERGENCY SEWER IMPROVEMENTS**  
SPONSORED BY MAYOR CARRIER BY REQUEST  
**(TO BE REFERRED TO PUBLIC HEARING ON OCTOBER 11, 2023 AND FINAL VOTE ON OCTOBER 25, 2023 PER C6-17)**
2. **FISCAL YEAR 2024 CIP APPROPRIATION AND AUTHORIZATION FOR CLEAN WATER STATE REVOLVING FUND (CWSRF) LOAN FOR HENRY LAW PARK STORMWATER BEST MANAGEMENT PRACTICES**  
SPONSORED BY MAYOR CARRIER BY REQUEST



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### 13. NEW BUSINESS

#### A. CONSENT CALENDAR

1. **APPROVAL OF LOT RESTORATION FOR 109 COURT STREET (TAX MAP 19, LOT 7)**  
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **SETTING VOTING HOURS FOR THE NOVEMBER 7, 2023 DOVER MUNICIPAL ELECTION**  
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **B21048-RFP22-001 CONSULTING DESIGN SERVICES AMENDMENT FOR THE HENRY LAW AVENUE & RIVER STREET RECONSTRUCTION PROJECT**  
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **B21065 DESIGN SERVICES FOR PORTLAND AVENUE RETAINING WALL & SIDEWALK IMPROVEMENT PROJECT AMENDMENT NO. 3**  
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **B24003 # 2 HEATING FUEL**  
SPONSORED BY MAYOR CARRIER BY REQUEST
6. **B24004 OFF ROAD DIESEL**  
SPONSORED BY MAYOR CARRIER BY REQUEST
7. **B24021 JOHN DEERE 30G COMPACT EXCAVATOR WITH VARIOUS RELATED ACCESSORIES-SOURCEWELL CONTRACT 011723JDC**  
SPONSORED BY MAYOR CARRIER BY REQUEST
8. **REBUILD OF SCREW PRESSES AT WASTE WATER TREATMENT PLANT**  
SPONSORED BY MAYOR CARRIER BY REQUEST

### COMMITTEE REPORTS

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



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### B. RESOLUTIONS

1. **APPROVAL OF TRI-CITY AGREEMENT FOR OPERATION OF EMERGENCY WARMING CENTER DURING 2023-2024 WINTER MONTHS**  
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **APPROVAL OF LOMBARD CONSERVATION EASEMENT (BLACKWATER ROAD; TAX MAP A, LOT 23-1)**  
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **ESTABLISHMENT OF OPIOID ABATEMENT TRUST FUND**  
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **AUTHORIZATION TO AWARD GREAT BAY 2030 TECHNICAL SUPPORT TO WOODARD AND CURRAN AND UNIVERSITY OF NEW HAMPSHIRE**  
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **B23078 DESIGN BUILD FOR EXPANSION OF COMMUNITY SERVICE BUILDING FOR INSPECTION SERVICES**  
SPONSORED BY MAYOR CARRIER BY REQUEST
6. **FISCAL YEAR 2024 BUDGET AMENDMENT FOR ADDITIONAL APPROPRIATION FOR WORKERS' COMPENSATION FUND.**  
(TO BE REFERRED TO A PUBLIC HEARING AND VOTE TO OCCUR ON OCTOBER 11, 2023.)  
SPONSORED BY MAYOR CARRIER BY REQUEST
7. **FISCAL YEAR 2024 CAPITAL IMPROVEMENTS PROGRAM APPROPRIATION FOR RECYCLING WASTE OIL FURNANCE - NON-DEBT FINANCED PROJECT**  
(TO BE REFERRED TO A PUBLIC HEARING AND VOTE TO OCCUR ON OCTOBER 11, 2023.)  
SPONSORED BY MAYOR CARRIER BY REQUEST
8. **AMENDMENT TO CLASSIFICATION PLAN (MERIT PLAN)**  
SPONSORED BY MAYOR CARRIER BY REQUEST

### C. ORDINANCES IN 1<sup>ST</sup> READING

1. **BOARDS, COMMISSIONS AND COMMITTEE, CHAPTER 9, SECTION 16**  
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **VEHICLES AND TRAFFIC, CHAPTER 141, SECTIONS 13, 15, 23, 27, 37, 42, 43, 46, 48, 51**  
SPONSORED BY MAYOR CARRIER BY REQUEST



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### **3. FINE SCHEDULE**

SPONSORED BY MAYOR CARRIER BY REQUEST

### **4. ELECTIONS, CHAPTER 17, SECTION 5**

SPONSORED BY MAYOR CARRIER BY REQUEST

### **14. COUNCIL CORRESPONDENCE**

### **15. COUNCIL MATTERS OF INTEREST**

### **16. ADJOURN**



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, September 13, 2023**  
Meeting Time: **7:00 pm**

### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

Mayor Carrier highlighted the anniversary of September 11, 2001 in the company of the Dover Police and Fire Chiefs. The Fire Chief spoke some reflections on this anniversary week.

### 3. PLEDGE OF ALLEGIANCE

Chief Breault led the Pledge of Allegiance.

### 4. ROLL CALL ATTENDANCE

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

**Absent:** Councilor Williams and Councilor Thibodeaux.

**Also Present:** City Manager Joyal, City Attorney Wyatt

### 5. PROCLAMATIONS/AWARDS

#### A. Declaring September 2023 to be National Service Dog Month

Mayor Carrier read a proclamation related to service dogs and their impact on the lives of individuals with disabilities. He proclaimed September National Service Dog month. Brendan Madden received the proclamation. He noted his organization is the NH Coalition for the Support of Service Dogs. They provide service dog teams with financial aid. He is hoping some members of the local community will reach out to him. He provided business cards.

### 6. APPROVAL OF AGENDA

Deputy Mayor Shanahan asked for a suspension of rules for two reasons:

- 1) Move the COAST committee report to after the public forum as there is a guest speaker and
- 2) to move item 12.C.2 to follow the COAST committee report.

Deputy Mayor Shanahan moved to suspend the rules and approve the agenda as revised.

Seconded by Councilor Muffett-Lipinski. Vote: 7-0.

### 7. PUBLIC HEARINGS

#### A. FISCAL YEAR 2024 CIP APPROPRIATION AND AUTHORIZATION FOR CLEAN WATER STATE REVOLVING FUND (CWSRF) LOAN FOR HENRY LAW PARK STORMWATER BEST MANAGEMENT PRACTICES (CITY COUNCIL VOTE TO OCCUR ON SEPTEMBER 27, 2023) SPONSORED BY MAYOR CARRIER BY REQUEST

None

#### B. AMENDMENT OF FISCAL YEAR 2024 SCHEDULE OF FEES TO AMEND INSPECTION SERVICES DIVISION SECTION OF SCHEDULE (CITY COUNCIL VOTE TO OCCUR ON SEPTEMBER 13, 2023) SPONSORED BY MAYOR CARRIER BY REQUEST

None



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## CITY COUNCIL - MINUTES

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### **C. GENERAL FUND FISCAL YEAR 2024 BUDGET AMENDMENT – APPROPRIATION OF ADDITIONAL STATE AID TO SCHOOL DEPARTMENT (CITY COUNCIL VOTE TO OCCUR ON SEPTEMBER 13, 2023) SPONSORED BY MAYOR CARRIER BY REQUEST**

Carolyn Mebert, 254 Dover Point Rd urged the board to support this item. The state is finally doing more to provide adequate education by increasing the base rate. There is a wide degree of variability in the amount of funds received per student for each town and city in the State. She listed the varying rates for several towns.

Micaela Demeter, 33A Piscataqua, Ward 4 Representative to School Board, reminded the board that the funds up for approval tonight are specifically for educational purposes. She urged the board to accept the full amount. The School Board created their budget without knowledge of these funds and they will be put to good use as they had to make tough decisions to come up with the budget including letting staff go.

#### **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.*

None

Councilor Muffett-Lipinski left at this time.

#### **COAST COMMITTEE REPORT**

Rad Nichols, Executive Director of COAST gave an update of the projections and plans for the coming years. There is an upcoming budget deficit COAST will face beginning October of 2024. He gave a PowerPoint presentation highlighting:

- Who their riders are
- The proposed deficit due to federal grants received being exhausted
- Explanations of past and future funding sources
- Potential funding sources
- Decisions to be made and consequences of each option

#### **12. C.**

### **2. GENERAL FUND FISCAL YEAR 2024 BUDGET AMENDMENT – APPROPRIATION OF ADDITIONAL STATE AID TO SCHOOL DEPARTMENT SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Shanahan moved to approve the resolution. Seconded by Councilor Hackett. City Manager Joyal gave an overview of the resolution to the Council. Councilor Cullen asked questions about how the district is planning to spend the funds. School Superintendent and Business Manager came to the podium to answer questions and highlight the items listed on the intended use of the funds.

Councilor Cullen is concerned what will happen in six months as now expenses have been added back to the bottom line and this funding may not be recurring.



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Answer: the funding will recur as it's a two-year cycle and there is a 2% increase for the next cycle. This is not one-time funding - it should continue which is why the expenses in the budget are cyclical.

Councilor Cullen's preference is to use these funds for capital reserves for years when less funding is available rather than for current year operating expenses.

Councilor Nemeth shared concerns about losing these funds after two years after the progress we've made and the roller coaster of state funding over the last few years.

Deputy Mayor Shanahan explained the legislative process of these funds as he understood it as he followed it through the process. He asked some clarifying questions about line items in the budget.

Mayor Carrier thanked the School Board for the work they've done and for their due diligence.

Roll Call Vote: 6-0.

### 9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing and gave a few highlights to the Council regarding: the state has notified that the Oak St. bridge will be closed for about two weeks for repairs starting Monday; Community Services will hold a public meeting September 21<sup>st</sup> relating to the engineering work which is nearing completion. They will give an update and seek feedback; September 21<sup>st</sup> will be the next Coffee with a Cop event; annual bike auction will be September 23<sup>rd</sup>.

Deputy Mayor Shanahan asked at the next meeting to have a status report on some of the larger projects ongoing- especially in relation to work force housing.

Councilor Cullen asked some clarifying questions and suggested a change of type of chart in the business report.

Mayor Carrier commented on the completion of the culvert.

Deputy Mayor Shanahan moved to accept the City Manager's Report. Seconded by Councilor Warach. Vote: 6-0.

### 10. APPROVAL OF MINUTES

#### A. August 23, 2023 – Regular Meeting

Deputy Mayor Shanahan moved to approve the Minutes of August 23<sup>rd</sup> as submitted. Seconded by Councilor Nemeth. Vote: 6-0.

### 11. MAYOR'S REPORT

Mayor Carrier highlighted information from recent meetings attended including Government Affairs, Dover Industrial Business, Somersworth City Council voted to continue Willand Warming Center for another year.



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## CITY COUNCIL - MINUTES

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Deputy Mayor Shanahan updated on four ribbon cuttings for Dover Jewelry, Thanks4giving, RW Health and Employee Benefits and Whitehouse Opticians. He also gave an update on the Parade Committee. GACIT will be meeting in Dover on September 28<sup>th</sup>. They are the group that helps determine how the DOT spends its funding.

Deputy Mayor Shanahan moved to approve the Mayor's Report. Seconded by Councilor Nemeth. Vote: 6-0.

### 12. UNFINISHED BUSINESS

#### A. ORDINANCES IN THE 2<sup>nd</sup> READING

None

#### B. ORDINANCES IN THE 3<sup>rd</sup> READING

None

#### C. RESOLUTIONS

**1. AMENDMENT OF FISCAL YEAR 2024 SCHEDULE OF FEES TO AMEND  
INSPECTION SERVICES DIVISION SECTION OF SCHEDULE  
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Shanahan moved to approve the resolution. Seconded by Councilor Warach. City Manager Joyal gave an overview of the resolution regarding building permit fees. Roll Call Vote: 6-0.

### 13. NEW BUSINESS

#### A. CONSENT CALENDAR

##### **1. AUTHORIZATION TO UTILIZE PROFESSIONAL SERVICES OF DR. NICOLE L. SAWYER**

SPONSORED BY MAYOR CARRIER BY REQUEST

##### **2. APPROVING SIEMENS LETTER OF INTENT FOR ANALYZING WASTE WATER TREATMENT FACILITY SOLAR AND ENERGY EFFICIENCY IMPROVEMENT SPONSORED BY MAYOR CARRIER BY REQUEST**

##### **3. AUTHORIZING ACCEPTANCE OF OBSTRUCTION PERMIT FROM NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION (NHDOT) FOR GREAT BAY ROWING'S USE AND STORAGE OF ROWING EQUIPMENT AT HILTON PARK SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Shanahan requested to remove item 13. A. 3 from the consent agenda. Deputy Mayor Shanahan moved to approve the Consent Calendar (items 1 and 2). Seconded by Councilor Nemeth. Roll Call Vote 6-0

Deputy Mayor Shanahan moved to approve Consent Item 3. Seconded by Councilor Hackett. A date in the document needed to be changed to October 2023.

Deputy Mayor Shanahan moved to update the language after the third "whereas" from September 2023 to October 2023. Councilor Cullen seconded. Vote 6-0  
Vote 6-0 (to approve Item 13.A.3 as amended)



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### COMMITTEE REPORTS

1. School Board (Muffett-Lipinski)
2. Planning Board (Cullen)
3. Appointments Committee (Williams)
4. Arena Commission (Hackett)
5. Arts Commission (Nemeth)
6. Board of Health (Thibodeaux)
7. Collaborative City Council and School Board (M-Lipinski)
8. Conservation Commission (Williams)
9. Downtown TIF Advisory Board (Hinkel)
10. Energy Commission (Thibodeaux)
11. Graffiti Management Ad Hoc Committee (Nemeth)
12. Heritage Commission (Nemeth)
13. Legislative Liaison (Shanahan)
14. Library Board of Trustees (Thibodeaux)
15. McConnell Center Advisory Committee (Thibodeaux)
16. Ordinance Committee (Shanahan)
17. Parking Commission (Hinkel)
18. Pool Advisory Committee (Hackett)
19. Committee for Racial Equity and Inclusion (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 Cullen noted 239 Knox Marsh has plans for two 26-unit mixed use buildings and 12 single family homes. Sunhawk Lane has a proposal for 27 single family homes in an open space subdivision. The building at 1/3 Webb Place will be torn down and a bank is going in. There is a proposal for the end of Olive Meadow where the synagogue was for 32 attainable housing units that is getting push back from the neighborhood. It is at TRC review. 100 Education Way will have the new headquarters of Northeast Credit Union.

Councilor Hackett had no report for on the Arena Commission.

Councilor Nemeth reported on the recent meeting of the Arts Commission noting there was an update from the Literary Laureate community project; Graffiti Walls/ Public Art Walls on the community trail will be funded for a local street artist to put some initial art there; Ninja Turtles install update for the historical marker.

Mayor Carrier noted the School Board recognized Jeff Leaf this week.

Councilor Warach reported on the Downtown TIF Advisory Board. He reviewed the assessed value increase, tax revenue, fund balance, and outstanding debt amounts.

### B. RESOLUTIONS

#### 1. B23025 WASTE WATER TREATMENT PLANT AERATION BLOWER UPGRADE SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution. Seconded by Councilor Nemeth. City Manager Joyal gave an overview of the Resolution explaining the equipment needed to be purchased.

Roll Call Vote: 6-0



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

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### **2. B24002 WASTE WATER TREATMENT PLANT ULTRA VIOLET DISINFECTION UPGRADE**

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution. Seconded by Councilor Warach. City Manager Joyal gave an overview of the Resolution to the Council. Roll Call Vote: 6-0

### **C. ORDINANCES IN 1<sup>ST</sup> READING**

#### **1. CHAPTER 9, SECTIONS 1, 15**

SPONSORED BY COUNCILOR NEMETH

Deputy Mayor Shanahan moved to refer to a public hearing on October 11<sup>th</sup>. Seconded by Councilor Warach. Vote: 6-0

#### **14. COUNCIL CORRESPONDENCE**

None

#### **15. COUNCIL MATTERS OF INTEREST**

Councilor Nemeth acknowledged the first responders who often get overlooked with regard to September 11<sup>th</sup> which are the ones who passed from their September 11<sup>th</sup> related illnesses.

#### **16. ADJOURN**

Councilor Warach moved to adjourn. Seconded by Councilor Nemeth. Vote: 6-0



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Workshop Session  
Meeting Location: City Hall, Council Conference Room  
Meeting Date: **Wednesday, September 13, 2023**  
Meeting Time: **6:00 pm**

### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

Councilor Muffett-Lipinski led the Pledge of Allegiance.

### 4. ROLL CALL ATTENDANCE

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

**Absent:** Councilor Warach, Councilor Williams and Councilor Thibodeaux.

**Also Present:** City Manager Joyal, City Attorney Wyatt

### 5. PUBLIC FORUM

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

Erica Letz, owner of Unit 51, 93 Henry Law Ave is concerned about the needles children are picking up around town. She suggested having more people who can help get people into rehab rather than jail.

### 6. DISCUSSIONS

#### A. OVERVIEW OF ILLEGAL DRUG USAGE, PREVENTION AND ENFORCEMENT

City Manager Joyal noted the Councilors requested this overview be given by the Police.

Police Chief Bill Breault was in attendance to give the presentation. Other police staff present were Detective Sergeant Matt Harnish, Lieutenant Alex Mitrushi, Capitan Dave Terlemezian and Vickie Harris who all play an integral to the response to drug use and issues we face in prevention, outreach and enforcement.

Chief Breault noted he speaks tonight from the perspective of law enforcement and what they are seeing.

His PowerPoint presentation included:

- Drug Trends
- How the issue is measured
- Approach
  - Enforcement
  - Prevention
  - Outreach and Assistance
- Challenges



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## CITY COUNCIL - MINUTES

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Board members thanked the Chief for his presentation and all of the information he provided. Discussion occurred about communication and ways to access this information and ongoing statistics and information about calls Dover Police take.

Mayor Carrier thanked Chief Breault and noted the next Coffee with a Cop is September 21<sup>st</sup>.

### 7. ADJOURNMENT

Councilor Muffett-Lipinski moved to adjourn; seconded by Councilor Warach (who had recently arrived). Vote: 7-0.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:12.C.1.**

Resolution Number: **R - 2023.07.26 - 121**  
Resolution Re: Imposing Special Assessment on 4 Jackson Brook Terrace  
(Tax Map B-18-14) in Relation to Publicly Funded  
Emergency Sewer Improvements

WHEREAS: In 2022, City staff received notice of twenty-six affected properties in the Cornerstone Crossing neighborhood threatened with potential loss of adequate sewerage due to failing leach fields. Loss of sewerage would have rendered these homes uninhabitable and neither the owners nor the homeowners' association had identified a feasible solution; and

WHEREAS: At the request and urging of the Cornerstone Crossing Homeowners Association ("HOA") and affected owners, who had failed to identify a feasible solution, City staff devoted substantial time, effort, and expertise to assist with addressing the emergency. In addition, the City also authorized: (1) extending the public sewer, at a cost of \$330,000 (per competitively bid rates of the contractor), to be absorbed by the City without repayment ([R-2022.02.09-034](#)) ("Public Work"); and (2) funds to pay the contractor for related work done on private property to connect each property, together with investment fees, which amount was to be repaid to the City ([R-2022.02.23-047](#)) ("Private Work"); and

WHEREAS: Of the twenty-six affected properties, a subset of seven properties required some work to be done on private property to connect to the newly extended public sewer, but less extensive work than the other nineteen affected properties. In all, City staff, consulting with the HOA, determined (and understood that owners had agreed to) a total of \$5,403.17 per property for the Private Work benefitting each of these seven properties, whereas the other nineteen affected properties would each pay \$12,320.96. The real property at 4 Jackson Brook Terrace in Dover was one of seven affected properties assigned the lower \$5,403.17 repayment amount; and

WHEREAS: To date, twenty-five of the twenty-six affected Cornerstone properties have either repaid the full amount or provided the City with a secured promise to do so. However, the owners of 4 Jackson Brook Terrace have only signed a promissory note covering investment fees and a lien filing fee totaling \$2,937.10, and have not, despite having been offered the short-term low-cost loan and repeated requests to execute same, either paid or signed a secured promise to repay the remaining \$2,466.07; and

WHEREAS: Pursuant to RSA 149-I:7, the City Council may assess upon owners connected to the City's sewer and receiving special benefit in connection with same "their just share of the expense of constructing" that sewer; and

WHEREAS: C6-17 of the City's Charter similarly provides, and directs the City Council to determine by resolution the number of installments for payment of the special assessment, *see also* RSA 49-C:25; RSA 149-I:16, Dover Code 121-30.

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

The real property at 4 Jackson Brook Terrace specially benefitted from the Public Work and related Private Work done as part of the sewer extension process, in that the Public Work and related Private Work undertaken and paid for by the City enabled the home to



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:12.C.1.**

Resolution Number: **R - 2023.07.26 - 121**  
Resolution Re: Imposing Special Assessment on 4 Jackson Brook Terrace  
(Tax Map B-18-14) in Relation to Publicly Funded  
Emergency Sewer Improvements

continue having an operating sewer, to stay inhabitable, and to maintain its value and usability.

In relation to the Cornerstone sewer extension project, the just share to be paid by the owners of 4 Jackson Brook Terrace is \$5,403.17, based on fees due (including the investment fee), the sewer configuration needs of that property, the construction work performed to extend the sewer and connect the property to the newly extended public sewer, and analysis of same by City staff and the HOA.

As the owners of 4 Jackson Brook Terrace have provided a promissory note in the amount of \$2,937.10, said note applies toward the “just share” still due and owing, leaving a balance of \$2,466.07. For avoidance of doubt, the existing promissory note executed by the owners of 4 Jackson Brook Terrace remains in effect as a separate obligation of the aforesaid owners.

A special assessment of \$2,466.07 is hereby levied on the property at 4 Jackson Brook Terrace in Dover (Tax Map B-18-14), to be paid, with statutory interest, in no more than two installments, the first of which is due contemporaneously with the due dates for real estate tax payments in or around December 2023, and the second of which is due contemporaneously with the due dates for real estate tax payments in or around June 2024. The owners, however, may elect to pay the amount in full sooner.

The City Tax Collector is directed to provide the owners of 4 Jackson Brook Terrace written notice of this special assessment (along with a copy of this resolution), to also provide written said owners notice of their right to appeal and/or seek an abatement (*see* RSA 149-I:14, RSA 149-I:15, RSA 149-I:18), and to collect the amounts hereby levied in accordance with applicable law, including the law governing real estate tax assessments.

**REQUIRES REFERRAL TO DOVER UTILITIES COMMISSION FOR REVIEW AND RECOMMENDATION (DOVER CODE 121-30(B)(1))**

**REQUIRES PUBLIC HEARING WITH CITY COUNCIL ACTION TO OCCUR AT LEAST SEVEN DAYS AFTER (C6-17)**

### 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

|                                                                                                                                                                                                             |                                   |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--|
| <br><b>CITY OF DOVER</b>                                                                                                   | <b>CITY OF DOVER - RESOLUTION</b> |  |
|                                                                                                                                                                                                             | <b>Agenda Item#:12.C.1.</b>       |  |
| Resolution Number: <b>R - 2023.07.26 - 121</b><br>Resolution Re: Imposing Special Assessment on 4 Jackson Brook Terrace<br>(Tax Map B-18-14) in Relation to Publicly Funded<br>Emergency Sewer Improvements |                                   |  |

Recorded by: Susan M. Mistretta  
City Clerk

**DOCUMENT HISTORY:**

|                                       |                                         |
|---------------------------------------|-----------------------------------------|
| First Reading Date:<br>Approved Date: | Public Hearing Date:<br>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:**

One of the owners of 4 Jackson Brook Terrace is also the board president of the Cornerstone Crossing Homeowners Association (“HOA”). The HOA requested City assistance, the HOA president was intimately involved in the project from beginning to end, and the HOA president understood (and participated in discussions concerning and concurred) the just share of each property owner for amounts to be repaid to the City, including the total of \$5,403.17 for the subset of properties including 4 Jackson Brook Terrace. At no point before or during the project did the owners of 4 Jackson Brook Terrace ever object to the overall project, the Private Work, or costs related to same. The owners of 4 Jackson Brook Terrace knowingly accepted the benefits bestowed upon them by the City’s monetary and other support.

On March 24, 2023, the City Attorney emailed the HOA president (co-owner of 4 Jackson Brook Terrace) and asked: “Can you now confirm the homeowners are prepared to sign the amended notes to fully reimburse the City? My understanding is that there would be seven notes at \$5,403.17 and 18 notes at \$12,320.96 (there was a nineteenth note, but 9 Jackson Brook already resolved the issue last year).” After further emails, the HOA president (co-owner of 4 Jackson Brook Terrace) eventually responded on May 10, 2023 as follows: “Everything should be good to send out the notes, there is a board meeting tonight so I will

|                                                                      |                                                                                                                                                                                                        |
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| Document Created by: Legal<br>Document Posted on: September 22, 2023 | R-2023.07.26 Imposing Special Assessment on 4 Jackson Brook Terrace (Tax Map B-18-14) in Relation to Publicly Funded Emergency Sewer Improvements<br><div style="text-align: right;">Page 3 of 5</div> |
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|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>CITY OF DOVER</b></p> | <h2 style="text-align: center;">CITY OF DOVER - RESOLUTION</h2> <p style="text-align: right;"><b>Agenda Item#:12.C.1.</b></p> <p>Resolution Number: <b>R - 2023.07.26 - 121</b><br/> Resolution Re: Imposing Special Assessment on 4 Jackson Brook Terrace<br/> (Tax Map B-18-14) in Relation to Publicly Funded<br/> Emergency Sewer Improvements</p> |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

inform the board of this.” On May 16, 2023, the HOA president (co-owner of 4 Jackson Brook Terrace) again confirmed by email that the board affirmed sending out the new notes.

On May 23, 2023, the City emailed certain owners, including the owner of 4 Jackson Brook Terrace, to provide information and request that they execute promissory notes covering the full amounts due. The owners of 4 Jackson Brook Terrace did not execute the requested promissory note, and one owner responded criticizing the project and expressly refusing to repay or promise to repay anything more than the promissory note of \$2,937.10. On June 19, 2023, the City issued a letter to the owners of 4 Jackson Brook Terrace (and others) to again request promissory notes covering the full amount due. To date, 4 Jackson Brook Terrace is the sole property whose owners have not made arrangements to pay their just share back to the City.

Certain provisions of state and local law are provided below for reference:

**RSA 149-I:7 Levying.** – The mayor and aldermen may assess upon the persons whose drains enter such main drains, common sewers, stormwater treatment, conveyance, and discharge systems, or treatment facilities, or whose lands receive special benefit therefrom in any way, their just share of the expense of constructing and maintaining the same or paying off any capital debt or interest incurred in constructing and/or maintaining the same.

**RSA 149-I:16 Assessment Installments.** – The mayor and aldermen of any city may, in their discretion, in making any assessment under this chapter, assess the same to be paid in annual installments extending over a period not exceeding 20 years, and in such case their assessment so made shall create a lien upon the land on account of which it is made and the lien of each installment so assessed shall continue for one year from October 1 of the year such installment becomes due.

#### **Dover Charter, C6-17 Special Assessments.**

The Council shall have the power to determine that the whole or any part of the expense of any public improvement shall be defrayed by special assessments upon the property especially benefited and shall so declare by resolution. Such resolution shall state the estimated cost of the improvement, what proportion of the cost thereof shall be paid by special assessments and what part, if any, shall be a general obligation of the city, and the number of installments in which special assessments may be paid and shall designate the districts or land and premises upon which a special assessment shall be levied. If expenditures are to exceed \$1,000, a public hearing shall be held with action by the Council to be taken not earlier than seven days after said hearing. If expenditures exceed \$1,000, competitive public bids shall be required for such project. If the City of Dover is desirous of furnishing the materials and/or providing the labor for such project, the city, subject to the same terms, conditions and provisions as are applicable to other bidders, may submit bids on same. The Council shall prescribe, by general ordinance, complete special assessment procedures concerning plans and specifications, estimate of costs, notice and hearing, the making of the special assessment roll and correction of errors, the collection of special assessments and any other matters concerning the making of improvements by the special-assessment method.

|                                                                               |                                                                                                                                                                           |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Document Created by: Legal<br/> Document Posted on: September 22, 2023</p> | <p>R-2023.07.26 Imposing Special Assessment on 4 Jackson Brook Terrace (Tax Map B-18-14) in Relation to Publicly Funded Emergency Sewer Improvements<br/> Page 4 of 5</p> |
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|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>CITY OF DOVER</b></p> | <h2 style="text-align: center; background-color: #2e5496; color: white; padding: 5px;">CITY OF DOVER - RESOLUTION</h2> <p style="text-align: right;"><b>Agenda Item#:12.C.1.</b></p> <p>Resolution Number: <b>R - 2023.07.26 - 121</b><br/> Resolution Re: Imposing Special Assessment on 4 Jackson Brook Terrace<br/> (Tax Map B-18-14) in Relation to Publicly Funded<br/> Emergency Sewer Improvements</p> |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Dover Code § 121-30, Special assessments.**

...

- B. Special assessments may be developed for water or sewer line extensions that are initiated by the City in accordance with the follow provisions:
- (1) The City Council may, by resolution, enact specific rules and procedures for said assessment that establish the cost of the proposed improvement, identify the boundaries of a betterment district, establish the percentage of the cost of the proposed improvement that is to be borne by the City, establish the pro rata share assigned to each property owner within the betterment district, and identify the maximum number of installments in which the special assessment may be paid. Any such proposal for the establishment of a special assessment for the extension of a water line and any such proposal for the establishment of a special assessment for the extension of a sewer line shall be referred to the Dover Utilities Commission for its review and recommendations.
  - (2) The special assessment may be based upon the length of frontage, amount of land area, or other factors deemed appropriate by the City Council.
  - (3) If the expenditures of the proposed improvement are to exceed \$1,000, a public hearing shall be held by the City Council, and action by the Council shall not be taken earlier than seven days after said hearing.
- C. The proportionate share of each abutter along the line of construction and installation, or the proportionate share of each property owner within the betterment district, shall become a lien on such property as to real estate taxes until full payment of said proportionate share of full costs, including financing, is made. Payment may be as follows:
- (1) The petitioner, applicant or late petitioner may pay his proportionate share in cash for the full amount at the time the obligation is incurred or enter into an agreement with the City of Dover that said proportionate share of all costs may be paid in equal installments over a period of time equal to the full term of the bond or a lesser period. Said agreement is to be recorded with the Strafford County Registry of Deeds at the expense of the petitioner, applicant or late petitioner. All the funds relating to sewer and water extensions under these provisions shall be placed in a special fund for payment of bonds, interest and charges pertaining thereto.
  - (2) All fees for permits, licenses, etc.: see Fee Schedule.
  - (3) Abatements may be granted in accordance with the rules and regulations of the Dover Utilities Commission.



**CITY OF DOVER**

## DOVER UTILITIES COMMISSION - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: 271 Mast Road, Dover, NH  
Meeting Date: **Monday, September 18, 2023**  
Meeting Time: **6:00 pm**

**Members Present:** Chairman Bret Carmichael, Vice Chairman Jay Stephens, Dennis Munson, Mark Moeller, Otis Perry

**Excused Members:** Otis Perry, Bill Davis

**Unexcused Alternate Absent:** Shawn Mickelonis

**Staff Present:** Michael Nadeau, Utilities Superintendent; Amelia DeGrace, Asst. City Engineer; Nancy Usbelger, Recording Secretary; Gretchen Young, Environmental Projects Manager; Michael Banester, Working Foreman

### 1. Call to Order

Meeting was called to order at 6:01 p.m.

### 2. User's Forum

### 3. Approval of Minutes of July 10, 2023

**Motion:** Moeller made the motion to approve the minutes, Munson seconded.

**Discussion:**

Stephens questioned if the City was any closer with the signing of Badger.

Storer commented that the City is just waiting for legal as far as clarification on language and then we should be good to go.

**Vote:** U/a

### 4. New Business

#### A. Special Assessment – 4 Jackson Brook Terrace

Storer stated that the end result of the project was very successful. In 2022, twenty-six affected properties in the Cornerstone Crossing neighborhood had potential loss of adequate sewerage due to failing leach fields. There were no good options for the private systems, but the City was able to extend the public sewer, at a cost of \$330,000 to be absorbed by the City. City staff, consulting with the HOA, determined a total of \$5,403.17 per property for the private work benefitting seven of the properties, while the other nineteen affected properties would each pay \$12,320.96. All have paid the full amount back except for 4 Jackson Brook Terrace who signed a secured promise to repay the remaining \$2,466.07.

**Motion:** Stephens made the motion that we endorse this resolution to City Council with our recommendation, Moeller seconded.

### 5. Next Meeting Date

TBD

### 6. Adjournment

**Motion:** Carmichael made the motion to adjourn at 6:26 pm, Moeller seconded.

**Vote:** U/a

**Discussion:**



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:12.C.2.**

Resolution Number: **R – 2023.08.23 - 138**

Resolution Re: FY2024 CIP Appropriation and Authorization for CWSRF  
Loan for Henry Law Park Stormwater Best Management  
Practices

WHEREAS: The City Council desires to make public improvements and to finance these improvements through the NH Clean Water State Revolving Fund (CWSRF); and

WHEREAS: The City identified a priority need to address stormwater best management practices (BMP) in Henry Law Park and submitted a pre-application to NH Department of Environmental Services (NHDES) for the Henry Law Park Stormwater BMP Project and the project was determined to meet CWSRF eligibility; and

WHEREAS: In early 2022 the City participated in the CWSRF for the Henry Law Park Stormwater BMP project which provided \$1,400 in loan principal forgiveness and an ARPA grant in the amount of \$106,000 for a total of \$120,000 in financial assistance via resolution R-2022.01.12 and;

WHEREAS: In late 2022 the city submitted a pre-application for a CWSRF loan to construct a Stormwater Infrastructure Project. This work is a step toward addressing stormwater conveyance and treatment needs, and solution that promote energy efficiency, water quality and/or flooding resilience; and

WHEREAS: The City has received notification of the NHDES acceptance of the preapplication and is submitting a loan application for approval of \$3,500,000; and

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

The amount of \$3,500,000 is hereby appropriated for the Henry Law Park Stormwater BMP capital project with an estimated useful life in excess of the life indicated:

|        |                                       | Proposed      |          |                |         |
|--------|---------------------------------------|---------------|----------|----------------|---------|
| Item # | Description                           | Appropriation | Life/Yrs | Department     | Fund    |
| 1      | Henry Law Park Stormwater BMP Project | \$3,500,000   | 20       | Comm Serv - PW | General |
|        | Total                                 | \$3,500,000   |          |                |         |

AND, FURTHER BE IT RESOLVED;

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover is hereby authorized to participate in the NH Clean Water State Revolving Fund (CWSRF) Program for financing this project. The City Manager, Finance Director, and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH CWSRF Program to obtain the loan for eligible identified project costs up to \$3,500,000.00.

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:12.C.2.**

Resolution Number: **R – 2023.08.23 - 138**  
Resolution Re: FY2024 CIP Appropriation and Authorization for CWSRF  
Loan for Henry Law Park Stormwater Best Management  
Practices

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Robert Carrier  
By Request

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

Recorded by:

### 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 Warach, 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.             |     |    |

| <br><b>CITY OF DOVER</b> | CITY OF DOVER - RESOLUTION                                                                                                                                                                                                                                     |  |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                                                                           | <p style="text-align: right;"><b>Agenda Item#:12.C.2.</b></p> <p>Resolution Number: <b>R – 2023.08.23 - 138</b><br/> Resolution Re: FY2024 CIP Appropriation and Authorization for CWSRF<br/> Loan for Henry Law Park Stormwater Best Management Practices</p> |  |

**RESOLUTION BACKGROUND MATERIAL:**

This resolution makes an appropriation for a FY2024 Capital Improvements Program project in the amount of \$3,500,000 for the Henry Law Park Stormwater Best Management Practices planning project. This project is to be financed through participating in the Clean Water State Revolving Fund. The resolution authorizes the City to participate in the State loan program up to \$3,500,000.00 to finance the project.

The goal of the project is to construct stormwater treatment system features and structures that exist within the area known as Henry Law Park. This project would construct a stormwater BMP within Henry Law park. The BMP will provide pollutant removal and flow mitigation for the highly urbanized downtown area and could include up to 120 acres of contributing municipal, residential, and commercial properties with associated roadway networks, while also preparing for sea-level rise impacts and extreme high tide events. The construction of the BMP below grade will also preserve open space in the heavily used park. The City of Dover plans to install educational materials regarding the BMP to strategically engage park patrons.

**Debt Authorization versus Debt Retirement**

The following table compares the tentative authorization amount to the amount of debt being retired:

|                                | General Fund |
|--------------------------------|--------------|
| Description                    | City         |
| Pending Authorization          | 3,500,000    |
| Prior FY2024 CIP Authorization | 5,812,000    |
| FY2024 Principal Retirement    | 4,243,359    |
| Net Change                     | 5,068,641    |

**Legal Debt Limits**

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2023. Legal debt limits are based on a percent of equalized assessed value. The City General Fund legal debt limit is 3% of equalized assessed value.

|                         | General Fund |
|-------------------------|--------------|
| Description             | City         |
| Debt Outstanding        | 38,183,558   |
| Authorized - Unissued   | 23,347,195   |
| Total Issued & Unissued | 61,530,753   |
|                         |              |
| This Authorization      | 3,500,000    |
| Grand Total             | 65,030,753   |
|                         |              |
| Legal Debt Limit        | 173,691,511  |
| Unused Capacity         | 108,660,758  |
| Percent Unused          | 62.56%       |

|                                                                                   |                                                                                                                       |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Document Created by: Finance Department<br>Document Posted on: September 22, 2023 | R-2023.08.23 FY2024 CIP Appropriation and CWSRF<br>Authorization Henry Law Park Stormwater BMP Funding<br>Page 3 of 5 |
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**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:12.C.2.**

Resolution Number: **R – 2023.08.23 - 138**

Resolution Re: FY2024 CIP Appropriation and Authorization for CWSRF  
Loan for Henry Law Park Stormwater Best Management  
Practices

### **General Fund - City Authorized-Unissued Debt and Available Appropriations**

The following table summarizes the existing debt authorizations for the General Fund – City departments' project that are unissued at this time.

| Description                                 | Appropriations       | Authorized           |                          |
|---------------------------------------------|----------------------|----------------------|--------------------------|
|                                             |                      | Unissued Debt        | CIP Authorization        |
| Street Reconstruction - Richardson Drive    | \$ 550,000           | \$ 63,385            | FY2016 CIP Appropriation |
| Catch Basin Spoils Facility                 | 1,750,000            | 292,280              | FY2020 CIP Appropriation |
| Central Avenue Drainage Work                | 1,100,000            | 1,100,000            | FY2021 CIP Appropriation |
| Congestion Mitigation Route 108             | 1,500,000            | 1,500,000            | FY2021 CIP Appropriation |
| Downtown Traffic Efficiency Improvements    | 1,400,000            | 1,400,000            | FY2021 CIP Appropriation |
| Jenny Thompson Pool Renovations             | 500,000              | 500,000              | FY2021 CIP Appropriation |
| Fire Station Capacity Improvements          | 1,530,000            | 1,530,000            | FY2022 CIP Appropriation |
| Street Reconstruction - Oak/Ham/Broadway    | 1,000,000            | 1,000,000            | FY2022 CIP Appropriation |
| Street Reconstruction - Court/Union/Middle  | 4,500,000            | 4,500,000            | FY2022 CIP Appropriation |
| Street Reconstruction - Fifth/Grove Streets | 1,100,000            | 1,100,000            | FY2022 CIP Appropriation |
| Cochecho River Outfall Stormwater           | 150,000              | 150,000              | FY2022 CIP Appropriation |
| Bridge Replacement - Chestnut Street        | 250,000              | 250,000              | FY2022 CIP Appropriation |
| Portland Avenue Retaining Wall              | 250,000              | 250,000              | FY2022 CIP Appropriation |
| Library Renovations/Upgrades                | 1,986,930            | 1,986,930            | FY2022 CIP Appropriation |
| Portland Avenue Retaining Wall              | 750,000              | 750,000              | FY2023 CIP Appropriation |
| Henry Law Park Stormwater BMP               | 12,600               | 12,600               | FY2023 CIP Appropriation |
| Sidewalk Replacement - Whittier Street      | 650,000              | 650,000              | FY2023 CIP Appropriation |
| Cochecho Replace Storm Drain Outfall        | 500,000              | 500,000              | FY2023 CIP Appropriation |
| Street Reconstruction - Court/Union/Middle  | 1,268,000            | 1,268,000            | FY2024 CIP Appropriation |
| Street Reconstruction - Fifth/Grove Streets | 1,100,000            | 1,100,000            | FY2024 CIP Appropriation |
| Cochecho River Outfall Stormwater           | 2,000,000            | 2,000,000            | FY2024 CIP Appropriation |
| Bridge Replacement - Chestnut Street        | 1,344,000            | 1,344,000            | FY2024 CIP Appropriation |
| Portland Avenue Retaining Wall              | 100,000              | 100,000              | FY2024 CIP Appropriation |
|                                             | <b>\$ 25,291,530</b> | <b>\$ 23,347,195</b> |                          |

### **Budgetary and Rate Impacts**

The repayment of the General Fund - City debt obligations are funded through the revenue collected from property tax payers. The \$3,500,000 debt obligation is expected to be paid back over a 20-year period. Principal repayments would be \$175,000 per year. The annual impact to the City's General Fund budget is based upon annual principal and interest repayment. The interest that would accrue on outstanding principal balances over the 20-year period, based on a CWSRF interest rate of 2.80%, is estimated to be a total of



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:12.C.2.**

Resolution Number: **R – 2023.08.23 - 138**

Resolution Re: FY2024 CIP Appropriation and Authorization for CWSRF  
Loan for Henry Law Park Stormwater Best Management  
Practices

\$1,127,000 impact and approximately \$98,000 annual impact for the first three years. The combined impact of principal and interest repayment for the debt financing is estimated at \$273,000 for the first three years. The annual impact on the property tax rate is estimated at \$0.05. For an average single-family home, based on an FY2023 assessed value of \$471,406, the annual increase in property taxes is estimated at \$25.36.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.A.1.**

Resolution Number: **R - 2023.09.27 - 146**

Resolution Re: Approval of Lot Restoration for 109 Court Street (Tax Map 19, Lot 7)

WHEREAS: RSA 674:39-aa allows property owners whose property has been involuntarily merged by a municipality to apply to the City Council to unmerge the lots, provided certain statutory criteria have been met; and

WHEREAS: The owner of 109 Court St (Tax Map 19, Lot 7) has applied for a lot restoration of their property to four former lots that had historically existed—Lots numbered 1, 2, 11, and 12 as shown on a 1935 plan by W.S. Wheeler recorded with the Strafford County Registry of Deeds as Plan 12, Pocket 10, Folder 2 (“the Plan”); and

WHEREAS: City staff have reviewed the application and found some evidence of voluntary merger, but likely not enough to warrant objecting to the restoration request.

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

Pursuant to RSA 674:39-aa, the lot restoration application for 109 Court Street (Tax Map 19, Lot 7) is approved, and the former lots for lots numbered 1, 2, 11, and 12 on the Plan are hereby restored to their premerger status.

### 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: Patricia Moniello  
Legal Assistant

|                                                                                                                                       |                                   |  |
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| <br><b>CITY OF DOVER</b>                             | <b>CITY OF DOVER - RESOLUTION</b> |  |
|                                                                                                                                       | <b>Agenda Item#:13.A.1.</b>       |  |
| Resolution Number: <b>R - 2023.09.27 - 146</b><br>Resolution Re: Approval of Lot Restoration for 109 Court Street (Tax Map 19, Lot 7) |                                   |  |

**DOCUMENT HISTORY:**

|                                       |                                         |
|---------------------------------------|-----------------------------------------|
| First Reading Date:<br>Approved Date: | Public Hearing Date:<br>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 Warach, 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:**

Attached is a package containing the Lot Restoration Application and the materials submitted by the applicant, including the 1935 Plan. The applicant’s representative also submitted an updated plan, dated September 18, 2023 and attached, which shows that the portion of Locke Street bisecting the four lots at issue was accepted as a public right of way but has lapsed into Class VI status.

City staff researched the property and found some evidence of voluntary merger, but likely insufficient to warrant objecting to the restoration request. In conducting that research, City staff located the original dedication and acceptance for what is today Locke Street (in 1935 the street was two separate streets known as “Keelty” Street and “Locke” Street), part of which appears to be in essence an undeveloped public right of way, upon which no road was ever built and appears not to have been used for public travel (the applicant has located a shed on a portion that public right of way, apparently). Applicant has been made aware by City staff that the unbuilt and unmaintained portion of Locke Street that is now Class VI (see RSA 229:5, VII) and may, at some point in the future, be discontinued and released.

By way of background, RSA 674:39-aa allows property owners whose property has been involuntarily merged by a municipality to apply to the City Council to unmerge the lots. A copy of portions of that statute appear below:

I. In this section:

|                                                                      |                                                                                                  |
|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Document Created by: Legal<br>Document Posted on: September 22, 2023 | R-2023-09.27 Approval of Lot Restoration for 109 Court Street (Tax Map 19, Lot 7)<br>Page 2 of 3 |
|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.A.1.**

Resolution Number: **R - 2023.09.27 - 146**

Resolution Re: Approval of Lot Restoration for 109 Court Street (Tax Map 19, Lot 7)

(a) "Involuntary merger" and "involuntarily merged" mean lots merged by municipal action for zoning, assessing, or taxation purposes without the consent of the owner.

(b) "Owner" means the person or entity that holds legal title to the lots in question, even if such person or entity did not hold legal title at the time of the involuntary merger.

(c) "Voluntary merger" and "voluntarily merged" mean a merger under RSA 674:39-a, or any overt action or conduct that indicates an owner regarded said lots as merged such as, but not limited to, abandoning a lot line.

II. Lots or parcels that were involuntarily merged prior to September 18, 2010 by a city, town, county, village district, or any other municipality, shall at the request of the owner, be restored to their premerger status and all zoning and tax maps shall be updated to identify the premerger boundaries of said lots or parcels as recorded at the appropriate registry of deeds, provided:

(a) The request is submitted to the governing body.

(b) No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners shall be estopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.

...

V. The restoration of the lots to their premerger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

...

RSA 673:39-aa.





- Mr. Young sold:
  - Lot 5                      SCR D Book 620 Page 95                      Dated May 17, 1945
  - Lot 7                      SCR D Book 549 Page 10                      Dated June 8, 1946
  - Lots 8 & 9              SCR D Book 575 Page 226                      Dated October 11, 1949
- Mr. Young held onto Lots 3 & 4 until his death on February 15, 1981, see probate records #A19350. The property was inherited by Albert Joseph Routhier.
- At this time Mr. Routhier owned lots 1, 2, 11 & 12 and any rights to the roadway between these lots.
- On April 17, 1998, Mr. Routhier conveyed Lots 2 & 11 to himself and Joanne L. Richard as joint tenants. See SCR D Book 2000 page 617.
- On August 14, 1999, Albert Joseph Routhier died leaving Lots 2 & 11 to Joanne L. Richard and Lots 1 & 12 to Joanne L. Richard & Blanche Theberge. This indicates that the lots were considered separate lots at this time. On November 10, 1999, Blanche Theberge released her interest to Joanne Richard.
- On March 10, 2009, Joanne Richard conveyed the properties by 5 tracts of land to the Joanne L. Richard Living Revocable Trust of 2009.
  - Tract 1 = Lot 2                      Tract 2 = Lot 11                      Tract 3 = Lot 1
  - Tract 4 = Lot 12                      Tract 5 = Any interest to the Proposed Street
- No record was found at the registry of deeds for a formal lot merger.

#### **Tax Maps (on file with the City of Dover):**

A review of the City tax maps was conducted beginning at the first available from 1950 up to present to see when the lot was shown as one.

- 1) 1949~revised 1950: This map shows the lots #1, 2, 11 & 12 and the proposed street between them all as one parcel – Tax Map 19 Lot 7.
- 2) 1950 through 2000: These maps show the same as the 1949 map.
- 3) Current GIS: This map show the same as the 1949 map.

#### **Tax Cards:**

A review of the Tax Cards didn't disclose anything beyond the norm. There was no record of any formal merger in the file. Images are attached.



**Summary:**

The key information that I have uncovered from the research was:

- 1938: Lots 2 & 11 were conveyed out of this property to James H. Young and Mrs. Elizabeth Felker retained ownership of Lots 1 & 12.
- 1939: Mr. Young obtained Lots 2 & 11 (all 4 lots back in the same possession)
- 1998: Mr. Routhier continued the separate parcel conveyances by conveying Lots 2 & 11 to himself and Mrs. Richard and retaining Lots 1 & 12.
- 2009: Mrs. Richards deed into the Trust was the first time the Proposed Street was mentioned.

Based upon the above information, it appears to be clear by the current deed describing separate tracts for each subdivision lot and past conveyances transferring title to separate lots divided by the proposed street that the intention was to not have merged these lots. In fact, the only deed conveyance of the proposed street was in 2009 and this may have been done based upon the way the City portrayed the lot on the tax map. Exhibit #1 shows that the existing house and driveway are solely on Tract 1 and the existing shed is solely on Tract 5. This shed would need to be removed or relocated once the lot restoration is complete and before and lots (if any) are sold out.

I hope this letter helps to clarify the history of this parcel and can aid my clients in the restoration of deeded lots per N.H. Rev Statute §674:39-aa.

Please feel free to contact me should you have any questions.

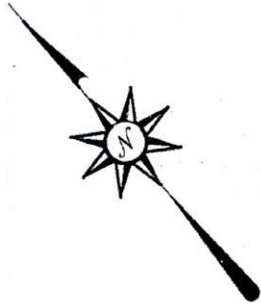
Sincerely:

*Raymond A. Bisson*

Raymond A. Bisson, LLS PLS  
Stonewall Surveying



# EXHIBIT #1



COURT STREET

LOCKE STREET



Existing House

Paved Driveway

Deed Tract 3  
~ LOT 1 ~

Deed Tract 1  
~ LOT 2 ~

Deed Tract 5  
~ PROPOSED STREET ~



Existing Shed

Deed Tract 4  
~ LOT 12 ~

Deed Tract 2  
~ LOT 11 ~

## OWNER OF RECORD:

JOANNE L. RICHARD LIVING  
REVOCABLE TRUST OF 2009  
S.C.R.D. BOOK 3722 PAGE 318  
DATED MARCH 10, 2009

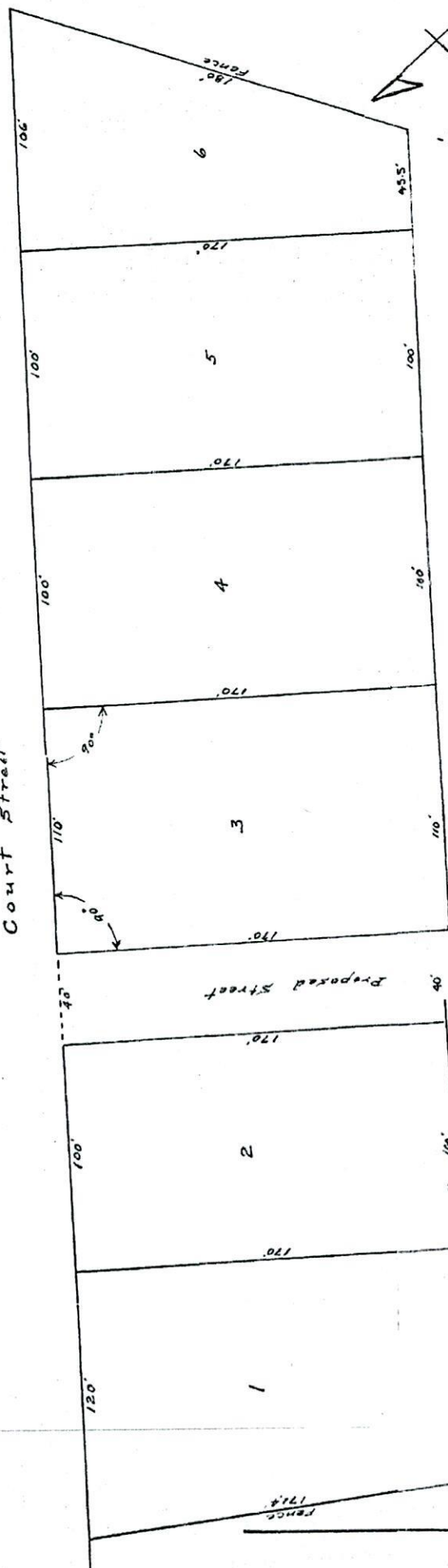
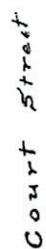
## PLAN OF RECORD:

S.C.R.D. POCKET 10 FOLDER 2 PLAN 12  
DATED MAY 1935, REVISED JUNE 1935

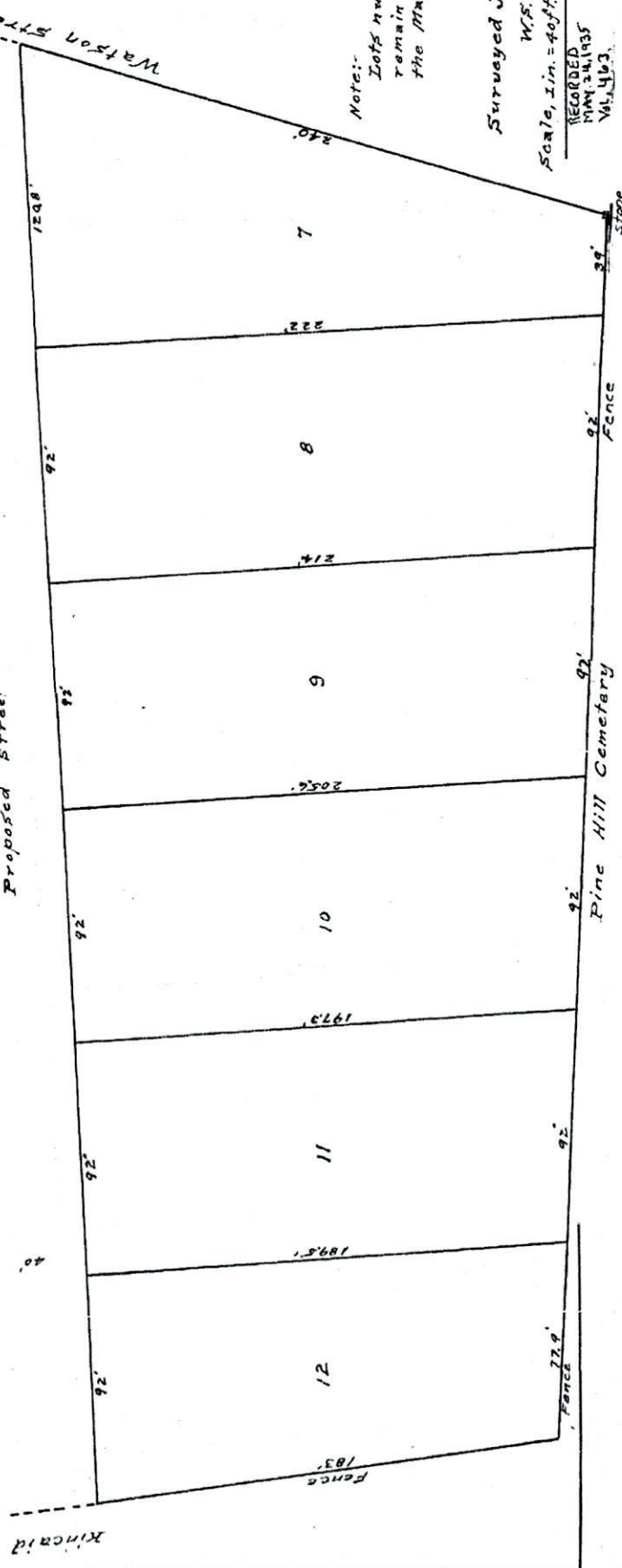


Stonewall  
SURVEYING

SCALE 1" = 50'



Proposed Streets



Note:-  
Lots numbered 3 & 7  
remain as shown on  
the May, 1935 survey.

Surveyed June, 1935.  
W.S. Wheeler, C.E.,  
Scale, 1 in. = 40 ft. Dover, N.H.

RECORDED  
MAY 24, 1935  
Vol. 463.

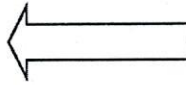
|  |                    |    |
|--|--------------------|----|
|  | Pine Hill Cemetery | 92 |
|--|--------------------|----|



| <u>Project No:</u> | <u>Client Name:</u> | <u>Location:</u>        | <u>Tax Map &amp; Lot No:</u> | <u>Registry</u> | <u>Date:</u> |
|--------------------|---------------------|-------------------------|------------------------------|-----------------|--------------|
| 23037              | Richards Estate     | 109 Court St, Dover, NH | 19 / 7                       | SCRD            | 5/30/23      |

#### Tax Map 19 Lot 7

Joanne L. Richard Living Revocable Trust of 2009  
Book 3722 Page 318  
Dated 3/10/2009



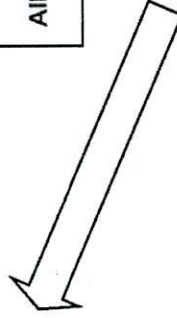
Joanne L. Richard  
Albert Joseph Routhier (Probate #1999-0604 – Died 8/14/1999)  
Tracts 1 & 2  
Book 2000 Page 617  
Dated 4/17/1998



Albert Joseph Routhier  
Inheritance - 1981



James H. Young (Probate #A19350 – Died 2/15/1981)



Tract 1 - Lot 2 on SCRD Pocket 10 Folder 2 Plan 12 (100' x 170')  
Tract 2 - Lot 11 on SCRD Pocket 10 Folder 2 Plan 12 (92' x 189.5' x 92' x 197.3')  
Tract 3 - Lot 1 on SCRD Pocket 10 Folder 2 Plan 12 (120' x 171.4' x 103' x 170')  
Tract 4 - Lot 12 on SCRD Pocket 10 Folder 2 Plan 12 (92' x 183' x 77.99' x 189.5')  
Tract 5 - Proposed Street on SCRD Pocket 10 Folder 2 Plan 12

Albert Joseph Routhier deceased on August 14, 1999 (See Probate Court #1999-0604)

Joanne L. Richard  
Blanche Theberge (released interest by disclaimer in 11/10/1999)  
Tracts 3 & 4  
Inheritance - 1999



Albert Joseph Routhier (Probate #1999-0604 – Died 8/14/1999)  
Inheritance - 1981



James H. Young (Probate #A19350 – Died 2/15/1981)



James H. Young  
Tracts 1 & 2  
Book 484 Page 435

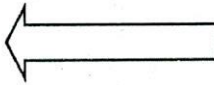
Dated 9/29/1938



Elizabeth M. Felker  
Estate of late husband (Died 12/6/1925)

Elizabeth M. Felker (Died 8/5/1939, Probate #A1032)

James H. Young  
Tracts 3 & 4  
Inheritance



Ellery Felker  
Book 405 Page 235

Dated 5/5/1923

Maria M. Foss



See Pocket 10 Folder 2 Plan 11 – Subdivision May 1935  
See Pocket 10 Folder 2 Plan 12 – Revised Subdivision June 1935

Outsales from James H. Young  
Book 575 Page 226 10/11/1949 Lots 8 & 9  
Book 620 Page 95 5/17/1945 Lot 5  
Book 549 Page 10 6/8/1946 Lot 7

Outsales from Elizabeth M. Felker  
Book 466 Page 39 10/3/1935 Lot 4  
Book 484 Page 190 8/17/1938 Lot 6  
Book 463 Page 312 5/24/1935 Lot 3

Book 405 Page 235

A certain tract or parcel of land, together with the buildings thereon, situate on the southerly side of Court Street in said Dover, known as my Homestead, bounded and described as follows, to-wit:- Northerly by said Court Street, Westerly by land of one Dillon, Southerly by Pine Hill Cemetery and Easterly by Watson Street, or Watson Street Extension so-called; reserving unto myself a life estate in the above described premises for and during the remainder of my natural life without impeachment for waste heirs and assigns forever,

MCNEILL, TAYLOR & GALLO, P.A.  
180 LOCUST STREET  
P.O. BOX 815  
DOVER, NH 03821

Doc # 0004573 Mar 24, 2009 12:05 PM  
Book 3722 Page 0318 Page 1 of 3  
Register of Deeds, Strafford County



| STATE OF NEW HAMPSHIRE                        |                                  |
|-----------------------------------------------|----------------------------------|
| DEPARTMENT<br>OF<br>REVENUE<br>ADMINISTRATION | REAL ESTATE<br>TRANSFER TAX      |
| ***** Thousand * Hundred 40 Dollars           |                                  |
| DATE<br>03/24/2009                            | AMOUNT<br>ST814883 \$ *****40.00 |
| VOID IF ALTERED                               |                                  |

### WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS, that I, **Joanne Richard**, a married woman, of 109 Court Street, Dover, New Hampshire 03820

for consideration paid, hereby grant to **Joanne L. Richard, Trustee of the Joanne L. Richard Living Revocable Trust of 2009** of 109 Court Street, Dover, New Hampshire 03820

with *WARRANTY COVENANTS*, the following described premises:

#### Tract 1

A certain tract of land with any buildings thereon, situate on the southerly side of Court Street in Dover, County of Strafford and State of New Hampshire and bounded and described as follows, to wit:

Beginning on said Court Street at a hub set in the ground at the corner of Court and Keelty Streets; thence running northwesterly along said Court Street one hundred (100) feet, more or less, to a hub set in the ground at the easterly corner of Lot No. 1 on Plan of Lots surveyed by W.S. Wheeler, C.E., in June, 1935; thence running southwesterly along said Lot No. 1 one hundred and seventy (170) feet, more or less, to a hub set in the ground on Locke Street; thence running southeasterly along said Locke Street one hundred (100) feet, more or less, to a hub set in the ground at the intersection of said Locke and Keelty Streets; thence running northwesterly along said Keelty Street one hundred and seventy (170) feet, more or less, to the point of beginning on said Court Street. Being Lot No. 20 on said Plan of Lots.

#### Tract 2

Also another tract of land with the buildings thereon, situate in Dover, County of Strafford and State of New Hampshire, on the southerly side of said Locke Street and bounded and described as follows, to wit:

Beginning at a hub set in the ground at the easterly corner of Lot No. 11 on said plan of Lots; thence running northwesterly along said Locke Street ninety-two (92) feet, more or

less, to a hub set in the ground at the easterly corner of Lot No. 12 on said Plan of Lots; thence running southwesterly along said Lot 12 one hundred and eighty-nine and five tenths (189.5) feet, more or less, to a hub set in the ground at land of Pine Hill Cemetery; thence running southeasterly along said Pine Hill Cemetery land ninety-two (92) feet, more or less, to a hub set in the ground at corner of Lot No. 10 on said Plan of Lots, now or formerly owned by one Keating; thence running northwesterly along said Lot No. 10, one hundred and ninety-seven and three tenths (197.3) feet, more or less, to the point of beginning on said Locke Street. Being Lot No. 11 on said Plan of Lots.

For title to Tract 1 and Tract 2, see Warranty Deed of Albert Joseph Routhier to Albert Joseph Routhier and Joanne Richard dated April 17, 1998, recorded in the Strafford County Registry of Deeds at Book 2000, Page 617. Albert Joseph Routhier was deceased on August 14, 1999. See Strafford County Probate Court #1999-0604.

### **Tract 3**

A certain tract of land with any buildings thereon situate on the southerly side of Court Street in Dover, County of Strafford, State of New Hampshire, bounded and described as follows:

Beginning on said Court Street at the easterly corner of the herein conveyed premises being Lot #1 on a Plan of Lots surveyed by W.S. Wheeler, C.E. in June, 1935; thence northwesterly along Court Street a distance of one hundred twenty (120) feet to a point; thence turning and running southeasterly a distance of one hundred seventy-one and four tenths (171.4) feet, more or less, to a point at abandoned Locke Street; thence turning and running southeasterly along said abandoned street one hundred three (103) feet, more or less, to a point at Lot #20; thence turning and running northwesterly along Lot #20 a distance of one hundred seventy (170) feet, more or less, to the point of beginning. Being Lot No. 1 on said Plan of Lots.

### **Tract 4**

Also another tract of land with any buildings thereon situate on the southerly side of Locke Street, abandoned, in Dover, County of Strafford, State of New Hampshire, bounded and described as follows:

Beginning at a hub set in the ground at the easterly corner of the herein described premises, being Lot #12 on a Plan of Lots surveyed by W.S. Wheeler, C.E. in June, 1935; thence turning and running northwesterly along said street a distance of ninety-two (92) feet, more or less, to a point; thence turning and running southwesterly a distance of one hundred eighty-three (183) feet, more or less, to a point at Pine Hill Cemetery; thence turning and running southeasterly along Pine Hill Cemetery a distance of seventy-seven and ninety-nine one hundredths (77.99) feet to a point at Lot #11 on said plan; thence turning and running northeasterly along Lot #11 a distance of one hundred eighty-nine and five tenths (189.5) feet to the point of beginning.

For title to Tract 3 and Tract 4, see Estate of Elizabeth M. Felker (Strafford County Registry of Probate File No. A1032) who died testate, leaving her real estate to James H. Young. James H. Young died February 15, 1981, testate (Strafford County Registry of Probate File No. A19350), leaving the property to Albert J. Routhier. Albert J. Routhier died August 14, 1999, (Strafford County Registry of Probate File No. 1999-0604 intestate, leaving his estate equally to Joanne Richard and Blanche Theberge. Blanche Theberge relinquished any interest that she had in the property by a disclaimer dated November 10, 1999 recorded in said Probate File.

### Tract 5

All right, title and interest in the abandoned Locke Street lying between the lots herein conveyed.

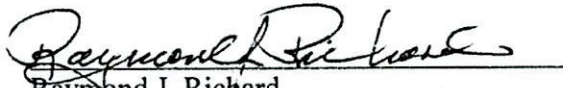
Collectively all 5 tracts are shown on the Dover Tax Records as Parcel #19007-000000.

Consideration is less than \$100.00

I, Raymond J. Richard, husband of Joanne Richard, hereby release all rights of homestead and any other interests herein.

Signed this 10<sup>th</sup> day of March, 2009.

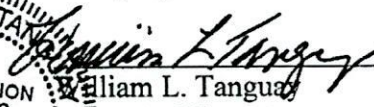
  
Joanne Richard

  
Raymond J. Richard

STATE OF NEW HAMPSHIRE  
COUNTY OF STRAFFORD

On this, the 10<sup>th</sup> day of March, 2009, before me, the undersigned Officer, personally appeared Joanne Richard and Raymond J. Richard, known to me, or satisfactorily proven, to be the persons whose names are subscribed to the foregoing instrument, and acknowledged that they executed the same for the purposes set forth therein.



  
William L. Tanguay  
Notary Public

My commission expires: 2/13/13

## WARRANTY DEED

That Albert Joseph Routhier, single person of 109 Court Street, Dover, County of  
Strafford and State of New Hampshire, for consideration paid, grant to Albert Joseph Routhier of  
109 Court Street, Dover, County of Strafford and State of New Hampshire and Joanne Richard of  
106 St. James Avenue, P.O. Box 120, Milton, County of Strafford and State of New Hampshire,  
as joint tenants with right of survivorship with Warranty covenants,

A certain tract of land with any buildings thereon, situate on the southerly side of Court  
Street in Dover, County of Strafford and State of New Hampshire and bounded and described as  
follows, to wit:

Beginning on said Court Street at a hub set in the ground at the corner of Court and  
Keelty Streets; thence running northwesterly along said Court Street one hundred (100) feet,  
more or less, to a hub set in the ground at the easterly corner of Lot No. 1 on Plan of Lots  
surveyed by W.S. Wheeler, C.E., in June, 1935; thence running southwesterly along said Lot No.  
1- one hundred and seventy (170) feet, more or less, to a hub set in the ground on Locke Street;  
thence running southeasterly along said Locke Street one hundred (100) feet, more or less, to a  
hub set in the ground at the intersection of said Locke and Keelty Streets; thence running  
northeasterly along said Keelty Street one hundred and seventy (170) feet, more or less, to the  
point of beginning on said Court Street. Being Lot No. 20 on said Plan of Lots.

Also another tract of land with the buildings thereon, situate in Dover, County of Strafford  
and State of New Hampshire, on the southerly side of said Locke Street and bounded and  
described as follows, to wit:

Beginning at a hub set in the ground at the easterly corner of Lot No. 11 on said plan of  
Lots; thence running northwesterly along said Locke Street ninety-two (92) feet, more or less, to  
a hub set in the ground at the easterly corner of Lot No. 12 on said Plan of Lots; thence running  
southwesterly along said Lot 12 one hundred and eighty-nine and five tenths (189.5) feet, more or  
less, to a hub set in the ground at land of Pine Hill Cemetery; thence running southeasterly along  
said Pine Hill Cemetery land ninety-two (92) feet, more or less, to a hub set in the ground at  
corner of Lot No. 10 on said Plan of Lots, now or formerly owned by one Keating; thence  
running northeasterly along said Lot No. 10, one hundred and ninety-seven and three tenths  
(197.3) feet, more or less, to the point of beginning on said Locke Street. Being Lot No. 11 on  
said Plan of Lots.

Being the same premises acquired by the grantor under the will of James H. Young,  
Strafford County Probate #A19350. See also deed of Elizabeth M. Felker to James H. Young  
dated September 29, 1938 and recorded in the Strafford County Registry of Deeds at Book 484,  
Page 435.

|                                               |                             |
|-----------------------------------------------|-----------------------------|
| STATE OF NEW HAMPSHIRE                        |                             |
| DEPARTMENT<br>OF<br>REVENUE<br>ADMINISTRATION | REAL ESTATE<br>TRANSFER TAX |
| XXX THOUSAND XXX HUNDRED AND X40 DOLLARS      |                             |
| AMOUNT                                        |                             |
| 04-29-87 290984                               | \$ 40.00                    |
| VOID IF ALTERED                               |                             |

98 APR 29 AM 8:54  
REGISTER OF DEEDS  
STRAFFORD COUNTY

006470

BK2000PG0617

Witness my hand this 17<sup>th</sup> day of APRIL, 1998.

Witness:

Sam H. Post

Albert Joseph Routhier  
Albert Joseph Routhier

STATE OF NEW HAMPSHIRE  
Strafford, ss.

April 17, 1998

Personally appeared the above-named Albert Joseph Routhier and acknowledged the foregoing instrument to be his voluntary act and deed. Before me,

Sam H. Post  
Justice of the Peace/Notary Public  
My Commission Expires:

BK2000PG0618

**Know all Men by these Presents**

THAT I, Elizabeth M. Felker of Madbury in the County of Strafford and State of New Hampshire, widow

for and in consideration of the sum of one dollar and other valuable considerations to me in hand, before the delivery hereof, well and truly paid by James H. Young, of Dover in said County,

the receipt whereof I do hereby acknowledge, have granted, bargained and sold, and by these presents do give, grant, bargain, sell, alien, enfeoff, convey and confirm unto the said James H. Young, his

heirs and assigns forever,

A certain tract of land situate in said Dover on the southerly side of Court Street and bounded and described as follows, to wit: Beginning on said Court Street at a hub set in the ground at the corner of Court and Keelty Streets; thence running northwesterly along said Court Street one hundred (100) feet, more or less, to a hub set in the ground at the easterly corner of Lot No. 1-on Plan of Lots surveyed by W.S. Wheeler, C.E. in June, 1935; thence running Southwesterly along said Lot No. 1-one hundred and seventy (170) feet, more or less, to a hub set in the ground on Locke Street; thence running southeasterly along said Locke Street one hundred (100) feet, more or less, to a hub set in the ground at the intersection of said Locke and Keelty Streets; thence running northeasterly along said Keelty Street one hundred and seventy (170) feet, more or less, to the point of beginning on said Court Street. Being Lot No. 2 on said Plan of Lots.

( U.S. Rev. )  
( \$.50 )  
( J.C.B. )  
( 9/29/38 )

Also another tract of land situate in said Dover on the southerly side of said Locke Street and bounded and described as follows, to wit: beginning at a hub set in the ground at the easterly corner of Lot No. 11-on said Plan of Lots; thence running northwesterly along said Locke Street ninety-two (92) feet, more or less, to a hub set in the ground at the easterly corner of Lot No. 12-on said Plan of Lots; thence running southwesterly along said Lot No. 12-one hundred and eighty-nine and five-tenths (189.5) feet, more or less, to a hub set in the ground at land of Pine Hill Cemetery; thence running southeasterly along said Pine Hill Cemetery land ninety-two (92) feet, more or less, to a hub set in the ground at corner of Lot No. 10-on said Plan of Lots, now owned by one Keating; thence running northeasterly along said lot No. 10-one hundred and ninety-seven and three tenths feet, more or less, to the point of beginning on said Locke Street. Being Lot No. 11-on said Plan of Lots.

The above two lots being a part of the real estate acquired by me from the estate of my late husband, Ellery Felker.

TO HAVE AND TO HOLD the said granted premises, with all the privileges and appurtenances to the same belonging, to ~~him~~ the said ~~grantee~~ and ~~his~~ heirs and assigns, to ~~him and his~~ ~~and their~~ only proper use and benefit forever. And I the said ~~grantor~~ and my heirs, executors and administrators, do hereby covenant, grant and agree to and with the said ~~grantee~~ and ~~his~~ heirs and assigns that until the delivery hereof I am the lawful owner of the said premises and am seized and possessed thereof in my own right in fee simple; and have full power and lawful authority to grant and convey the same in manner aforesaid; that the premises are free and clear from all and every incumbrance whatsoever ~~except~~

and that I and my heirs, executors and administrators shall and will WARRANT AND DEFEND the same to the said ~~Grantee~~ and ~~his~~ heirs and assigns, against the lawful claims and demands of any person or persons whomsoever.

And I, ~~wife of the said~~ ~~in consideration aforesaid, do hereby relinquish my right of dower~~ ~~in the before mentioned premises~~  
 And we and each of us do hereby release, discharge and waive all such rights of exemption from attachment and levy, or sale on execution and such other rights whatsoever in said premises, and in each and every part thereof, as our FAMILY HOMESTEAD, as are reserved or secured, to us or either of us, by Chapter 214, Public Laws of the State of New Hampshire, or by any other statute or statutes of said State.

IN WITNESS WHEREOF, I have hereunto set my hand and seal, this 29th day of September A.D. 1938 in the year of our Lord, 19

Signed, sealed and delivered in the presence of us:

Jennie C. Blanchard

Elizabeth M. Felker SEAL

STATE OF NEW HAMPSHIRE, Strafford SS. Personally appeared the above named

September 29 Elizabeth M. Felker

A. D. 1938

to be her voluntary act and deed—Before me:

and acknowledged the foregoing instrument

(NOTARIAL SEAL)  
 Received 4:00 P.M. September 29, 1938.

Notary Public  
 Jennie C. Blanchard Justice of the Peace  
 Examined by *Anna M. Mow* Register.

STATE OF NEW HAMPSHIRE, SS. Personally appeared the above named

A. D. 19

to be voluntary act and deed—Before me:

and acknowledged the foregoing instrument

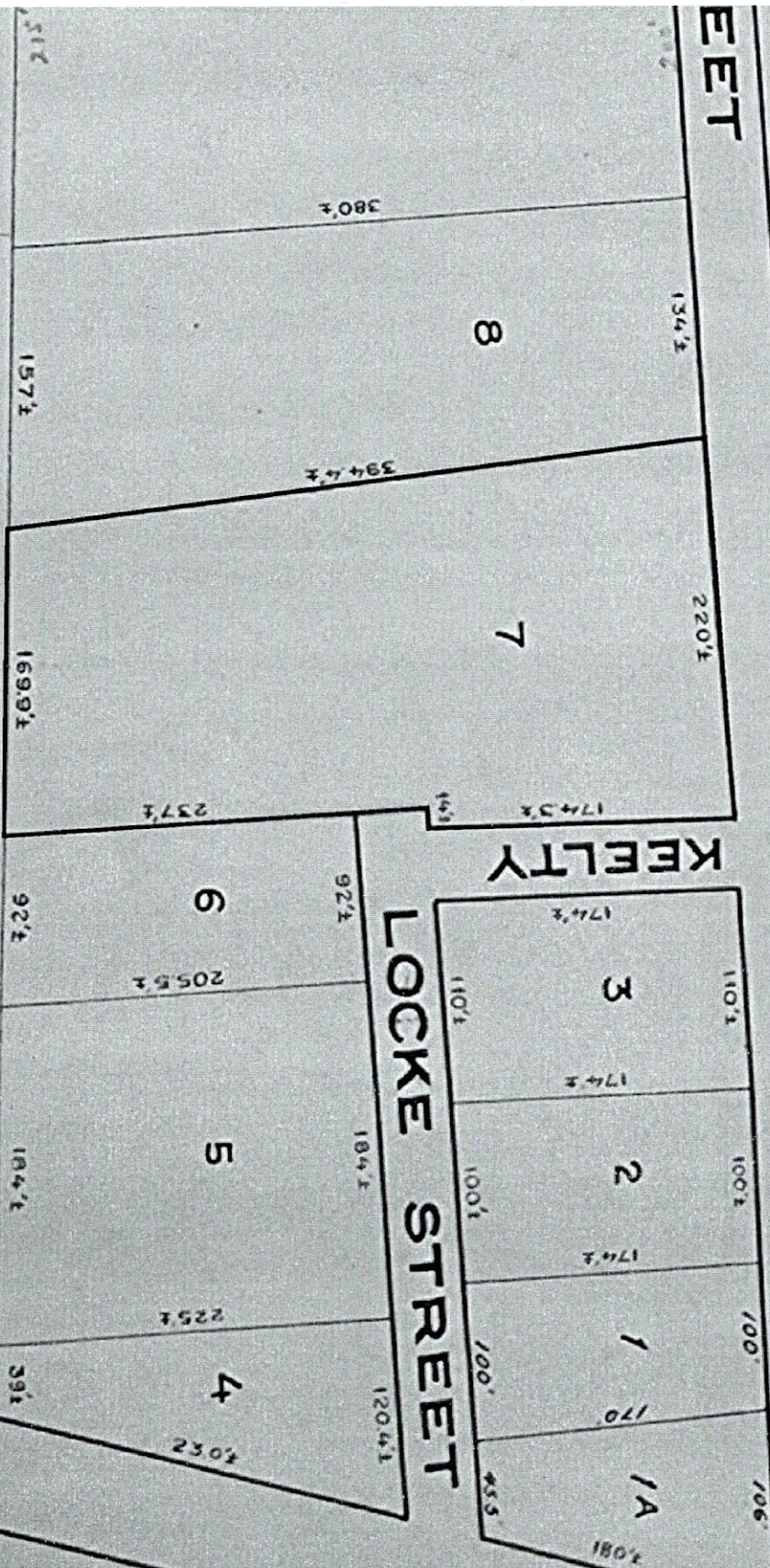
Received

Examined by

Justice of the Peace.

Register.

SHEET



DL 4-2  
DL 4-3  
DL 5-3

1956

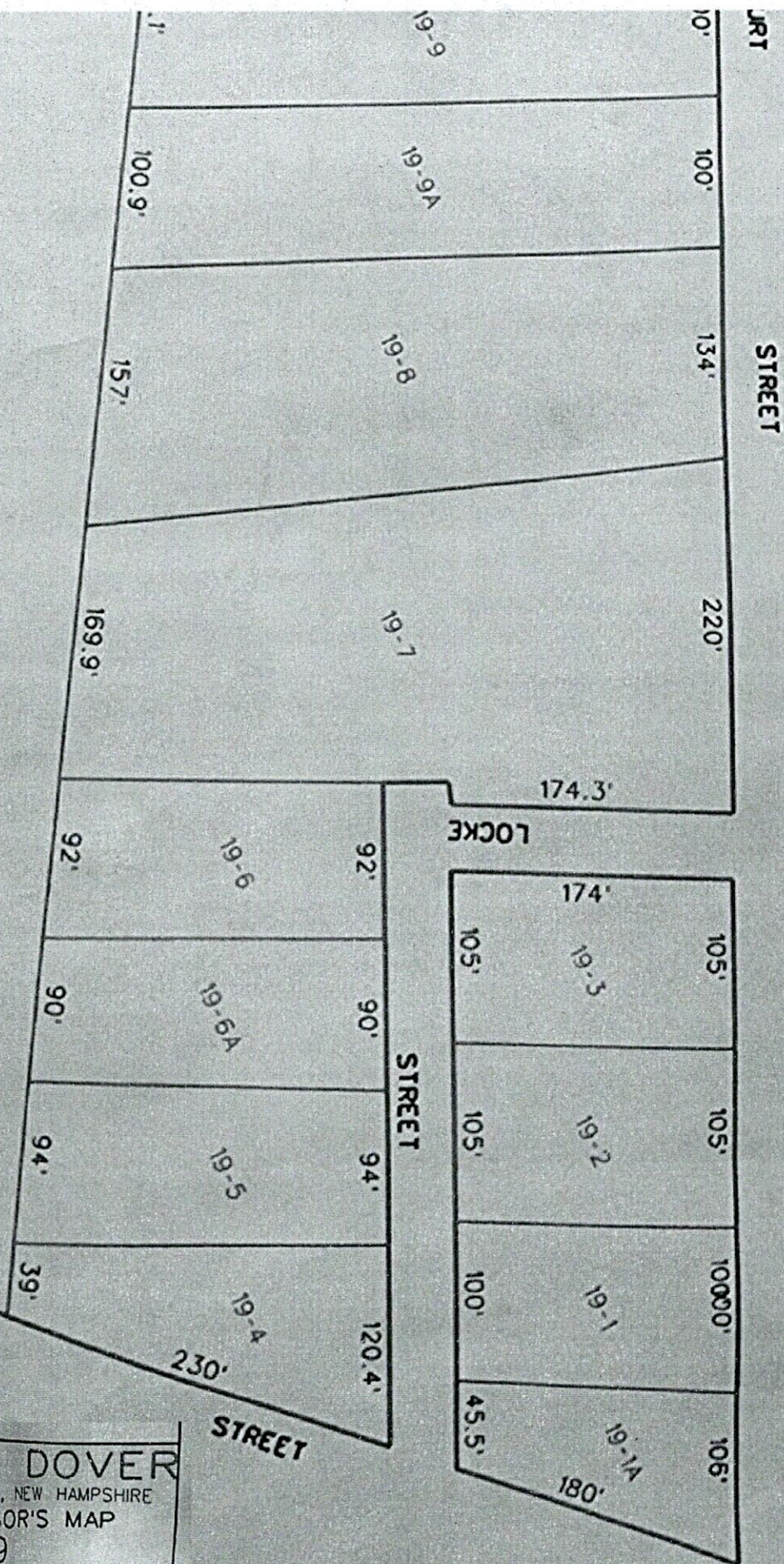
DOVER, N.H.

SHEET

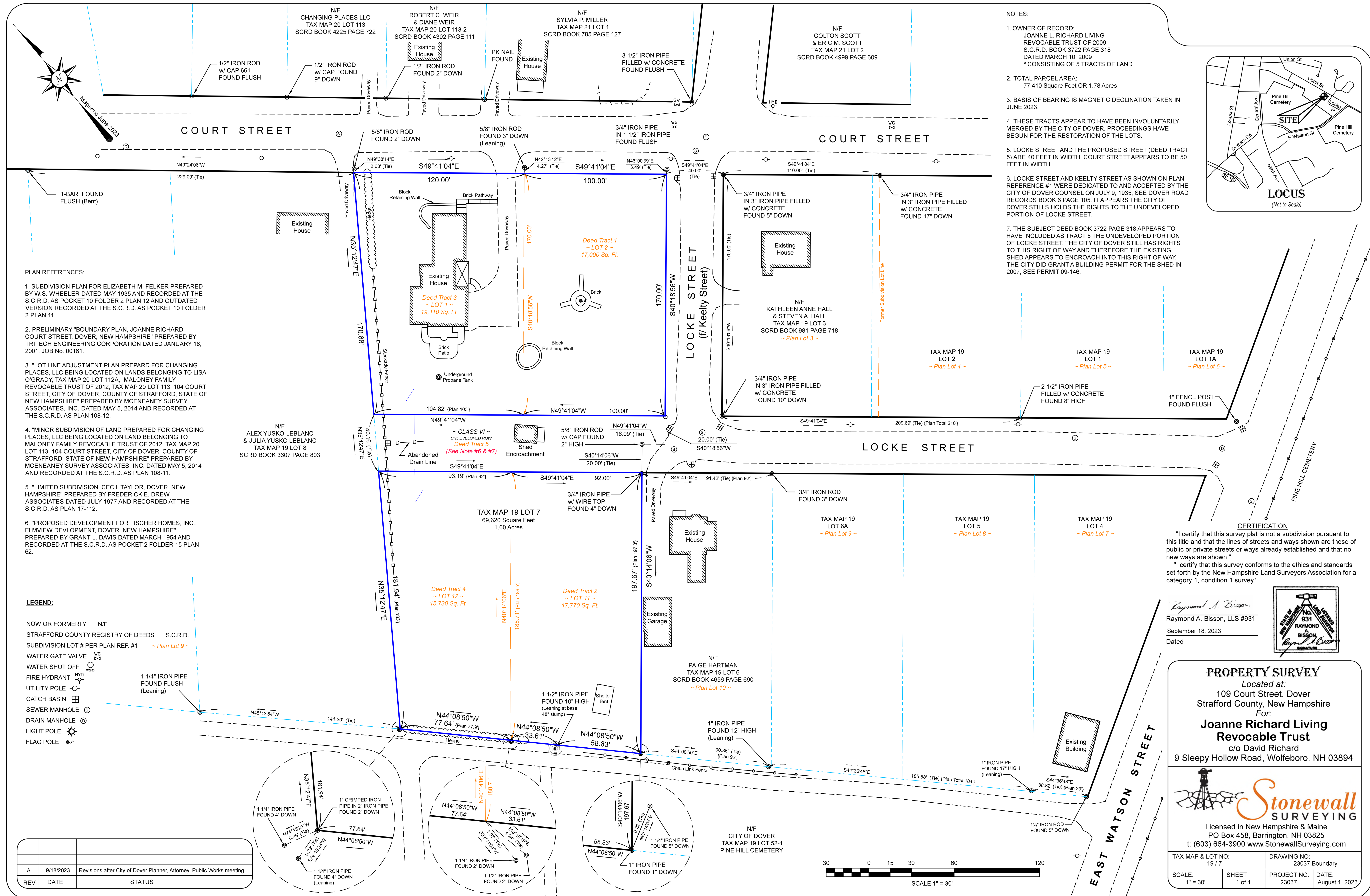
19

SCALE 1"=100'±

1949 - REVISED 1950



CITY OF DOVER  
STRAFFORD COUNTY, NEW HAMPSHIRE  
TAX ASSESSOR'S MAP  
MAP 19



|     |           |                                                                       |
|-----|-----------|-----------------------------------------------------------------------|
|     |           |                                                                       |
|     |           |                                                                       |
| A   | 9/18/2023 | Revisions after City of Dover Planner, Attorney, Public Works meeting |
| REV | DATE      | STATUS                                                                |



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.A.2.**

Resolution Number: **R - 2023.09.27 - 147**

Resolution Re: Setting Voting Hours for the November 7, 2023 Dover  
Municipal Election

WHEREAS: In accordance with State law, the City Council must set voting hours in the City of Dover;  
and

WHEREAS: The Dover Municipal Election will be held on November 7, 2023; and

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

The voting hours at all Wards in the City of Dover shall be from 7:00 am to 7:00 pm for  
the Dover Municipal Election to be held on November 7, 2023.

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Robert Carrier  
By Request

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

Recorded by: Patricia Moniello  
Legal Assistant

|                                                                                                               |                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>CITY OF DOVER</b></p> | <div>CITY OF DOVER - RESOLUTION</div> <div>Agenda Item#:13.A.2.</div> <div> Resolution Number: <b>R - 2023.09.27 - 147</b><br/> Resolution Re: Setting Voting Hours for the November 7, 2023 Dover<br/> Municipal Election </div> |
|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**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 Warach, 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:**

RSA 659:4 requires that the City Council determine polling hours in state elections no later than 30 days prior to a state election.

The Moderators and Supervisors of the Checklist have been contacted in regards to the hours proposed in this resolution and are in agreement. The Acting City Clerk also concurs with these hours. Rules regarding absentee voting will allow people who work during the polling hours to vote via absentee ballot.

|                                        |                                                       |
|----------------------------------------|-------------------------------------------------------|
| Document Created by: Finance           | R-2023.09.27 Setting Voting Hours for the November 7, |
| Document Posted on: September 22, 2023 | 2023 Dover Municipal Election                         |
|                                        | Page 2 of 2                                           |



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.A.3.**

Resolution Number: **R – 2023.09.27 - 148**  
 Resolution Re: B21048-RFP22-001 Consulting Design Services Amendment  
 for the Henry Law Avenue & River Street Reconstruction

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. 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-RFP22-001 was solicited and received from the three firms selected under the Highway/Transportation Engineering service area and approved via resolution [R-2021.10.27-180](#) for Consulting Design Services for the Henry Law Avenue and River Street Reconstruction Project on October 6, 2021 at 2:00 p.m. The winning proposal was submitted by Kleinfelder Northeast, Inc. in the amount not to exceed \$373,851.00 and work began on this project; and

WHEREAS: The City qualified for \$3.5 million in SRF funds to specifically address stormwater infrastructure, and subsequently requested a scope increase with Kleinfelder, who submitted a proposed amendment in the amount of \$120,045.00 for design services to include Stormwater Best Management Practices, Stabilization of Cocheco River Bank along River Street, and incorporation of parking lot at the site of the existing skate park. It is the recommendation to award additional scope of work as outlined; and

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

The Purchasing Agent is hereby authorized to issue a purchase order amendment to Kleinfelder Northeast, Inc. of Manchester, NH for Consulting Design Services for the Henry Law Avenue and River Street Reconstruction Project in the amount not to exceed \$120,045.00. 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 |
| 4022.1.300.43121.4751.03121.22. | Street Reconstruction - Henry Law Ave - TIF | 1,068,335     | 517,331 |

### 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: Patricia Moniello  
 Legal Assistant



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.A.3.**

Resolution Number: **R – 2023.09.27 - 148**  
Resolution Re: B21048-RFP22-001 Consulting Design Services Amendment  
for the Henry Law Avenue & River Street Reconstruction

### 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 Warach, Ward 2             |     |    |
| Councilor Deborah Thibodeaux, Ward 3        |     |    |
| Councilor Debra Hackett, Ward 4             |     |    |
| Councilor Fergus Cullen, Ward 6             |     |    |
| Councilor Linnea Nemeth, At Large           |     |    |
| Councilor Lindsey Williams, At Large        |     |    |
| Total Votes:                                |     |    |
| Resolution does   does not pass.            |     |    |



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.A.3.**

Resolution Number: **R – 2023.09.27 - 148**  
Resolution Re: B21048-RFP22-001 Consulting Design Services Amendment  
for the Henry Law Avenue & River Street Reconstruction

### RESOLUTION BACKGROUND MATERIAL:

The City solicited a Statement of Qualifications and Proposals [#B21048](#) from engineering firms, following the guidelines set forth by Purchasing Code 5-41 Professional Services, to establish on-call agreements with firms for five engineering service areas.

- 1) Highway/Transportation Engineering
- 2) Traffic Management
- 3) Water Supply, Treatment & Distribution Engineering
- 4) Wastewater Collection & Treatment Engineering
- 5) Dam & Structural Engineering

On July 28, 2021, City Council approved via resolution [R-2021.07.28-135](#), several firms in various service areas including the following for Highway/Transportation Engineering:

Kleinfelder Northeast, Inc. of Manchester, NH  
Greenman-Pedersen, Inc. of Portsmouth, NH  
Green International Affiliates, Inc of Westford, MA

On September 3, 2021, the City requested proposals via RFP#B21048-RFP22-001 for consulting services for the Henry Law Avenue & River Street Reconstruction Project from the three firms selected for Highway/Transportation Engineering service area. The winning proposal was submitted by Kleinfelder Northeast, Inc. in the amount not to exceed \$373,851.00 and was approved via resolution [R-2021.10.27-180](#) for Consulting Design Services for the Henry Law Avenue and River Street Reconstruction Project on October 6, 2021 at 2:00 p.m. and work began on this project.

The City has received an additional scope of work in the amount not to exceed \$120,045.00 making the new contracted amount of \$493,897.00. The additional work effort would involve design of a large-scale stormwater BMP within Henry Law park. The BMP will provide pollutant removal and flow mitigation for the highly urbanized downtown area and could include up to 120 acres of contributing municipal, residential, and commercial properties with associated roadway networks, while also preparing for sea-level rise impacts and extreme high tide events. The construction of the BMP below grade will also preserve open space in the heavily used park. The City of Dover plans to install educational materials regarding the BMP to strategically engage park patrons. Additional work will focus on stabilization of the riverbank along the Cocheco River, as the City has multiple outfall pipes discharging along the riverbank.

### Award Information:

A purchase order amendment will be issued to Kleinfelder Northeast, Inc. to authorize expenditures as outlined in this resolution.

### Purchasing Information:

Document Created by: Purchasing  
Document Posted on: September 22, 2023

R-2023.09.27 B21048-RFP22-001 Consulting Design  
Services Amendment for the Henry Law Avenue River  
Street Reconstruction Project.doc  
Page 3 of 4



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.A.3.**

Resolution Number: **R – 2023.09.27 - 148**  
Resolution Re: B21048-RFP22-001 Consulting Design Services Amendment  
for the Henry Law Avenue & River Street Reconstruction

|                                    |                             |                                     |                                                                                                     |
|------------------------------------|-----------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Type:</b>                       | Purchase Order              | <b>Advertised:</b>                  | No/RFQ#B21048                                                                                       |
| <b>Invitations Mailed:</b>         | 3                           | <b>Number of Responses:</b>         | 3                                                                                                   |
| <b>Warranty:</b>                   | N/A                         | <b>Terms:</b>                       | Net 30, FOB Dover                                                                                   |
| <b>Work Bonded:</b>                | No                          | <b>Contract:</b>                    | Yes                                                                                                 |
| <b>Prices will hold for:</b>       | Until Completion            | <b>Estimated Delivery:</b>          | As Needed                                                                                           |
| <b>Recommended Award to:</b>       | Kleinfelder Northeast, Inc. | <b>Fund:</b>                        | FY22 CIP                                                                                            |
| <b>Other Approvals Required:</b>   | No                          | <b>References Checked:</b>          | Satisfactory                                                                                        |
| <b>Previously Worked for City:</b> | Yes                         | <b>Reason for Council Approval:</b> | Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation. |

### [B21048-RFP22-001 Bid Documents](#)



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.A.4.**

Resolution Number: **R – 2023.09.27 - 149**

Resolution Re: B21065 Consulting Design Services for the Portland Avenue Retaining Wall & Sidewalk Improvements Project Amendment No. 3

WHEREAS: A sealed Request for Qualifications #B21065 was issued and received for Consulting Design Services for the Portland Avenue Retaining Wall and Sidewalk Improvements Project on April 12, 2021 at 2:00 PM; and

WHEREAS: The City received four bid replies which were reviewed. Of the four bid replies, the selection committee identified three submissions as finalists and cost proposals were opened and reviewed. It was the recommendation to accept the proposal deemed most advantageous and with lowest offered rates submitted by Wright-Pierce of Portsmouth, NH in the amount not to exceed \$79,900.00 and was approved via [R-2021.05.26-177](#); and

WHEREAS: In August 2022, the city received Amendment No. 1 adding \$13,700.00 of additional costs for city requested additional design and specification services related to ornamental lighting and change in grading based off abutters preferences; and

WHEREAS: The city received Amendment No. 2 adding \$40,385.00 of additional costs related to a revised design and bid phase services as listed in the background of this resolution; and

WHEREAS: The city received Amendment No. 3 adding \$38,200.00 of additional costs related to a revised design and bid phase services as listed in the background of this resolution; and

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

The Purchasing Agent is hereby authorized to issue a purchase order revision to Wright-Pierce of Portsmouth, NH for Consulting Design Services for the Portland Avenue Retaining Wall and Sidewalk Improvements Project in the amount not to exceed \$38,200.00. 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 |
| 4022.1.300.43121.4751.03158.2 | PW - Portland Avenue Retaining Wall | 250,000       | 137,208 |
|                               |                                     |               |         |



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.A.4.**

Resolution Number: **R – 2023.09.27 - 149**  
Resolution Re: B21065 Consulting Design Services for the Portland  
Avenue Retaining Wall & Sidewalk Improvements Project  
Amendment No. 3

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Robert Carrier  
By Request

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

Recorded by: Patricia Moniello  
Legal Assistant

### 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 Warach, 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.            |     |    |

|                                                                                                           |                                                                                                                                                                                                                                                                      |  |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <br><b>CITY OF DOVER</b> | <b>CITY OF DOVER - RESOLUTION</b>                                                                                                                                                                                                                                    |  |
|                                                                                                           | <p style="text-align: right;"><b>Agenda Item#:13.A.4.</b></p> <p>Resolution Number: <b>R – 2023.09.27 - 149</b><br/> Resolution Re: B21065 Consulting Design Services for the Portland Avenue Retaining Wall &amp; Sidewalk Improvements Project Amendment No. 3</p> |  |

**RESOLUTION BACKGROUND MATERIAL:**

The original scope of work includes survey of existing conditions, evaluating retaining wall and sidewalk improvements, sewer and drainage utility assessment, investigation of existing ledge and soil issues by borings or test-pits, development of various concept ideas to facilitate public discussion, acceptance and available options, work with property owner(s) to identify any trees that may be impacted or removed, develop a final plan and profile stamped by a Professional Engineer with preliminary opinion of cost, and bid specifications, assistance and award, as well as final opinion of cost in the total amount of \$79,900.00.

Amendment No. 1 added \$13,700.00 of additional costs for city requested additional design and specification services related to ornamental lighting and change in grading based off abutters preferences for a new contract amount of \$93,600.00

Amendment No. 2 added \$40,385.00 of additional costs related to a revised design and bid phase services for a new contract amount of \$133,985.00. The project was previously bid in October 2022, in which one bid was received that was beyond the allocated funding. Amendment No. 2 incorporates modifications to the design plans with than anticipation that potential bids will be lower. Design modification include revising the wall location to reduce quantities, allowing alternative materials for the wall that may be more cost effective, and modifying the temporary traffic control plan to allow a partial road closure.

Amendment No. 3 is adding \$38,200.00 of additional costs related to revised plans and details for a new contract price of \$172,185.00. This amendment incorporates the design of a 1.5:1 slope embankment with a modular retaining in lieu of providing a soldier pile and lagging retaining wall due to temporary traffic control modifications and reduction of the sidewalk width. The design modifications will further reduce quantities and complexity of the project, with anticipation that potential bids will be lower. Contract documents will be revised accordingly.

**Purchasing Information:**

|                                    |                |                                     |                                                                                                     |
|------------------------------------|----------------|-------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Type:</b>                       | Purchase Order | <b>Advertised:</b>                  | Yes                                                                                                 |
| <b>Invitations Mailed:</b>         | 366            | <b>Number of Responses:</b>         | 4                                                                                                   |
| <b>Warranty:</b>                   | N/A            | <b>Terms:</b>                       | Net 30, FOB Dover                                                                                   |
| <b>Work Bonded:</b>                | No             | <b>Contract:</b>                    | Yes                                                                                                 |
| <b>Prices will hold for:</b>       | Until Complete | <b>Estimated Delivery:</b>          | As Needed                                                                                           |
| <b>Recommended Award to:</b>       | Wright-Pierce  | <b>Fund:</b>                        | Various                                                                                             |
| <b>Other Approvals Required:</b>   | No             | <b>References Checked:</b>          | Satisfactory                                                                                        |
| <b>Previously Worked for City:</b> | Yes            | <b>Reason for Council Approval:</b> | Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation. |

**[B21065 Bid Documents and Vendor List](#)**

|                                                                           |                                                                                                                                                        |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document Created by: Purchasing<br>Document Posted on: September 22, 2023 | R-2023.09.27 B21065 Consulting Design Services for the<br>Portland Ave Retaining Wall & Sidewalk Improvement<br>Project Amendment No. 3<br>Page 3 of 3 |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.A.5.**

Resolution Number: **R – 2023.09.27 - 150**  
Resolution Re: B24003 #2 Heating Fuel

WHEREAS: Sealed bid B24003 was requested and received for #2 Heating Fuel on August 22, 2023 at 2:00 pm, and;

WHEREAS: The city has six (3) locations where #2 heating fuel is utilized and supplied on an “as needed” or pre-arranged schedule. Based on last years usage the bid indicated a need for approximately 10,000 gallons to be purchased at a guaranteed rate for one year; and

WHEREAS: Due to the ever-changing price of fuel, a locked in rate was the preferred method of purchasing. Two (2) bid replies were received. The low bid meeting specifications and being recommended award was submitted by Haffners Energy North Group, Lawrence Mass, at the locked in rate of \$3.099 per gallon This vendor has supplied #2 Heating Oil to the City since 2013.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order for one year to Haffners Energy North Group for #2 heating fuel at the rates provided in conjunction with B24003, not to exceed \$33,580.00. The City Manager, or designee, is hereby authorized to contract with the vendors consistent with the Purchase Order authorized herein.

### Financing

| Account                     | Description    | Appropriation | Balance   |
|-----------------------------|----------------|---------------|-----------|
| xxxx.1.xxx.xxxxx.4624.xxxxx | #2 heating oil | 42,959.00     | 42,959.00 |

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Robert Carrier  
By request

Approved for Legal Compliance: Joshua M. Wyatt  
General Legal Counsel

Recorded by: Patricia Moniello  
Legal Assistant



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.A.5.**

Resolution Number: **R – 2023.09.27 - 150**  
Resolution Re: B24003 #2 Heating Fuel

### 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 Warach, 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.            |     |    |

|                                                                                                           |                                                                                                                                                                       |  |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <br><b>CITY OF DOVER</b> | <b>CITY OF DOVER - RESOLUTION</b>                                                                                                                                     |  |
|                                                                                                           | <p style="text-align: right;"><b>Agenda Item#:13.A.5.</b></p> <p>Resolution Number: <b>R – 2023.09.27 - 150</b><br/> Resolution Re: <b>B24003 #2 Heating Fuel</b></p> |  |

**RESOLUTION BACKGROUND MATERIAL:**

Sealed bid B24003 was requested and received for #2 heating fuel on August 22, 2023 at 2:00 pm. The city has three (3) locations where #2 heating fuel is utilized and supplied on an “as needed” or pre-arranged schedule.

| <i><b>Tank Location</b></i>  | <i><b>Fuel Type</b></i> | <i><b>Tank Size<br/>(Gallons)</b></i> | <i><b>Approximate. Usage<br/>(Gallons)</b></i> |
|------------------------------|-------------------------|---------------------------------------|------------------------------------------------|
| Cemetery Chapel 131 Central  | #2 Fuel Oil             | 275                                   | 1,000                                          |
| Wastewater Treatment Plant   | #2 Fuel Oil             | 10,000                                | 8,000                                          |
| Bellamy Park Admin. Building | #2 Fuel Oil             | 275                                   | 300                                            |

Based on last year’s usage the bid indicated a need for approximately 10,000 gallons to be purchased for one year.

Low bid was submitted by Haffners Energy North Group in the amount of \$3.099 per gallon. In addition, Haffners is offering “downside protection” whereas if price falls below the fixed rate of \$3.099 per gallon, we will receive the lower price. If we decided to take this option, our fixed rate would increase from \$3.099 per gallon to \$3.358 per gallon. The cost difference would be approximately \$2590.00/year. Based on volatility of the petroleum market, City staff are recommending locking in at the lower, fixed rate of \$3.099 per gallon. This rates aligns closely with the rate included in the FY24 operations budget at a rate of \$3.05 per gallon.

**Award Information:**

A purchase order will be issued to authorize this expenditure.

**Purchasing Information:**

|                                    |                             |                                     |                                                                                                    |
|------------------------------------|-----------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Type:</b>                       | Purchase order              | <b>Advertised:</b>                  | Yes                                                                                                |
| <b>Invitations Mailed:</b>         | 124                         | <b>Number of Responses:</b>         | 2                                                                                                  |
| <b>Warranty:</b>                   | Meets Specifications        | <b>Terms:</b>                       | Net 30, FOB Dover                                                                                  |
| <b>Work Bonded:</b>                | No                          | <b>Contract:</b>                    | Yes                                                                                                |
| <b>Prices will hold for:</b>       | 9/30/2024                   | <b>Estimated Delivery:</b>          | As needed                                                                                          |
| <b>Recommended Award to:</b>       | Haffners Energy North Group | <b>Fund:</b>                        | GF /water/sewer                                                                                    |
| <b>Other Approvals Required:</b>   | No                          | <b>References Checked:</b>          | Satisfactory                                                                                       |
| <b>Previously Worked for City:</b> | Yes                         | <b>Reason for Council Approval:</b> | Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation |

[B24003 Bid Documents](#)

|                                                                           |                                       |
|---------------------------------------------------------------------------|---------------------------------------|
| Document Created by: Purchasing<br>Document Posted on: September 22, 2023 | B24003 #2 Heating Fuel<br>Page 3 of 3 |
|---------------------------------------------------------------------------|---------------------------------------|



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.A.6**

Resolution Number: **R – 2023.09.27 -151**  
Resolution Re: B24004 Off Road Diesel

WHEREAS: Sealed bid B24004 was requested and received for Off Road Diesel on August 22, 2023 at 2:30 pm, and;

WHEREAS: The city has seven (7) locations where Off Road Diesel is utilized and supplied on an “as needed” or pre-arranged schedule. Based on last years usage the bid indicated a need for approximately 18,000 gallons to be purchased at a guaranteed rate for one year; and

WHEREAS: Due to the ever-changing price of fuel, a locked in rate was the preferred method of purchasing. Two (2) bid replies were received. The low bid meeting specifications and being recommended award was submitted by Haffners Energy North Group, Lawrence Mass, at the locked in rate of \$3.499 per gallon This vendor has supplied Off Road Diesel to the City since 2013.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order for one year to Haffners Energy North Group for Off Road Diesel at the rates provided in conjunction with B24004, not to exceed \$65,000.00. The City Manager, or designee, is hereby authorized to contract with the vendors consistent with the Purchase Order authorized herein.

### Financing

| Account                     | Description            | Appropriation | Balance    |
|-----------------------------|------------------------|---------------|------------|
| xxxx.1.xxx.xxxxx.4626.xxxxx | Vehicle/Equipment Fuel | 372,112.00    | 351,161.00 |

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Robert Carrier  
By request

Approved for Legal Compliance: Joshua M. Wyatt  
General Legal Counsel

Recorded by: Patricia Moniello  
Legal Assistant



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.A.6**

Resolution Number: **R – 2023.09.27 -151**  
Resolution Re: B24004 Off Road Diesel

### 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 Warach, Ward 2             |     |    |
| Councilor Deborah Thibodeaux, Ward 3        |     |    |
| Councilor Debra Hackett, Ward 4             |     |    |
| Councilor Fergus Cullen, Ward 6             |     |    |
| Councilor Linnea Nemeth, At Large           |     |    |
| Councilor Lindsey Williams, At Large        |     |    |
| Total Votes:                                |     |    |
| Resolution does   does not pass.            |     |    |



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.A.6**

Resolution Number: **R – 2023.09.27 -151**  
Resolution Re: B24004 Off Road Diesel

### RESOLUTION BACKGROUND MATERIAL:

Sealed bid B24004 was requested and received for Off Road Diesel on August 22, 2023 at 2:30 pm. The city has seven (7) locations where Off Road Diesel is utilized and supplied on an “as needed” or pre-arranged schedule.

| <i><b>Tank Location</b></i>         | <i><b>Fuel Type</b></i> | <i><b>Tank Size<br/>(Gallons)</b></i> | <i><b>Approximate Usage<br/>(Gallons)</b></i> |
|-------------------------------------|-------------------------|---------------------------------------|-----------------------------------------------|
| Varney Brook Pump Station           | Diesel                  | 550                                   | 1350                                          |
| Piscataqua Pump Station             | Diesel                  | 275                                   | 600                                           |
| 60 River Street Pump Station        | Diesel                  | 10,000                                | 2500                                          |
| Highway Garage Tank 271 Mast Rd     | Diesel                  | 1,000                                 | 12,000                                        |
| 271 Mast Rd                         | Diesel                  | 500                                   | 300                                           |
| WWTP 484 Middle Rd                  | Diesel                  | 1,000                                 | 800                                           |
| Generator 262 Sixth St Fire Station | Diesel                  | 435                                   | 100                                           |

Based on last year’s usage the bid indicated a need for approximately 18,000 gallons to be purchased for one year. Low bid was submitted by Haffners Energy North Group in the amount of \$3.499 per gallon. The low bid, at a fixed rate, is much lower than what was carried as an allowance in the FY24 Operations Budget of \$5.20 per gallon, so this is an attractive rate.

### Award Information:

A purchase order will be issued to authorize this expenditure.

### Purchasing Information:

|                                    |                             |                                     |                                                                                                    |
|------------------------------------|-----------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Type:</b>                       | Purchase order              | <b>Advertised:</b>                  | Yes                                                                                                |
| <b>Invitations Mailed:</b>         | 124                         | <b>Number of Responses:</b>         | 2                                                                                                  |
| <b>Warranty:</b>                   | Meets Specifications        | <b>Terms:</b>                       | Net 30, FOB Dover                                                                                  |
| <b>Work Bonded:</b>                | No                          | <b>Contract:</b>                    | Yes                                                                                                |
| <b>Prices will hold for:</b>       | 9/30/2024                   | <b>Estimated Delivery:</b>          | As needed                                                                                          |
| <b>Recommended Award to:</b>       | Haffners Energy North Group | <b>Fund:</b>                        | GF /water/sewer                                                                                    |
| <b>Other Approvals Required:</b>   | No                          | <b>References Checked:</b>          | Satisfactory                                                                                       |
| <b>Previously Worked for City:</b> | Yes                         | <b>Reason for Council Approval:</b> | Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation |

### [B24004 Bid Documents](#)



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.A.7.**

Resolution Number: **R – 2023.09.27 - 152**  
Resolution Re: B24021 John Deere 30G Compact Excavator with Various  
Related Accessories – Sourcewell Contract 011723JDC

WHEREAS: The City of Dover is a member of Sourcewell, formally the National Joint Powers Alliance (NJPA), a member-focused public cooperative of more than 50,000-member agencies throughout the United States and, therefore, may purchase utilizing any of their cooperative purchasing agreements. In January 2023 Sourcewell solicited RFP#011723 Construction Equipment and related accessories. Included are compact excavators with at minimum 27% discount off manufactures suggested retail price (MSRP); and

WHEREAS: The authorized distributor of such equipment in NH is United Construction & Forestry and has provided a quote #29418205 for one 2022 John Deere 30G compact excavator and related equipment in the total amount of \$63,800. The itemized list of the unit along with accessories is outlined in the background section of this resolution. It is the recommendation to accept the proposal submitted by as outlined; and

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

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to United Construction and Forestry of Pembroke New Hampshire for the purchase of a 2022 John Deere 30G Compact Excavator and related accessories in the amount of \$63,800.00. 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   |
| 2110.1.190.41991.4741.01150.00 | ARPA Machinery & Equip | 63,800.00     | 66,800.00 |

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Robert Carrier  
By Request

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

Recorded by: Patricia Moniello  
Legal Assistant



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.A.7.**

Resolution Number: **R – 2023.09.27 - 152**  
Resolution Re: B24021 John Deere 30G Compact Excavator with Various  
Related Accessories – Sourcewell Contract 011723JDC

### 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 Warach, Ward 2             |     |    |
| Councilor Deborah Thibodeaux, Ward 3        |     |    |
| Councilor Debra Hackett, Ward 4             |     |    |
| Councilor Fergus Cullen, Ward 6             |     |    |
| Councilor Linnea Nemeth, At Large           |     |    |
| Councilor Lindsey Williams, At Large        |     |    |
| Total Votes:                                |     |    |
| Resolution does   does not pass.            |     |    |



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.A.7.**

Resolution Number: **R – 2023.09.27 - 152**  
Resolution Re: B24021 John Deere 30G Compact Excavator with Various  
Related Accessories – Sourcewell Contract 011723JDC

### RESOLUTION BACKGROUND MATERIAL:

The City's FY24 Capital Improvements Program recommended replacement of the current compact excavator utilized by the Cemetery Division for digging graves, setting monuments, and installing gravestones. The current unit is in excess of thirty years old and needs replacement. Due to the small size of the unit, the City has no current back-up piece of equipment suitable for grave excavations.

The Facilities, Grounds & Cemeteries staff tested several competing compact, mini-excavators, and the John Deere was deemed most appropriate based on size, reach, and overall performance. The current unit will be disposed via public auction of City surplus equipment.

|                                                                                 | MSRP        | Disc            | Net                |
|---------------------------------------------------------------------------------|-------------|-----------------|--------------------|
| 2022 JD 30G Compact Excavator                                                   | \$88,242.85 | 29%             | \$62,664.00        |
| Options Included                                                                |             |                 |                    |
| Cab with Heat & AC                                                              |             |                 | Incl               |
| 18" HD Bucket and 12" HD bucket<br>With 3 teeth included & HYD clamp 30&35 G/ZX |             |                 | Incl               |
| Wainroy Woods 36" tilt D&G Bucket                                               |             |                 | Incl               |
| Extended warranty                                                               | \$1,136.00  |                 | \$1,136.00         |
|                                                                                 |             | <b>Net cost</b> | <b>\$63,800.00</b> |

### Bid Information:

The City of Dover is a member of Sourcewell, formally the National Joint Powers Alliance (NJPA), a member-focused public cooperative of more than 50,000-member agencies throughout the United States and, therefore, may purchase utilizing any of their cooperative purchasing agreements.

### Award Information:

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

### Purchasing Information:

|                                    |                                   |                                     |                             |
|------------------------------------|-----------------------------------|-------------------------------------|-----------------------------|
| <b>Type:</b>                       | Purchase Order                    | <b>Advertised:</b>                  | No                          |
| <b>Invitations Emailed:</b>        | N/A                               | <b>Number of Responses:</b>         | N/A                         |
| <b>Warranty:</b>                   | Extended                          | <b>Terms:</b>                       | Net 30, FOB Dover           |
| <b>Work Bonded:</b>                | No                                | <b>Contract:</b>                    | Yes                         |
| <b>Prices will hold for:</b>       | Until Delivered                   | <b>Estimated Delivery:</b>          | In stock                    |
| <b>Recommended Award to:</b>       | United Construction & Forestry NH | <b>Fund:</b>                        | Grant                       |
| <b>Other Approvals Required:</b>   | No                                | <b>References Checked:</b>          | Satisfactory                |
| <b>Previously Worked for City:</b> | Yes                               | <b>Reason for Council Approval:</b> | Purchase to exceed \$25,000 |

## [B24021 – Sourcewell RFP#011723-JDC Results](#)



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.A.8**

Resolution Number: **R - 2023.09.27 - 153**

Resolution Re: Rebuild of Screw Presses at Waste Water Treatment Plant

WHEREAS: City operations staff at the wastewater treatment plant (WWTP) seek refurbishment of two Huber inclined screw presses (Model RoS3Q 800) by factory-trained technicians, as there has been an observable change in the solids dewatering process; and

WHEREAS: The City and Huber Technology have established a cooperative relationship whereby Huber had provided two screw press units for a total cost of only \$1.00 (via Council Resolution R-2018.12.12-159), whereby Huber used the successful Dover installations as a show piece for their equipment and technology; and

WHEREAS: Two of the inclined presses have each operated approximately 7,000 hours, some of the wear components either need attention or replacement, and Huber is the sole source provider of factory-trained technicians to complete the work.

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 Huber Technology for a total of \$ 58,601.56. The City Manager, or designee, is hereby authorized to contract with the 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    |
|---------------------------------------|-----------------------------------|---------------|------------|
| 5320.1.300.43256.4730.00000.00.000.00 | CS-Sewer- WWTP -Impr o/t Building | 400,000.00    | 396,525.82 |

### 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: Patricia Moniello  
Legal Assistant

|                                                                                                                                    |                                   |  |
|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--|
|  <p><b>CITY OF DOVER</b></p>                      | <b>CITY OF DOVER - RESOLUTION</b> |  |
|                                                                                                                                    | <b>Agenda Item#:13.A.8</b>        |  |
| Resolution Number: <b>R - 2023.09.27 - 153</b><br>Resolution Re:           Rebuild of Screw Presses at Waste Water Treatment Plant |                                   |  |

**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 Warach, Ward 2             |     |    |
| Councilor Deborah Thibodeaux, Ward 3        |     |    |
| Councilor Debra Hackett, Ward 4             |     |    |
| Councilor Fergus Cullen, Ward 6             |     |    |
| Councilor Linnea Nemeth, At Large           |     |    |
| Councilor Lindsey Williams, At Large        |     |    |
| Total Votes:                                |     |    |
| Resolution does   does not pass.            |     |    |



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.A.8**

Resolution Number: **R - 2023.09.27 - 153**

Resolution Re: **Rebuild of Screw Presses at Waste Water Treatment Plant**

### RESOLUTION BACKGROUND MATERIAL:

The City has established a long-standing relationship with Huber Technologies Inc, and has a total of three RoS3Q 800 Inclined Screw Presses installed which provide the final step of the wastewater treatment plant process. The screw presses serve to concentrate solids removal, via removing as much excess water as possible. After solids removal via screw presses, solids are sent for final disposal, currently via landfills in Canada due to the presence of low level PFAS contamination.

In 2018, Huber entered into an agreement the City of Dover, whereby Huber provided two of its newer technology screw presses at a cost of only \$1.00 total. Huber sought to have a live, working example of its latest dewatering technology to serve as a show piece, and demonstration for other municipal waste water treatment systems. Dover has subsequently hosted several tours by other municipalities to see the screw presses in operation.

Both presses are now approaching 7,000 hours of operation time, and wear items need to be replaced or refurbished. Huber has proposed to essentially rebuild the presses with new nozzles, scraper lips, and sleeves. One press will be taken out of service at a time, leaving the other press in operation. This will require two separate visits to the facility by Huber staff.

The breakdown in costs are:

Parts -\$17,873.56

Labor - \$31,278.00

Freight - \$3000

Total \$58,601.56

|                                    |                    |                                     |                                                                   |
|------------------------------------|--------------------|-------------------------------------|-------------------------------------------------------------------|
| <b>Type:</b>                       | Purchase order     | <b>Advertised:</b>                  | No                                                                |
| <b>Invitations Mailed:</b>         | N/A                | <b>Number of Responses:</b>         | N/A                                                               |
| <b>Warranty:</b>                   |                    | <b>Terms:</b>                       | Net 30, FOB Dover                                                 |
| <b>Work Bonded:</b>                |                    | <b>Contract:</b>                    | Yes                                                               |
| <b>Prices will hold for:</b>       | Until completion   | <b>Estimated Delivery:</b>          | As needed                                                         |
| <b>Recommended Award to:</b>       | Huber Technologies | <b>Fund:</b>                        |                                                                   |
| <b>Other Approvals Required:</b>   | No                 | <b>References Checked:</b>          | Satisfactory                                                      |
| <b>Previously Worked for City:</b> | Yes                | <b>Reason for Council Approval:</b> | Purchase to exceed the \$25,000 amount requiring Council approval |



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.B.1.**

Resolution Number: **R - 2023.09.27 - 154**  
Resolution Re: Approval of Tri-City Agreement for Operation of  
Emergency Warming Center During 2023-2024 Winter  
Months

WHEREAS: The City of Dover owns a facility at 30 Willand Drive, Somersworth, N.H. ("Warming Center") purchased to be used as an Emergency Extreme Cold Weather Warming Center for the Tri-City area; and

WHEREAS: The Warming Center is intended to provide for the safety of those in need during extreme winter weather events; and

WHEREAS: Strafford County and a Tri-City partnership consisting of the Cities of Dover, Rochester, and Somersworth, are seeking proposals from entities capable of operating the Warming Center on an as-needed basis during the 2023-2024 winter months.

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

The City Manager is hereby authorized to enter into an agreement with Strafford County and the Cities of Rochester and Somersworth for the staffing and operation of an Emergency Extreme Cold Weather Warming Center from November, 2023 through March, 2024

The Purchasing Agent is authorized to issue a Purchase Order to Strafford County in an amount not to exceed \$70,000 in connection with the 2023-2024 Tri-City Agreement and operation of the Warming Center.

| Financing                       |                               |               |           |
|---------------------------------|-------------------------------|---------------|-----------|
| Account                         | Description                   | Appropriation | Balance   |
| 2110.1.190.41991.4341.01150.00. | ARPA Grant Technical Services | 70,000.00     | 70,000.00 |
|                                 |                               |               |           |

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Robert Carrier  
By Request

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

Recorded by: Patricia Moniello  
Legal Assistant

|                                                                                                                                                                                      |                                   |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--|
| <br><b>CITY OF DOVER</b>                                                                            | <b>CITY OF DOVER - RESOLUTION</b> |  |
|                                                                                                                                                                                      | <b>Agenda Item#:13.B.1.</b>       |  |
| Resolution Number: <b>R - 2023.09.27 - 154</b><br>Resolution Re:       Approval of Tri-City Agreement for Operation of<br>Emergency Warming Center During 2023-2024 Winter<br>Months |                                   |  |

**DOCUMENT HISTORY:**

|                                                   |                                                     |
|---------------------------------------------------|-----------------------------------------------------|
| First Reading Date: _____<br>Approved Date: _____ | Public Hearing Date: _____<br>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 Warach, 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:**

In November of 2020, the City of Dover purchased property located at 30 Willand Drive, Somersworth, N.H. to be used as an Emergency Extreme Cold Weather Warming Center for the area in order to provide for the welfare of those in need and meet safety needs related to COVID-19. Strafford County and a Tri-City partnership, led by the Cities of Dover, Rochester, and Somersworth, are seeking an entity capable of operating the Warming Center on an as needed basis through the 2023 – 2024 winter season. The entity to be contracted with shall plan, staff, and operate the Warming Center, as needed, from time to time during extreme cold weather events. Extreme cold weather events necessitating the opening and operation of the Warming Center shall be determined by the Tri-City Emergency Management Directors (“EMDs”) utilizing emergency sheltering criteria established through consultation with state and federal officials.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.B.2.**

Resolution Number: **R – 2023.09.27 - 155**

Resolution Re: Approval of Lombard Conservation Easement (Blackwater Road;  
Tax Map A, Lot 23-1)

- WHEREAS: RSA 36-A:4, I authorizes the Conservation Commission to acquire in the name of the City, by purchase, the fee simple or lesser interest in land within the boundaries of the municipality, subject to the approval of the City Council; and
- WHEREAS: Craig S. Lombard and Katherine A. Lombard (“seller”) own an approximate 13.04-acre property at 198 Blackwater Road, identified as Dover Tax Maps as Map A, Lot 23-1; and
- WHEREAS: Subject to the approval of the Dover City Council and the Dover Conservation Commission, the City of Dover has entered into a purchase and sale agreement dated May 24, 2023 for the purchase of an approximate 10.29-acre conservation easement on the aforesaid 13.04-acre (more or less) parcel; and
- WHEREAS: Pursuant to the purchase and sales agreement, the purchase price for the approximate 10.29-acre conservation easement is \$175,000; and
- WHEREAS: At a meeting on August 14, 2023, the Dover Conservation Commission authorized expenditure of conservation funds.

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

- A. The purchase and sales agreement between the City and Seller regarding the purchase of an approximate 10.29-acre conservation easement on the 13.04-acre parcel identified on Dover Tax Maps as Map A, Lot 23-1 is approved; and
- B. Consistent with the purchase and sales agreement, the City Manager or designee shall negotiate, finalize, execute, and take necessary steps to record with the Strafford County Registry of Deeds a deed acceptable to all parties; and
- C. The City Manager and the Conservation Commission are authorized to expend \$175,000 from the Conservation Fund to purchase the aforesaid 10.29-acre conservation easement, and the Purchasing Agent is hereby authorized to issue a Purchase Order consistent with the authorization herein, and
- D. The Conservation Commission is also authorized to expend additional funds from the Conservation Fund to pay for items such as recording fees, easement monitoring fees, surveys, title research, title policy and legal work to accomplish the acquisition of the conservation easement on the property.
- E. The Dover City Manager is authorized to sign any and all closing documents pertaining to the above-described transfer, and
- F. The amount of the authorization contained herein shall be limited so as not to exceed available funding.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#:13.B.2.

Resolution Number: **R – 2023.09.27 - 155**

Resolution Re: Approval of Lombard Conservation Easement (Blackwater Road;  
Tax Map A, Lot 23-1)

### Financing

| Account                                    | Description | Appropriation | Balance      | Charge       |
|--------------------------------------------|-------------|---------------|--------------|--------------|
| 3290.1.180.46100.4710.00000.00.000.000.700 | Land        | \$754,367.74  | \$754,367.74 | \$175,000.00 |

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Robert Carrier  
By Request

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

Recorded by: Patricia Moniello  
Legal Assistant

### 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 Warach, Ward 2             |     |    |
| Councilor Deborah Thibodeaux, Ward 3        |     |    |
| Councilor Debra Hackett, Ward 4             |     |    |
| Councilor Fergus Cullen, Ward 6             |     |    |
| Councilor Linnea Nemeth, At Large           |     |    |
| Councilor Lindsey Williams, At Large        |     |    |
| Total Votes:                                |     |    |
| Resolution does   does not pass.            |     |    |



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.B.2.**

Resolution Number: **R – 2023.09.27 - 155**

Resolution Re: Approval of Lombard Conservation Easement (Blackwater Road;  
Tax Map A, Lot 23-1)

### **RESOLUTION BACKGROUND MATERIAL:**

Attached is a copy of the Purchase and Sales Agreement dated May 24, 2023. The approximate 10.29-acre conservation easement has significant conservation value. Blackwater Brook runs through this property (and the proposed conservation easement area). In addition, the property is proximate to existing conservation land, as well as some of the highest ranked wildlife habitat in New Hampshire. The property also contains prime farmland soils and soils of statewide importance.

This expenditure would not be expected to impact general taxpayers. The Conservation Fund is funded through Land Use Change Tax paid by landowner's that develop land previously in the Current Use Program as well as through the Transfer of Development Rights program.

The Dover Conservation Commission held a public hearing on August 14, 2023 in accordance with RSA 36-A:5 and voted to approve the expenditure of funds for the purchase of the approximate 10.29-acre conservation easement, as well as the due diligence and other costs necessary for the acquisition.

A conceptual rendering of the proposed conservation easement area is shown below for reference:



## PURCHASE AND SALES AGREEMENT

### Conservation Easement

THIS AGREEMENT is made this 24 day of May 2023, between the SELLERS, Craig S. Lombard and Katherine A. Lombard, husband and wife, of Dover, County of Strafford, State of New Hampshire (hereinafter collectively "SELLER"), and the BUYER, City of Dover, County of Strafford, State of New Hampshire, for itself and acting by and through its Conservation Commission pursuant to RSA 36-A:4 (hereinafter "BUYER").

### WITNESSETH:

1. Conveyance Agreement and Description of Real Estate:

SELLER agrees to sell and convey and the BUYER agrees to buy a 10.29 acre (more or less) conservation easement on certain real estate located in Dover, New Hampshire, located on Blackwater Road, known as Dover Tax Map A, Lot 23-1, a portion of the same property conveyed to SELLER by Warranty Deed recorded with the Strafford County Registry of Deeds Book 1513, Page 192, and shown as Lot 1 on a subdivision plan entitled "Plan of Subdivision of Land of Dorothy Cotton, Blackwater & Cook Roads, Dover, N.H." dated May 19, 1990 and recorded with the Strafford County Registry of deeds as Plan #38-35, said easement area generally shown in attached, Appendix A, as "Proposed Conservation Easement, which conservation easement will be described further by metes and bounds following completion of the survey and easement plan contemplated below (which conservation easement is hereinafter referred to at times as "the Property").

2. SELLING PRICE: One Hundred Seventy-Five Thousand Dollars (\$175,000.00) to be paid by BUYER to SELLER in United States currency.

3. DEED: The Property shall be conveyed with warranties, and free and clear of all encumbrances, by a Conservation Easement Deed containing certain perpetual, permanent, and assignable conservation restrictions running with the land, to be negotiated between the SELLER and the BUYER in good faith. This Agreement is contingent upon the parties successfully negotiating a mutually acceptable Conservation Easement Deed, which will be consistent with the provisions and intent of RSA 477:45-47 and will be negotiated between the SELLER and BUYER in good faith prior to closing.

4. TRANSFER OF TITLE: Transfer and payment shall occur as soon as reasonably possible after City Council and Conservation Commission approvals and availability of the necessary funds from the Conservation Fund, but before the Lapse Date set forth herein.

5. HOMESTEAD/MARITAL STATUS: SELLER represents and warrants that the Property is not their homestead. SELLER agrees to waive or release any homestead rights in the Warranty Deed to be signed at closing.
6. ENCROACHMENTS/ENCUMBRANCES: SELLER represents and warrants that at closing the Property is or will at closing be free of any encroachments or prior encumbrances other than (i) the current use notice recorded at Book 1915, Page 582 (see also Book 3754, Page 264; Book 1066, Page 406), (ii) easements and matters described in the Warranty Deed recorded with the Strafford County Registry of Deeds Book 1513, Page 192, and (iii) the provisions of this Agreement. To the extent any mortgage is currently encumbering the Property, it shall be SELLER's obligation to obtain a mortgage discharge satisfactory to BUYER, to be signed by the lender(s) and recorded with the Strafford County Registry of Deeds prior to the closing on the Property.
7. REALTOR: The BUYER and SELLER each covenant and represent that no real estate agent brought about this sale and no commission is owed.
8. CONDITIONS AND CONTINGENCIES PRIOR TO BUYER'S PERFORMANCE:

The City's obligation to purchase is conditioned and fully contingent upon the following:

- a. CITY APPROVAL CONTINGENCY: This Agreement is fully contingent upon the BUYER obtaining the necessary municipal approval by the Dover Conservation Commission for the funding, and by the Dover City Council, to accept the granting of this conservation easement to the City. Should either the Conservation Commission or City Council vote against issuing aforesaid approvals for any reason, then this Agreement shall terminate without further obligation of any party to buy or to sell the Property and without recourse by any party against the other party.
- b. TITLE EXAMINATION: The BUYER's obligation to perform is contingent upon satisfactory examination of title within 90 days following the execution of this Agreement by all parties. The BUYER's obligation to perform is also contingent upon insurability of the Property's title. "Examination of title" includes but is not necessarily limited to review of the source of title, any covenants of record, easements of record, or any other encumbrance or title defect that may exist. If BUYER desires and undertakes an examination of title, BUYER shall pay the cost thereof. If upon examination of title it is found that the title is not marketable pursuant to the title standards of the New Hampshire Bar Association and SELLER is unable to cure same within the timeframe discussed below, then this Agreement upon written notice to the SELLER may be rescinded and withdrawn at the option of the BUYER with no consequence or recourse. BUYER's objections to title shall be furnished to SELLER within 90 days from the date hereof, or the same which may be existing on

the date of this Agreement shall be deemed waived. SELLER will have thirty (30) days after receiving any objections to title to use reasonable efforts to cure such defects, and, should this thirty-day period extend beyond the Lapse Date, the parties will cooperate in good faith to amend this agreement and extend the Lapse Date in order to accommodate the 30-day period to cure any title objections.

- c. **BOUNDARIES SURVEY:** The BUYER's obligation to perform is also contingent upon completion of a satisfactory survey of the Property by a licensed land surveyor, preparation of a recordable easement plan, and related tasks. Prior to the closing, the BUYER, contingent upon receiving prior funding and approval of the Dover Conservation Commission, at BUYER's sole expense shall commission and engage a licensed land surveyor to complete a survey of the Property, prepare a recordable easement plan showing the conservation easement area, and prepare a metes and bounds description of the Property. In the event the Dover Conservation Commission does not approve and fund the costs of the survey, easement plan, and related tasks, the parties agree to meet and confer in good faith about alternative means of accomplishing the necessary survey, easement plan, and related tasks.
  - d. **ENVIRONMENTAL REVIEW/INVESTIGATION:** Seller represents and warrants that, during the period Seller has owned and will own the Property, there has been no unlawful use, storage, generation, or disposal of hazardous materials, contaminants, pollutants, old, or petroleum product (as defined by an applicable law or regulation) on the Property. Seller also represents and warrants that, to the best of Seller's knowledge, the Property was never used for any such purposes prior to the time Seller acquired title thereto, and that the Seller has no evidence of any such hazardous waste, hazardous material, or petroleum product on or affecting the Property. Notwithstanding the foregoing, the BUYER's obligation to perform is contingent upon a satisfactory environmental site assessment, if BUYER chooses to undertake same. BUYER may, but is not required to, undertake an environmental site assessment. In the event of any environmental or other concerns or problems discovered by the BUYER during the survey and/or any environmental site assessment, the BUYER may, at its option, rescind and withdraw from this Agreement with no consequence or recourse against BUYER. SELLER hereby acknowledges that BUYER has the right of access to the Property for purposes of the survey and environmental site assessment, during the terms of this Agreement.
9. **RESTORATION:** After each access to the Property, the BUYER shall restore the Property to the condition prior to the BUYER'S activities. The BUYER agrees to indemnify, and hold the SELLER harmless from and against any and all loss, liability, damage or expense arising, or alleged arisen, from any negligence of the Buyer or its agents with respect to such tests or actions by the BUYER, including, without limitation, injury (including death) to persons and damage to the Property.

10. CLOSING COSTS: The BUYER agrees to pay for reasonable costs associated with preparing a baseline documentation report, conducting a title examination, title insurance for BUYER, and any recording fees. The BUYER or its designee shall prepare the Warranty Deed.
11. TRANSFER TAXES: The parties agree that there would appear to be no Real Estate Transfer Taxes ("RETT") due as a result of the conservation easement for the Property due to the exemption set forth in RSA 78- B:2, I. In the event any RETT is due, then each party agrees to bear that party's share of the RETT, if any.
12. LAPSE: The parties will use best efforts to close by end of day on December 31, 2024. This Agreement shall expire and lapse by its terms at 11:59 p.m. on December 31, 2024 ("Lapse Date"), unless fully performed or extended via a written instrument signed by both parties or extended by mutual agreement in writing. Time is of the essence in the observance of all deadlines set forth within this Agreement.
13. CURRENT USE: The parties acknowledge the Property will encumber an underlying parcel that is in current use. Should at any time in the future a Land Use Change Tax, penalty or assessment, or any other such tax, be asserted or assessed with respect to the land on which the Property is located, the SELLER shall have the sole obligation to pay and satisfy such tax or penalty. Notwithstanding the foregoing, the BUYER represents that BUYER does not intend or expect the conservation easement comprising the Property, or BUYER's use thereof, to result in a "change[] to a use which does not qualify for current use assessment" within the meaning of RSA 79-A:7, I (as in effect as of the date of this Agreement), although the land underlying the Property may become eligible for "conservation restriction assessment pursuant to RSA 79-B," RSA 79-A:7, VI(d).
14. SURVIVAL: The representations/warranties above in Paragraph 5, Paragraph 6, and Paragraph 8(d), together with the provisions of Paragraph 13, shall all survive the closing on the Property and endure in perpetuity.
15. MISCELLANEOUS: This Agreement is a fully integrated expression of the parties' contact and contains all promises exchanged between the parties. This Agreement supersedes any prior verbal or written representation, statement, or agreement not contained herein. This Agreement has been entered into in New Hampshire and shall be interpreted under New Hampshire law. Both parties affirm that they have had the opportunity to review this Agreement with legal counsel prior to signing. This Agreement may only be amended via a written instrument signed by both parties. This Agreement shall be binding upon the heirs, executors, administrators and assigns of both parties.

IN WITNESS WHEREOF, the parties have signed

5-24-23  
Date

Katherine A. Lombard  
Katherine A. Lombard, Seller

5-24-23  
Date

Craig S. Lombard  
Craig S. Lombard, Seller

5/31/23  
Date

CITY OF DOVER, Buyer  
J. Michael Joyal, Jr.  
City Manager

6/5/2023  
Date

THE CONSERVATION COMMISSION OF  
THE CITY OF DOVER  
William Hunt  
William Hunt  
Conservation Commission Chairman

**APPENDIX A**





**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.B.3.**

Resolution Number: **R – 2023.09.27 - 156**

Resolution Re: Establishment of Opioid Abatement Trust Fund

- WHEREAS: The City of Dover City participated in filing lawsuits against opioid manufacturers, distributors and other persons identified as defendants in a multidistrict opioid litigation; and
- WHEREAS: The State is receiving proceeds from consumer protection settlements or judgements against opioid manufacturers or distributors, and in accordance with RSA 126-A:83 II the State Treasurer shall distribute a portion of those proceeds directly to political subdivisions that filed lawsuits; and
- WHEREAS: In accordance with RSA 126-A:83 I, the State established a trust fund to deposit their portion of settlement or judgement proceeds to comply with their fiduciary responsibility of opioid abatement funds; and
- WHEREAS: The City of Dover is a recipient of a portion of the settlement or judgement proceeds in accordance with RSA 126-A:83 II, and to be consistent with the State's fiduciary handling of opioid abatement funds; and

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

The City of Dover hereby establishes the Opioid Abatement Trust Fund for the purpose of accounting for all proceeds received from the settlement or judgements against opioid manufacturers or distributors. The expenditure of Opioid Abatement Trust Fund monies is to be consistent with the purposes provided for in RSA 126-A:86 I (b) (1) – (b) (16). The fund is established as an expendable trust fund, which allows for principal, any investment income and any additional revenue to the trust to be disbursed for the purpose of the Trust. The City of Dover Board of Trustees of Trust Funds will be trustees of these funds. The City Manager, or their designee, is agent to expend from the Opioid Abatement Trust Fund for qualifying purposes.

### 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: Patricia Moniello  
Legal Assistant



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.B.3.**

Resolution Number: **R – 2023.09.27 - 156**  
Resolution Re: Establishment of Opioid Abatement Trust Fund

### 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 Warach, Ward 2             |     |    |
| Councilor Deborah Thibodeaux, Ward 3        |     |    |
| Councilor Debra Hackett, Ward 4             |     |    |
| Councilor Fergus Cullen, Ward 6             |     |    |
| Councilor Linnea Nemeth, At Large           |     |    |
| Councilor Lindsey Williams, At Large        |     |    |
| Total Votes:                                |     |    |
| Resolution does   does not pass.            |     |    |



**CITY OF DOVER**

## **CITY OF DOVER - RESOLUTION**

**Agenda Item#:13.B.3.**

Resolution Number: **R – 2023.09.27 - 156**

Resolution Re: Establishment of Opioid Abatement Trust Fund

### **RESOLUTION BACKGROUND MATERIAL:**

The City of Dover City participated in filing lawsuits against opioid manufacturers, distributors and other persons identified as defendants in a multidistrict opioid litigation.

The State is receiving proceeds from consumer protection settlements or judgements against opioid manufacturers or distributors, and in accordance with RSA 126-A:83 II the State Treasurer distributes a portion of those proceeds directly to political subdivisions that filed lawsuits.

The City of Dover is a recipient of a portion of the settlement or judgement proceeds in accordance with RSA 126-A:83 II.

In accordance with RSA 126-A:83 I, the State established a trust fund to deposit their portion of settlement or judgement proceeds to comply with their fiduciary responsibility of opioid abatement funds.

The City of Dover is seeking to be consistent with the State's fiduciary handling of opioid abatement funds by establishing the Opioid Abatement Trust Fund to account for the receipt and expenditure of settlement or judgement proceeds received from the State.

To date the City of Dover has received \$161,476.78 in settlement proceeds, and have expended \$392.45 of that amount for purposes consistent with RSA 126-A:86 I (b) (1) – (b)(16).

All funds of the trust will be managed and reported on by the Trustees of Trust Funds in accordance with State law.

The Trust will be expendable, which allows for principal, any investment income and any additional contributions to the trust to be disbursed for the purpose of the Trust.

## **TITLE X PUBLIC HEALTH**

### **CHAPTER 126-A DEPARTMENT OF HEALTH AND HUMAN SERVICES**

#### ***Opioid Abatement Trust Fund***

#### **Section 126-A:83**

#### **126-A:83 Opioid Abatement Trust Fund Established. –**

I. There is hereby established in the state treasury the opioid abatement trust fund that shall be kept distinct and separate from all other funds. All proceeds received by the state from all consumer protection settlements or judgments against opioid manufacturers or distributors shall



**CITY OF DOVER**

## **CITY OF DOVER - RESOLUTION**

**Agenda Item#:13.B.3.**

Resolution Number: **R – 2023.09.27 - 156**

Resolution Re: Establishment of Opioid Abatement Trust Fund

be deposited in accordance with RSA 7:6-f. Any amount that would have been deposited in the general fund under 7:6-f shall, instead, be placed in the trust fund. All other opioid-related settlement funds or judgments from New Hampshire counties and all political subdivisions shall, likewise, be placed in the trust fund. The state treasurer shall be the trustee of the trust fund, and shall invest the trust fund in accordance with RSA 6:8. Any earnings on trust fund moneys shall be added to the trust fund. All moneys in the trust fund shall be nonlapsing and shall be continually appropriated to the state treasury. The state treasurer shall disburse funds from the trust fund solely for the purposes and in the manner set forth in RSA 126-A:84.

II. The treasurer shall distribute 15 percent of all funds received prior to any deposit in the consumer escrow account or the opioid abatement trust fund to the counties and the political subdivisions that filed lawsuits, on or before September 1, 2019, against opioid manufacturers, distributors and other persons identified as defendants in the multidistrict opioid litigation pending in the federal district court for the northern district of Ohio. This distribution shall occur on an annual basis. The distribution of funds shall be based on the most recent decennial census population of each qualifying county and political subdivisions. The population of any political subdivision which receives funds under this section shall not be included in the population of the county for determining the distribution to that county.

**Source.** 2020, 39:55, eff. July 1, 2020. 2022, 155:1, eff. Aug. 6, 2022.

### **TITLE X PUBLIC HEALTH**

#### **CHAPTER 126-A DEPARTMENT OF HEALTH AND HUMAN SERVICES**

#### ***Opioid Abatement Trust Fund***

#### **Section 126-A:86**

#### **126-A:86 New Hampshire Opioid Abatement Advisory Commission; Duties. –**

I. The opioid abatement advisory commission shall:

(a) Consult with and advise the commissioner of the department of health and human services on the administration and management of the opioid abatement trust fund, and approve the selection of eligible fund recipients under RSA 126-A:83, II(b).

(b) Award grants, revolving loan funds, and matching funds to projects from the opioid abatement trust fund under RSA 126-A:83, I, in a manner consistent with the following criteria. All disbursements or grants shall require approval of the governor and executive council. Funds may be awarded if the project meets one of the following criteria:

(1) Reimburse the state and any political subdivision within the state for any portion of the cost related to outpatient and residential opioid use disorder (OUD) and any co-occurring substance



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.B.3.**

Resolution Number: **R – 2023.09.27 - 156**

Resolution Re: Establishment of Opioid Abatement Trust Fund

use disorder or mental health (SUD/MH) treatment services, including, but not limited to, services provided to incarcerated individuals, Medication assisted treatment (MAT); abstinence-based treatment; treatment, recovery or other services provided by states, subdivisions, community health centers, or not-for-profit providers;

(2) Reimburse the state and any political subdivision for emergency response services related to OUD and any co-occurring SUD/MH issues provided by law enforcement and first responders;

(3) Support mobile intervention, treatment, and recovery services, offered by qualified professionals, for persons with OUD and any co-occurring SUD/MH issues or persons who have experienced an opioid overdose;

(4) Support detoxification services for persons with OUD and any co-occurring SUD/MH issues, including medical detoxification, referral to treatment or connections to other services;

(5) Reimburse the state and any political subdivision within the state for any portion of the cost of administering naloxone;

(6) Provide access to housing for people with OUD and any co-occurring SUD/MH issues, including supportive housing, recovery housing, or housing assistance programs;

(7) Provide or support transportation to treatment or recovery programs or services for persons with OUD and any co-occurring SUD/MH issues;

(8) Provide employment training or educational services for persons in treatment for or in recovery from OUD and any co-occurring SUD/MH;

(9) Create or support centralizes call centers that provide information and connections to appropriate services and supports for persons with OUD and an co-occurring SUD/MH issues;

(10) Improve oversight of opioid treatment programs (OTPs) to assure evidence-based, evidence-informed practices;

(11) Provide scholarships and supports for certified addiction counselors and other mental and behavioral health providers involved in addressing OUD and any co-occurring SUD/MH issues, including, but not limited to, training, scholarships, fellowships, loan repayment programs, or other incentives for providers to work in rural or underserved areas of the state;

(12) Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based, evidence-informed programs or strategies;

(13) Support enhancements or improvements consistent with state law to the prescription drug monitoring program; and

(14) Support the education of law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.

(15) Support evidence-based prevention programs and services, including efforts to promote healthy, drug-free lifestyles, reduce isolation, build skills and confidence, and facilitate community-based prevention efforts.

(16) Support for public and non-public school programs and services for students with OUD and any co-occurring SUD/MH issues or who have been affected by OUD and any co-occurring SUD/MH issues within their family.

II. The commission or the commissioner of the department of health and human services may identify additional responsibilities including reporting on projects and programs related to



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.B.3.**

Resolution Number: **R – 2023.09.27 - 156**

Resolution Re: Establishment of Opioid Abatement Trust Fund

addressing the opioid epidemic, developing priorities, goals and recommendations for spending on such projects and programs, working with state agencies or outside entities to develop measures for projects and programs that address substance use disorders, making recommendations for policy changes on a state and local level, including statutory law and administrative agency regulations.

III. The commission shall create and maintain a website on which it shall publish its minutes, attendance rolls and votes, including records of all votes on funding requests, funding awards, and reports of funding by recipients.

**Source.** 2020, 39:55, eff. July 1, 2020. 2022, 155:3, eff. Aug. 6, 2022.

|                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                |
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|  <p><b>CITY OF DOVER</b></p> | <h2 style="text-align: center; background-color: #2e5496; color: white; padding: 5px;">CITY OF DOVER - RESOLUTION</h2> <p style="text-align: right;"><b>Agenda Item#:13.B.4.</b></p> <p>Resolution Number: <b>R - 2023.09.27 - 157</b><br/> Resolution Re: Authorization to Award Great Bay 2030 Technical Support to Woodard &amp; Curran and University of New Hampshire</p> |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- WHEREAS: The City of Dover Community Services Department has applied for and was awarded a State of NH Charitable Foundation Grant in the amount of \$150,000.00 which was approved by council via resolution [R-2023.03.08-041](#) and funds have been received; 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: The City received a cost proposal from Woodard & Curran at rates provided, via RFQ B21048 as annually updated for FY23, for a scope of services that include the development of a Clean Sweep Regional Plan and Intermunicipal Agreement, Funding Assessment and development of Bid Documents as well as Develop Statement of Regional Benefits in the amount not to exceed \$125,000.00 plus travel and out of pocket costs. The city has also received a scope of work from the University of New Hampshire for the remaining \$25,000 of the grant to assist the City and W&C in their tasks which are a component of the grant application; and
- WHEREAS: The City is taking the lead on behalf of (MAAM) the Municipal Alliance for Adaptive Management and has the endorsement of this dual recommendation from this group as well as Great Bay 2030 Water Quality Co-Chairs and GB2030 Water Quality and Quality Focal Group. The City is seeking council approval of this award as outlined; and

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

In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue a Purchase Order to Woodard & Curran of Portland ME in the amount not to exceed \$125,000.00 and a Purchase Order to UNH in the amount not to exceed \$25,000.00. 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    |
| 2950.1.300.43155.4339.03207.23 | Clean Sweep - Innovative Regional Steet<br>Sweeping Program for Great Bay | 150,000.00    | 150,000.00 |



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.B.4.**

Resolution Number: **R - 2023.09.27 - 157**

Resolution Re: Authorization to Award Great Bay 2030 Technical Support to Woodard & Curran and University of New Hampshire

### 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: Patricia Moniello  
Legal Assistant

### 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 Warach, 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.            |     |    |

R-2024.09.27 Authorization to Award Great Bay 2030  
Technical Support to Woodard and Curran And

Document Created by: Purchasing  
Document Posted on: September 22, 2023

UNH.docxampshire  
Page 2 of 3

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|  <p><b>CITY OF DOVER</b></p> | <div>CITY OF DOVER - RESOLUTION</div> <div>Agenda Item#:13.B.4.</div> <div> Resolution Number: <b>R - 2023.09.27 - 157</b><br/> Resolution Re: Authorization to Award Great Bay 2030 Technical Support to Woodard &amp; Curran and University of New Hampshire </div> |
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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)

#### The Team includes:

City of Dover Staff  
University of NH Stormwater Center (UNHSC)  
New Hampshire Department of Environmental Services (NHDES)  
Municipal Alliance for Adaptive Management (MAAM)  
Woodard & Curran (W&C)

|                                                                           |                                                                                                                                      |
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| Document Created by: Purchasing<br>Document Posted on: September 22, 2023 | R-2024.09.27 Authorization to Award Great Bay 2030<br>Technical Support to Woodard and Curran And<br>UNH.docxampshire<br>Page 3 of 3 |
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**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.B.5.**

Resolution Number: **R - 2023.09.27 - 158**  
Resolution Re: B23078 – Design Build for Expansion of Community  
Service Building for Inspection Services

- WHEREAS: Sealed bid B23078 was requested and received for Design/Build for Expansion of Community Services Building Office Space on August 10, 2023 at 2:00 pm and;
- WHEREAS: The City conducted a pre-bid meeting/walkthrough of the CS Building with the two qualifying firms, and;
- WHEREAS: The City received two (2) submittals and the proposal most advantageous was received by Martini Northern, Newfields, NH, and;
- WHEREAS: City staff has documented for the better part of a year, that the space that Inspection Services operates out of at the North End Fire Station (262 Sixth Street) is ineffective, 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 Martini Northern for rates and scope of work in conjunction with B23078, not to exceed \$1,416,544.00. The City Manager, or designee, is hereby authorized to contract with the 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      |
|---------------------------------------|----------------------|---------------|--------------|
| 1009.1.220.42280.4725.00000.22.000.00 | Building Improvement | 1,647,392.52  | 1,647,392.52 |

### 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: Patricia Moniello  
Legal Assistant

|                                                                                                           |                                                                                                                                                                                                                                                                                                |  |
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| <br><b>CITY OF DOVER</b> | <b>CITY OF DOVER - RESOLUTION</b>                                                                                                                                                                                                                                                              |  |
|                                                                                                           | <div style="text-align: right;"><b>Agenda Item#:13.B.5.</b></div><br><div> Resolution Number:   <b>R - 2023.09.27 - 158</b><br/> Resolution Re:        B23078 – Design Build for Expansion of Community<br/>                                   Service Building for Inspection Services </div> |  |

**DOCUMENT HISTORY:**

|                                       |                                         |
|---------------------------------------|-----------------------------------------|
| First Reading Date:<br>Approved Date: | Public Hearing Date:<br>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 Warach, 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.            |     |    |

|                                                                                                               |                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>CITY OF DOVER</b></p> | <h2 style="text-align: center;">CITY OF DOVER - RESOLUTION</h2> <p style="text-align: right;"><b>Agenda Item#:13.B.5.</b></p> <p>Resolution Number: <b>R - 2023.09.27 - 158</b><br/> Resolution Re: B23078 – Design Build for Expansion of Community Service Building for Inspection Services</p> |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### RESOLUTION BACKGROUND MATERIAL:

City staff has documented for the better part of a year, that the space that Inspection Services operates out of at the North End Fire Station (262 Sixth Street) is ineffective and should be replaced. Planning staff completed a space needs study interviewing Inspections staff regarding the space the office has and what it ideally is able to utilize.

Initially, the idea considered was to add onto the Mast Road Community Services facility to accommodate additional office space and customer service space. A further idea of creating a new construction building for Inspection Services was evaluated.

A team was created with members Inspection Services staff and Community Services staff, and myself, to develop a request for proposals, review and evaluate responses and guide the project through the design and build phases.

After careful review, the selection committee determined that the proposal submitted by Martini Northern (henceforth MN) was the superior proposal. The proposal was both comprehensive and detailed, but also demonstrated the teams ability to consider alternatives and collaborate with the City staff to best complete the project. The selection team unanimously felt that the MN proposal provides the greatest overall benefit to the City.

A review of the individual aspects of the proposal/team approach follows:

### Design approach and construction methodology

Martini Northern provided a well thought out timeline for the completion of the project and identified stakeholder points for collaboration. The team felt that Warrenstreet was a true partner in the design/build process and not a subcontractor. This collaboration in the pre-planning phase will clearly continue into the construction phase and the team was excited by the back and forth nature/collaboration that was encouraged by the response and in the interview process.

During the interview both MN and Warrenstreet staff brought forward ideas for cost savings, efficiency gains and considered multiple aspects of the site and layout of the space (internally and externally). This aspect created a very collaborative process and showed the high level of engagement and investment the team would bring to the project.

The City has worked with both MN and Careno (the other respondent) on highly visible and important projects over the past 20 years. Both have a proven track record and staff were encouraged to see both responding to the solicitation. Martini Northern has a proven track record of adjusting on the fly to issues that arise, and the nature of the relationship with Warrenstreet clearly brings a sense of professionalism and problem solving to this project.

Depth of knowledge and understanding of the project objectives, challenges and opportunities

The Martini Northern proposal was very detailed in the design schematic.

|                                                                                    |                                                                                                                                                    |
|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Document Created by: Purchasing<br/> Document Posted on: September 22, 2023</p> | <p style="text-align: right;">R-2024.09.27 B23078 Design Build for Expansion of CS<br/> Building for Inspection Services.docx<br/> Page 3 of 5</p> |
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|                                                                                                               |                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>CITY OF DOVER</b></p> | <p style="text-align: center;"><b>CITY OF DOVER - RESOLUTION</b></p> <p style="text-align: right;"><b>Agenda Item#:13.B.5.</b></p> <p>Resolution Number: <b>R - 2023.09.27 - 158</b><br/> Resolution Re: B23078 – Design Build for Expansion of Community Service Building for Inspection Services</p> |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The team has clearly interacted with the Inspection Services staff in its current location and was able to provide concepts addressing issues that exist today and suggest ways to avoid similar issues in either the new standalone space or expansion of the Mast Road facility.

In their response, and in the interview, MN was able to express a clear understanding of the work environment and how it impacts day to day operations. An example of this is the understanding of why flooring matters when considering that while offices are being created, inspectors spend considerable time in the construction field and bring dirt and debris back into the space and need fixtures, flooring and wall materials that are designed with this in mind for cleaning and maintenance.

#### Articulation of a coherent, plausible approach

It is clear that MN was proposing to design and build a first-class professional office space. The look and feel of the space, from material suggestions, to window sizing and layout, all demonstrate a clear understanding of how to best set the space up for long term success.

As noted above, based upon previous exposure to Inspection Services, MN was able to propose a space that the staff will be proud to work in and the community will recognize as a high-level commercial construction that will represent the customer experience for those utilizing Inspection Services.

The MN plan was very detailed with input from subcontractors on pricing, availability and overall bang for the buck benefits. The HVAC design and consideration for drywall in unfinished spaces, as well as consideration for methods to adapt the layout to include ADA elements, or preclude the need for additional measures, all document a commitment to the project being attained within the budget and timeframe.

#### Ability to work successfully with the City community

The Martini Northern/Warrenstreet team clearly demonstrated that it and the City staff are the team. The fact that they came to the interview with concepts and questions for improving the City concept, and then walked through those concepts and how to improve the design shows that they want to work successfully with the City. Furthermore, there was no ego in the presentation; no pretense that they didn't want to work together to evolve the plan.

Having the breadth of knowledge and expecting an environment where all members are equal and can bring questions or ideas to the table was welcome. Having the foresight to consider structural elements and site location impacts and being able to speak to them, shows that the MN team expects to move the project forward at a welcome pace. They do not imply they want to wait and work things out when problems arise, they want to address ideas before they become issues.

#### Proposed budget

The Martini Northern proposal was much more detailed and thought out with much less left to chance, than a base level response. The selection committee recognized that MN is not looking to cross a bridge on a cost element or aspect, when we came to it to address. Rather they seek to identify issues and work through them early.

|                                                                                                               |                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>CITY OF DOVER</b></p> | <h2 style="text-align: center;">CITY OF DOVER - RESOLUTION</h2> <p style="text-align: right;"><b>Agenda Item#:13.B.5.</b></p> <p>Resolution Number: <b>R - 2023.09.27 - 158</b><br/> Resolution Re: B23078 – Design Build for Expansion of Community Service Building for Inspection Services</p> |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Martini Northern had utilized subcontractors to develop pricing and timelines and had a strong sense for the accuracy of those variables. It was clear to the selection committee that a lot of pre-pre planning had occurred in developing the proposal, and that MN understood the critical nature of the project and the budget elements.

The detail provided and depth they prepared for the response and the interview was clear. The response did not feel like marketing materials or a “show piece” rather the selection committee felt like MN was prepared to hit the ground running, and provide an aggressive attempt at designing and building the structure.

Other added value or additional stated deliverables that would be received by the City

Martini Northern provided a video <https://youtu.be/Ri9t5TvNkM0> showing the site development and location options for the building. This demonstrated a commitment above and beyond the requirements of the RFQ/RFP. Martini Northern is committed to walking not just the selection committee through the design build process, but also has a commitment to any discussions with the City Council or community at large as to why the site location and layout is the most efficient and best option to pursue.

|                                    |                  |                                     |                                                                                                    |
|------------------------------------|------------------|-------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Type:</b>                       | Purchase order   | <b>Advertised:</b>                  | Yes                                                                                                |
| <b>Invitations Mailed:</b>         | 603              | <b>Number of Responses:</b>         | 2                                                                                                  |
| <b>Warranty:</b>                   | 1yr              | <b>Terms:</b>                       | Net 30, FOB Dover                                                                                  |
| <b>Work Bonded:</b>                | Yes              | <b>Contract:</b>                    | Yes                                                                                                |
| <b>Prices will hold for:</b>       | Until completion | <b>Estimated Delivery:</b>          | As needed                                                                                          |
| <b>Recommended Award to:</b>       | Martini Northern | <b>Fund:</b>                        | CIP                                                                                                |
| <b>Other Approvals Required:</b>   | No               | <b>References Checked:</b>          | Satisfactory                                                                                       |
| <b>Previously Worked for City:</b> | Yes              | <b>Reason for Council Approval:</b> | Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation |

### [B23078 Bid Documents](#)



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.B.6.**

Resolution Number: **R – 2023.09.27 - 159**

Resolution Re: FY2024 Budget Amendment for Additional Appropriation  
for Workers' Compensation Fund

WHEREAS: The Dover City Council adopted the City of Dover FY2024 operating budget on April 5, 2023; and

WHEREAS: The City budgets for Workers Compensation obligations in the Workers Compensation Fund, to include annual obligations and obligations for Run-off claims that exist from the period of time when the City was self-funded for workers' compensation coverage; and

WHEREAS: The amounts billed to the City by the State of New Hampshire Department of Labor Workers Compensation Division for Second Injury Fund and Workers Compensation Administrative Fund are substantially more than projected in the City's FY2024; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:  
The amount of Forty Thousand One Hundred Dollars (\$40,100.00) is hereby appropriated in the Workers Compensation Fund as part of the FY2024 City operating budget for the purposes noted in the table below:

| Account Number                             | Account Description               | Adopted<br>Budget | Budget<br>Amendment | Revised<br>Budget |
|--------------------------------------------|-----------------------------------|-------------------|---------------------|-------------------|
| <b>REVENUE</b>                             |                                   |                   |                     |                   |
| 6800.1.550.49200.3410.09100.00.000.000.R40 | WC Fund - Sales & Service Charges | 469,064.00        | 40,100.00           | 509,164.00        |
|                                            |                                   | 469,064.00        | 40,100.00           | 509,164.00        |
| <b>APPROPRIATIONS</b>                      |                                   |                   |                     |                   |
| 6800.1.550.49200.4260.09100.00.000.000.100 | WC Fund - Management Services     | 5,700.00          | 20,000.00           | 25,700.00         |
| 6800.1.550.49200.4819.09100.00.000.000.800 | WC Fund - Fees & Charges          | 6,000.00          | 20,100.00           | 26,100.00         |
|                                            |                                   | 11,700.00         | 40,100.00           | 51,800.00         |

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

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Robert Carrier  
By Request

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

Recorded by: Patricia Moniello  
Legal Assistant



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.B.6.**

Resolution Number: **R – 2023.09.27 - 159**  
Resolution Re: FY2024 Budget Amendment for Additional Appropriation  
for Workers' Compensation Fund

### 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 Warach, Ward 2             |     |    |
| Councilor Deborah Thibodeaux, Ward 3        |     |    |
| Councilor Debra Hackett, Ward 4             |     |    |
| Councilor Fergus Cullen, Ward 6             |     |    |
| Councilor Linnea Nemeth, At Large           |     |    |
| Councilor Lindsey Williams, At Large        |     |    |
| Total Votes:                                |     |    |
| Resolution does   does not pass.            |     |    |



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.B.6.**

Resolution Number: **R – 2023.09.27 - 159**  
Resolution Re: FY2024 Budget Amendment for Additional Appropriation  
for Workers' Compensation Fund

### **RESOLUTION BACKGROUND MATERIAL:**

In accordance with City Charter C6-6 *Appropriations After Adoption of the Budget*, the City is requesting that the City Council adopt a FY2024 Workers' Compensation Fund Budget Amendment to appropriate \$40,100.00 in additional Sales & Service Charges revenue to be charged to City departments through an allocation of additional workers' compensation costs identified in this resolution. The Workers' Compensation Fund is an Internal Service Fund established to account for the payment of all the City departments' workers' compensation obligations, and in turn revenue into the Fund is achieved through internal charges levied against the various City departments' budgets.

The City budgets for Workers Compensation obligations in the Workers Compensation Fund, to include annual obligations and obligations for Run-off claims that exist from the period of time when the City was self-funded for workers' compensation coverage. Effective July 1, 2014, the City is insured for workers' compensation through the Public Risk Management Exchange (Primex). Any claims incurred prior to July 1, 2014 are covered under the City's self-insured workers' compensation program. These claims are referred to as Run-off claims.

In the FY2024 City Workers' Compensation Fund budget the costs estimated to address Run-off claims was \$15,965.00 based on existing information at the time the budget was created. As of September 15, 2023 the amount projected for Run-off claims is \$35,965.00. Therefore, an additional \$20,000.00 appropriation is requested as part of this resolution.

The amounts billed to the City by the State of New Hampshire Department of Labor Workers Compensation Division for Second Injury Fund and Workers Compensation Administrative Fund are substantially more than projected in the City's FY2024 Workers' Compensation Fund budget. At time of budget creation, \$6,000.00 was estimated for payment of the two State assessments. The actual cost for the Second Injury Fund is \$17,600.00 and the actual cost for the Administrative Fund is \$8,500.00 for a total cost of \$26,100.00. Therefore, an additional \$20,100.00 appropriation is requested as part of this resolution.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.B.7.**

Resolution Number: **R – 2023.09.27 - 160**  
Resolution Re: **FY2024 Capital Improvements Program Appropriation  
for Recycling Waste Oil Furnace – Non-Debt Financed  
Project**

WHEREAS: The City Council desires to make public improvements and to finance these improvements Through the use of capital reserve funds; and

WHEREAS: Effective February 1, 1991 the City Council established the Vehicle Reclamation Reserve for the purpose of funding recycling and disposing of the waste generated from motor vehicles; and

WHEREAS: The existing waste oil furnace was purchased in 1985, which makes the furnace 38 years old, the Community Services Department has determined that the furnace needs to be replaced as it is critical to effectively recycle waste motor oil; and

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

|        |                             | Proposed      |                             |                |       |
|--------|-----------------------------|---------------|-----------------------------|----------------|-------|
| Item # | Description                 | Appropriation | Funding                     | Department     | Fund  |
| 1      | Recycling Waste Oil Furnace | \$25,000      | Vehicle Reclamation Reserve | CS - Recycling | Trust |
|        |                             |               |                             |                |       |
|        | Total                       | \$25,000      |                             |                |       |

AND FURTHER BE IT RESOLVED THAT:

In expending funds for the capital improvement project identified in this resolution, 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.

**Note: This resolution requires a public hearing and a 2/3 majority vote according to C6-6 of the charter.**

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Robert Carrier  
By Request

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

Recorded by: Patricia Moniello  
Legal Assistant

### DOCUMENT HISTORY:

|                                         |                                                                                                               |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Document Created by: Finance Department | R-2023.09.27 FY2024 CIP Appropriation Recycling Waste Oil<br>Furnace Non Debt Financed Project Resolution.doc |
| Document Posted on: September 22, 2023  | Page 1 of 3                                                                                                   |



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.B.7.**

Resolution Number: **R – 2023.09.27 - 160**  
Resolution Re: **FY2024 Capital Improvements Program Appropriation  
for Recycling Waste Oil Furnace – Non-Debt Financed  
Project**

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 Warach, Ward 2             |     |    |
| Councilor Deborah Thibodeaux, Ward 3        |     |    |
| Councilor Debra Hackett, Ward 4             |     |    |
| Councilor Fergus Cullen, Ward 6             |     |    |
| Councilor Linnea Nemeth, At Large           |     |    |
| Councilor Lindsey Williams, At Large        |     |    |
| Total Votes:                                |     |    |
| Resolution does   does not pass.            |     |    |



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.B.7.**

Resolution Number: **R – 2023.09.27 - 160**  
Resolution Re: **FY2024 Capital Improvements Program Appropriation  
for Recycling Waste Oil Furnace – Non-Debt Financed  
Project**

### **RESOLUTION BACKGROUND MATERIAL:**

This resolution appropriates capital reserve funds to finance a FY2024 Capital Improvements Project. In addition, this resolution authorizes the transfer of Vehicle Reclamation Reserve Fund moneys.

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

|                                | <b>Proposed</b>      | <b>Balance</b>   |
|--------------------------------|----------------------|------------------|
| <b>Description</b>             | <b>Appropriation</b> | <b>6/30/2023</b> |
| <b>Trust Reserve Funds CIP</b> |                      |                  |
| Vehicle Reclamation Reserve    | \$25,000             | \$508,559        |
|                                |                      |                  |
| <b>Totals</b>                  | <b>\$25,000</b>      |                  |

The existing waste oil furnace was purchased in 1985, making it 38 years old. The Community Services Department has determined that the furnace needs to be replaced. The waste oil furnace is an effective manner to recycle waste motor vehicle oil.

Annually the City's Recycling Center collects 7,000 gallons of waste oil from the public and collects another 2,000 gallons from Community Services' Fleet Division. The cost to have a used oil company collect the oil would be \$1.25/gallon. That would be an annual cost of about \$11,250.00 (9,000 x \$1.25). A new waste oil furnace at a cost of \$25,000 would have under a 3 year payback.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.B.8.**

Resolution Number: **R - 2023.09.27 - 161**

Resolution Re: Amendment to Classification Plan (Merit Plan)

WHEREAS: The City Charter requires the City Manager to submit any amendment to the Merit Plan to the Council as an item on a regular Council meeting agenda, after which the Council shall, within sixty days, take action to approve or disapprove same; and

WHEREAS: The Merit Plan includes a Classification Plan establishing position classifications and grade levels for each class of position in the City's Administrative Service; and

WHEREAS: The City Manager has identified and proposes to establish two new classifications in the City's Administrative Service, as shown in the attachment accompanying this resolution (and incorporated herein);

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

The City Council accepts and approves the attached amendment to the Merit Plan as submitted by the City Manager, specific only to adding certain position classifications to the Classification Plan.

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Robert Carrier  
By Request

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

Recorded by: Patricia Moniello  
Legal Assistant

|                                                                                                                          |                                   |  |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--|
| <br><b>CITY OF DOVER</b>                | <b>CITY OF DOVER - RESOLUTION</b> |  |
|                                                                                                                          | <b>Agenda Item#:13.B.8.</b>       |  |
| Resolution Number: <b>R - 2023.09.27 - 161</b><br>Resolution Re:           Amendment to Classification Plan (Merit Plan) |                                   |  |

**DOCUMENT HISTORY:**

|                                                   |                                                     |
|---------------------------------------------------|-----------------------------------------------------|
| First Reading Date: _____<br>Approved Date: _____ | Public Hearing Date: _____<br>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 Warach, 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:**

The Merit Plan includes a Classification Plan document which establishes position classifications and grade levels for each class of position in the City’s Administrative Service. The City Manager proposes to make the following changes to the Classification Plan:

1. Establish a “Social Work Unit Supervisor” classification with a pay grade of D17. Grade Salary Range: \$67,787.20 (min.), \$83,116.80 (median) and \$98,404.80 (max.).
2. Establish a “Police Social Worker” classification with a pay grade of D15. Grade Salary Range: \$58,697.60 (min.), \$71,884.80 (median) and \$85,113.60 (max.).

Salary data in support of the proposed grades is as follows:

1. City of Portsmouth, NH has a salary range of \$71,000.00 to \$93,000.00.
2. City of Concord, NH has a salary range of \$62,000.00 to \$84,000.00.
3. O\*Net Online list for general Mental Health and Substance Abuse Social Workers (not specific to police/municipally employed workers, with varying educational requirements).

| Location      | Annual Low | Annual Median | Annual High |
|---------------|------------|---------------|-------------|
| United States | \$34,630   | \$51,240      | \$97,660    |
| New Hampshire | \$49,500   | \$63,130      | \$80,950    |



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#:13.B.8.**

Resolution Number: **R - 2023.09.27 - 161**

Resolution Re: Amendment to Classification Plan (Merit Plan)

|                                                              |          |          |          |
|--------------------------------------------------------------|----------|----------|----------|
| Boston-Cambridge-Nashua, MA-NH                               | \$34,620 | \$57,760 | \$93,600 |
| Central New Hampshire<br>Nonmetropolitan area                | \$50,880 | \$64,620 | \$80,760 |
| Manchester, NH                                               | \$41,960 | \$63,050 | \$94,990 |
| Northern New Hampshire<br>Nonmetropolitan area               | \$49,500 | \$60,820 | \$96,100 |
| West Central-Southwest New Hampshire<br>Nonmetropolitan area | \$49,500 | \$59,060 | \$84,540 |

The amended classification plan and supplemental position descriptions associated with these changes are attached as background. All other provisions of the Merit Plan remain unchanged and are not affected. Charter Section C7-2 is reproduced below for reference:

### **C7-2 Merit Plan.**

There shall be a set of rules and regulations providing for the establishment of a merit system of personnel administration known as the "Merit Plan". The Merit Plan shall include provisions with regard to classification, compensation, selection, training, promotion, discipline, vacations, retirement and any other matters necessary to the maintenance of efficient service and proper working conditions. The Merit Plan and the classification plan adopted pursuant thereto shall continue in force, subject to amendments submitted from time to time by the Manager. The Manager shall submit any proposed amendments to the Council as an item on a regular Council meeting agenda. The Council shall within 60 days after having received the proposed amendments take action to approve or disapprove them at a regular Council meeting.



## FY2024 Dover Classification Plan

| Classification Title                   | Pay Plan Grade | Union     |
|----------------------------------------|----------------|-----------|
| ACCOUNT CLERK I                        | D07            | DMEA      |
| ACCOUNT CLERK II                       | D09            | DMEA      |
| ACCOUNTANT I                           | D13            | DMEA      |
| ACCOUNTANT II                          | D20            | DMEA      |
| ADMINISTRATIVE ASSISTANT               | D13            | non-union |
| ADMINISTRATIVE MANAGER                 | D15            | non-union |
| ANIMAL CONTROL OFFICER                 | D12            | DPA       |
| AQUATIC FACILITY MANAGER               | D16            | DPEA      |
| ARENA FACILITY MANAGER                 | D17            | DPEA      |
| ARENA PROGRAM - MARKETING SUPERVISOR   | D16            | DPEA      |
| ASSISTANT CITY ENGINEER                | D18            | DPEA      |
| ASSISTANT CITY MANAGER                 | D22            | non-union |
| ASSISTANT CITY PLANNER                 | D17            | DMEA      |
| ASSISTANT FIRE MECHANIC                | D13            | non-union |
| ASSISTANT LIBRARY DIRECTOR             | D19            | DMEA      |
| ASSISTANT REC DIRECTOR                 | D18            | DPEA      |
| ASSISTANT TAX ASSESSOR                 | D17            | DMEA      |
| BOOKKEEPER                             | D12            | DMEA      |
| BUILDING INSPECTOR                     | D15            | DMEA      |
| BUILDING MAINTENANCE MECHANIC          | D08            | DMEA      |
| BUILDING OFFICIAL                      | D19            | DMEA      |
| BUSINESS DEVELOPMENT MANAGER           | D19            | non-union |
| BUSINESS DEVELOPMENT SPECIALIST        | D14            | non-union |
| CITY ATTORNEY                          | D24            | non-union |
| CITY CLERK-TAX COLLECTOR               | D19            | non-union |
| CITY ENGINEER                          | D21            | DPEA      |
| CITY PLANNER                           | D19            | DMEA      |
| CITY TAX ASSESSOR                      | D18            | DMEA      |
| CITY TREASURER                         | D18            | non-union |
| CLERK TYPIST I                         | D06            | DMEA      |
| CLERK TYPIST II                        | D08            | DMEA      |
| CUSTODIAN                              | D07            | DMEA      |
| DEPUTY CITY ATTORNEY                   | D21            | non-union |
| DEPUTY CITY CLERK                      | D12            | DMEA      |
| DEPUTY CITY MANAGER                    | D24            | non-union |
| DEPUTY COMMUNITY SERVICES DIRECTOR     | D21            | non-union |
| DEPUTY FINANCE DIRECTOR                | D21            | non-union |
| DEPUTY INFORMATION TECHNOLOGY DIRECTOR | D20            | non-union |
| DEPUTY PARKING MANAGER                 | D12            | DPAAll    |
| DEPUTY TAX COLLECTOR                   | D12            | DMEA      |
| DIRECTOR OF COMMUNITY SERVICES         | D23            | non-union |
| DIRECTOR OF FINANCE                    | D23            | non-union |
| DIRECTOR OF HUMAN RESOURCES            | D20            | non-union |
| DIRECTOR OF INFORMATION TECHNOLOGY     | D23            | non-union |
| DIRECTOR OF MEDIA SERVICES             | D21            | non-union |
| DIRECTOR OF PLANNING & CDBG            | D21            | non-union |
| DIRECTOR OF PUBLIC LIBRARY             | D21            | non-union |
| DIRECTOR OF PUBLIC WELFARE             | D19            | non-union |
| DIRECTOR OF RECREATION                 | D19            | non-union |
| ELECTRICAL INSPECTOR                   | D15            | DMEA      |
| ENGINEERING TECHNICIAN                 | D15            | DPEA      |
| ENVIRONMENTAL PROJECTS MANAGER         | D19            | DPEA      |
| EXECUTIVE ASSISTANT TO CITY MANAGER    | D15            | non-union |
| EXECUTIVE SECRETARY                    | D13            | non-union |
| FIRE - RESCUE CHIEF                    | D23            | non-union |
| FIRE ASSISTANT CHIEF                   | D20            | DPFOA     |
| FIRE CAPTAIN                           | D18            | DPFOA     |
| FIRE DEPUTY CHIEF                      | D21            | DPFOA     |
| FIRE DIVISION CHIEF                    | D19            | DPFOA     |
| FIRE LIEUTENANT                        | D16            | DPFOA     |
| FIRE MECHANIC                          | D19            | non-union |
| FIREFIGHTER-AEMT                       | D13            | IAFF      |
| FIREFIGHTER-EMT                        | D12            | IAFF      |
| FIREFIGHTER-PARAMEDIC                  | D15            | IAFF      |
| FIRE-HEALTH INSPECTOR                  | D15            | DMEA      |
| FIRE-LIFE SAFETY INSPECTOR             | D15            | DMEA      |
| FLEET SUPERVISOR                       | D18            | DPEA      |



## FY2024 Dover Classification Plan

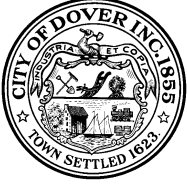
| Classification Title                      | Pay Plan Grade | Union         |
|-------------------------------------------|----------------|---------------|
| HEAVY EQUIPMENT MECHANIC I                | D12            | AFSCME        |
| HEAVY EQUIPMENT MECHANIC II               | D13            | AFSCME        |
| HEAVY EQUIPMENT OPERATOR I                | D11            | AFSCME        |
| HEAVY EQUIPMENT OPERATOR II               | D13            | AFSCME        |
| HUMAN RESOURCES ASSISTANT                 | D14            | non-union     |
| INFORMATION TECHNOLOGY ADMINISTRATOR      | D16            | non-union     |
| INFORMATION TECHNOLOGY TECHNICIAN         | D13            | non-union     |
| INVENTORY COORDINATOR                     | D12            | AFSCME        |
| LABORER I                                 | D08            | AFSCME        |
| LABORER II                                | D09            | AFSCME        |
| LIBRARIAN I                               | D13            | DMEA          |
| LIBRARIAN II                              | D15            | DMEA          |
| LIBRARY ASSISTANT I                       | D08            | DMEA          |
| LIBRARY ASSISTANT II                      | D10            | DMEA          |
| LIBRARY PAGE                              | D03            | DMEA          |
| MAINTENANCE MECHANIC I                    | D10            | AFSCME        |
| MAINTENANCE MECHANIC II                   | D11            | AFSCME        |
| MAINTENANCE MECHANIC III                  | D15            | DPEA          |
| MAINTENANCE SPECIALIST I                  | D11            | AFSCME        |
| MAINTENANCE SPECIALIST II                 | D13            | AFSCME        |
| MAINTENANCE SPECIALIST III                | D16            | DPEA          |
| MANAGEMENT ANALYST                        | D13            | non-union     |
| OFFICE MANAGER                            | D12            | DMEA          |
| OFFICE SUPPORT ASSISTANT                  | D06            | non-union     |
| PARKING ENFORCEMENT OFFICER               | D09            | DPA           |
| PARKING MANAGER                           | D17            | non-union     |
| PAYROLL & BENEFITS ADMINISTRATOR          | D12            | DMEA          |
| PERSONNEL ASSISTANT                       | D11            | DPAAII        |
| PLANT&PUMP STATION SUPERVISOR             | D17            | DPEA          |
| PLUMBING INSPECTOR                        | D15            | DMEA          |
| POLICE CAPTAIN                            | D21            | DPAAII        |
| POLICE CHIEF                              | D23            | non-union     |
| POLICE COMMUNICATIONS SUPERVISOR          | D16            | DPAAII        |
| POLICE DEPUTY COMMUNICATIONS SUPERVISOR   | D14            | DPAAII        |
| POLICE DISPATCHER I                       | D10            | DPA           |
| POLICE DISPATCHER II                      | D12            | DPA           |
| POLICE LIEUTENANT                         | D19            | DPAAII        |
| POLICE OFFICER I                          | D13            | DPA           |
| POLICE OFFICER II                         | D15            | DPA           |
| POLICE PREVENTION COORDINATOR             | D16            | DPAAII        |
| POLICE PREVENTION PROGRAMMER              | D12            | DPA           |
| POLICE PROSECUTOR                         | D19            | DPAAII        |
| POLICE RECORDS SUPERVISOR                 | D15            | DPAAII        |
| POLICE SERGEANT                           | D17            | DPAAII        |
| <b>POLICE SOCIAL WORKER</b>               | <b>D15</b>     | <b>DPA</b>    |
| <b>POLICE SOCIAL WORK UNIT SUPERVISOR</b> | <b>D17</b>     | <b>DPAAII</b> |
| POLICE VICTIM-WITNESS ADVOCATE            | D15            | DPA           |
| PROJECT MANAGER                           | D19            | DPEA          |
| PUBLIC WELFARE TECHNICIAN I               | D13            | DMEA          |
| PUBLIC WELFARE TECHNICIAN II              | D14            | DMEA          |
| PUBLIC WELFARE TECHNICIAN III             | D15            | DMEA          |
| PUBLIC WORKS SUPERVISOR                   | D17            | DPEA          |
| PUMP STATION OPERATOR I                   | D11            | AFSCME        |
| PUMP STATION OPERATOR II                  | D13            | AFSCME        |
| PUMP STATION OPERATOR III                 | D15            | DPEA          |
| PURCHASING AGENT                          | D19            | DMEA          |
| RECREATION PROGRAM ASSOCIATE I            | D04            | non-union     |
| RECREATION PROGRAM ASSOCIATE II           | D05            | non-union     |
| RECREATION PROGRAM ASSOCIATE III          | D06            | non-union     |
| RECREATION PROGRAM SPECIALIST I           | D07            | non-union     |
| RECREATION PROGRAM SPECIALIST II          | D08            | non-union     |
| RECREATION PROGRAM SPECIALIST III         | D09            | non-union     |
| RECREATION PROGRAM SPECIALIST IV          | D10            | non-union     |
| RECREATION PROGRAM SUPERVISOR             | D13            | DPEA          |
| SEASONAL MAINTENANCE WORKER I             | D05            | non-union     |
| SEASONAL MAINTENANCE WORKER II            | D06            | non-union     |
| SEASONAL MAINTENANCE WORKER III           | D07            | non-union     |



## FY2024 Dover Classification Plan

| Classification Title                               | Pay Plan Grade | Union     |
|----------------------------------------------------|----------------|-----------|
| SECRETARY I                                        | D09            | DMEA      |
| SECRETARY II                                       | D10            | DMEA      |
| SOLID WASTE ASSISTANT                              | D12            | AFSCME    |
| SOLID WASTE COORDINATOR                            | D17            | DPEA      |
| SUPERINTENDENT OF FACILITIES, GROUNDS & CEMETERIES | D20            | DPEA      |
| SUPERINTENDENT OF PUBLIC WORKS                     | D20            | DPEA      |
| SUPERINTENDENT OF UTILITIES                        | D20            | DPEA      |
| TAX ASSESSING DATA TECHNICIAN                      | D11            | DMEA      |
| TEEN CENTER COUNSELOR                              | D17            | DPA       |
| TELEVISION BROADCAST OPERATOR                      | D01            | non-union |
| TRUCK DRIVER                                       | D10            | AFSCME    |
| UTILITIES SYSTEM SUPERVISOR                        | D17            | DPEA      |
| WORKING FOREMAN                                    | D16            | DPEA      |
| WWTP CHIEF OPERATOR                                | D17            | DPEA      |
| WWTP LAB TECHNICIAN                                | D13            | DPEA      |
| WWTP LAB/INDUSTRIAL PRETREATMENT COORDINATOR       | D16            | DPEA      |
| WWTP OPERATOR I                                    | D14            | AFSCME    |
| WWTP OPERATOR II                                   | D16            | AFSCME    |
| WWTP SUPERVISOR                                    | D19            | DPEA      |

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CITY OF DOVER, NEW HAMPSHIRE

**Supplemental Position Description**

|                                                                     |                                                         |
|---------------------------------------------------------------------|---------------------------------------------------------|
| <b>Position:</b><br>Social Work Unit Supervisor                     | <b>Position Control No:</b><br>73047                    |
| <b>Classification-Series:</b><br>Police Social Work Unit Supervisor | <b>FLSA Status:</b><br>Non-Exempt, Regular FT 40 hrs/wk |
| <b>Occupational Grouping:</b><br>Public Safety                      | <b>Union - Grade:</b><br>DPAA – Grade D17               |
| <b>Organizational Unit:</b><br>Police Department                    | <b>Primary Job Location:</b><br>46 Chestnut Street      |

**JOB SUMMARY:** The primary role of the Social Work Unit Supervisor is to assist the Dover Police Department and the Dover Fire and Rescue Department with follow-up and referral services for members of the public in need. Individuals performing in the role of Social Work Unit Supervisor must be self-motivated and capable of working independently, while overseeing the duties of the police social worker(s) and social work intern(s). Social workers are required to work with members of the public and must possess the skills and abilities necessary to gain the confidence and trust of persons with whom they interact.

**ACCOUNTABILITY:** The Social Work Unit Supervisor is a civilian position within the Dover Police Department's Support Services Division.

**SUPERVISION EXERCISED:** The Social Work Unit Supervisor manages the duties of the police social worker(s) and social work intern(s).

**TYPICAL EQUIPMENT USED:** Computer; telephone; copy machine; motor vehicle.

**TYPICAL WORK ENVIRONMENT:** Inside: 80%      Outside: 20%

**DUTIES AND RESPONSIBILITIES** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Provide referral services to members of the general public. This includes but is not limited to referring people for assistance with housing, addiction, and mental health.
2. Assign and monitor the caseload of the social work staff.
3. Facilitate meetings between members of the public in need and community organizations that can provide assistance. These organizations include the local community mental health agency, the local recovery centers, the local anti-poverty agency, the school department, other city departments, and any other agencies that can assist with the goal of helping people in need.
4. Monitor criminal and non-criminal incidents and investigations conducted by police and fire personnel including but not limited to domestic disturbances, drug overdoses, suicide attempts, death investigations, etc. in order to refer the involved parties to appropriate assistance.
5. Communicate with school resource officers and school guidance counselors as appropriate when out of school incidents involve children that attend schools located in Dover.
6. Assist members of the public looking for resources related to persons with special circumstances related to their mental or physical health.

7. Design and provide training to members of the police and fire department on topics such as mental health or substance misuse as may be appropriate.
8. Represent the Dover Police and Fire Departments at public meetings, boards, or committees that are relevant to this position.
9. Maintains familiarity with and execute safe work procedures associated with assigned work.
10. Supervise the police social worker(s) and social work intern(s).
11. Perform other all other duties as prescribed by the Chief of Police.

**TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>LIFT:</b><br/>         -up to 10 lbs.: Occasionally required.<br/>         -11 to 25 lbs.: Rarely required.<br/>         -26 to 50 lbs.: Not required.<br/>         -over 50 lbs.: Not required.</p> <p><b>CARRY:</b><br/>         -up to 10 lbs.: Occasionally required.<br/>         -11 to 25 lbs.: Rarely required.<br/>         -26 to 50 lbs.: Not required.<br/>         -over 50 lbs.: Not required.</p> <p><b>REACH:</b><br/>         -above shoulder height: Rarely required.<br/>         -at shoulder height: Occasionally required.<br/>         -below shoulder height: Rarely required.</p> | <p><b>PUSH/PULL:</b> Occasionally required.<br/> <b>TWISTING:</b> Not required.<br/> <b>BENDING:</b> Rarely required.<br/> <b>CRAWLING:</b> Not required.<br/> <b>SQUATTING:</b> Rarely required.<br/> <b>KNEELING:</b> Rarely required.<br/> <b>CROUCHING:</b> Rarely required.<br/> <b>CLIMBING:</b> Not required.<br/> <b>BALANCING:</b> Not required.<br/> <b>GRASPING:</b> Frequently required.<br/> <b>HANDLING:</b> Frequently required.<br/> <b>TORQUING:</b> Not required.<br/> <b>FINE MOTOR SKILL:</b> Frequently required.</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:**

|                                                                                                                 |                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <p><b>CONSECUTIVE HOURS:</b><br/>         Sit: 3 hours<br/>         Stand: 1 hour<br/>         Walk: 1 hour</p> | <p><b>TOTAL HOURS:</b><br/>         Sit: 6 hours<br/>         Stand: 1 hour<br/>         Walk: 1 hour</p> |
|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|

**COGNITIVE AND SENSORY REQUIREMENTS:**

|                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>TALKING:</b> Necessary for communicating with others<br/> <b>HEARING:</b> Necessary for receiving instructions and information.<br/> <b>SIGHT:</b> Necessary for performing job effectively.<br/> <b>TASTING &amp; SMELLING:</b> Sometimes required to determine potential health hazards.</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**TYPICAL WORK SURFACE(S):** Standard office desk and chair; carpet, tile, wood, cement, floors; tables; computer work station.

**TYPICAL CONTROLS & EQUIPMENT:** Computer; telephone; copy machine; motor vehicle.

**SUMMARY OF OCCUPATIONAL EXPOSURES:** Copier and printer toner; potential exposure to communicable diseases; aggressive clients and/or applicants; domestic and wild animals.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:** The Social Work Unit Supervisor must possess the personal skills, knowledge and abilities necessary to serve in a critical support role for the police and fire departments.

The Social Work Unit Supervisor must:

1. Possess superior communication skills and be able to deliver information in an easy to understand and professional manner. The Social Work Unit Supervisor must be able to successfully interact, both verbally and in writing, with a wide variety of individuals.
2. Be able to speak publicly to a wide variety of individuals including members of the police and fire departments as well as members of the public.
3. Have extensive knowledge of the local social service agencies and other support systems available the public in Dover and in the surrounding area available to members of the public.
4. Possess sufficient computer skills to perform the documentary functions of the position.
5. Be able to maintain complete and total professional confidentiality with regard to their role and their access to confidential documents and situations.
6. Be able to understand public safety culture and procedures.

**EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS:** Required Qualifications are a Master's Degree in Social Work. Preferred Qualifications are three years of experience OR any equivalent of education and experience which demonstrates the ability to meet the specific job requirements. Certified Prevention Specialist (CPS) credentialing is also preferred

Must have a valid motor vehicle operator's license.

**SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):**

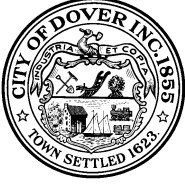
|                                                                |                                                      |
|----------------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> 1. None.                              | <input checked="" type="checkbox"/> 6. 1 to 2 years. |
| <input type="checkbox"/> 2. Short demonstration up to 30 days. | <input type="checkbox"/> 7. 2 to 4 years.            |
| <input type="checkbox"/> 3. 30-90 days.                        | <input type="checkbox"/> 8. 4-10 years.              |
| <input type="checkbox"/> 4. 91-180 days.                       | <input type="checkbox"/> 9. Over 10 years.           |
| <input type="checkbox"/> 5. 181 days to 1 year.                |                                                      |

**OTHER CONSIDERATIONS AND REQUIREMENTS:** The functions of this position are governed by many laws, ordinances, rules regulations and procedures. May need to be available outside normal business hours to deal with emergency or unusual situations as well as community events.

Classification Established:

Job Description Developed: 09/21/2023

Reviewed:



**CITY OF DOVER, NEW HAMPSHIRE**  
**Supplemental Position Description**

|                                                       |                                                         |
|-------------------------------------------------------|---------------------------------------------------------|
| <b>Position:</b><br>Police Social Worker              | <b>Position Control No:</b><br>76950                    |
| <b>Classification-Series:</b><br>Police Social Worker | <b>FLSA Status:</b><br>Non-Exempt, Regular FT 40 hrs/wk |
| <b>Occupational Grouping:</b><br>Public Safety        | <b>Union - Grade:</b><br>DPA-Grade D15                  |
| <b>Organizational Unit:</b><br>Police Department      | <b>Primary Job Location:</b><br>46 Chestnut Street      |

**JOB SUMMARY:** The primary role of the Police Social Worker is to assist the Dover Police Department and the Dover Fire and Rescue Department with outreach referral services for members of the public in need, primarily related to homelessness, housing instability, mental health and substance misuse. Individuals performing in the role of Police Social Worker must be self-motivated and capable of working independently. The Police Social Worker is required to work with members of the public and must possess the skills and abilities necessary to gain the confidence and trust of persons with whom they interact.

**ACCOUNTABILITY:** The Police Social Worker is a civilian position within the Dover Police Department's Support Services Division.

**SUPERVISION EXERCISED:** No supervision exercised in this position.

**TYPICAL EQUIPMENT USED:** Computer; telephone; copy machine; motor vehicle.

**TYPICAL WORK ENVIRONMENT:** Inside: 40%      Outside: 60%

**DUTIES AND RESPONSIBILITIES** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Maintain an active, visible presence in the community by readily seeking out members of the public in need, evidenced firstly by homelessness and secondly by a co-occurrence of addiction, mental health issues, etc.
2. Perform coordinated outreach, community-based referral services within the community with individuals experiencing homelessness in places they are currently staying or loitering, rather than expecting individuals with a history of chronic resistance to seek services independently.
3. Develop a plan with individuals to end their cycle of unmet social service needs.
4. Provide case management to ensure that referrals made have been accepted, and work to resolve any barriers between the individual seeking services and the service itself, including but not limited to: transportation, scheduling, insurance, etc.
5. Facilitate meetings between members of the public in need and community organizations that can provide assistance, to including but not limited to: local welfare offices, library, the community

mental health agency, local recovery centers, local shelters, and any other agencies that can assist with the goal of helping people in need.

6. Monitor criminal and non-criminal incidents and investigations conducted by police and fire personnel including but not limited to: check-ups, vagrancy, drug overdoses, and welfare checks in order to refer the involved parties to appropriate assistance.
7. Communicate with school resource officers, school guidance counselors and school social workers as appropriate when out of school incidents involve children that attend schools located in Dover.
8. Assist members of the public looking for resources related to persons with special circumstances related to their mental or physical health.
9. Represent the Dover Police and Fire Departments at public meetings, boards, or committees that are relevant to this position.
10. Maintain familiarity with and execute safe work procedures associated with assigned work.
11. Perform other all other duties as prescribed by the Chief of Police.

**TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>LIFT:</b><br/>-up to 10 lbs.: Occasionally required.<br/>-11 to 25 lbs.: Rarely required.<br/>-26 to 50 lbs.: Not required.<br/>-over 50 lbs.: Not required.</p> <p><b>CARRY:</b><br/>-up to 10 lbs.: Occasionally required.<br/>-11 to 25 lbs.: Rarely required.<br/>-26 to 50 lbs.: Not required.<br/>-over 50 lbs.: Not required.</p> <p><b>REACH:</b><br/>-above shoulder height: Rarely required.<br/>-at shoulder height: Occasionally required.<br/>-below shoulder height: Rarely required.</p> | <p><b>PUSH/PULL:</b> Occasionally required.<br/><b>TWISTING:</b> Not required.<br/><b>BENDING:</b> Rarely required.<br/><b>CRAWLING:</b> Not required.<br/><b>SQUATTING:</b> Rarely required.<br/><b>KNEELING:</b> Rarely required.<br/><b>CROUCHING:</b> Rarely required.<br/><b>CLIMBING:</b> Not required.<br/><b>BALANCING:</b> Not required.<br/><b>GRASPING:</b> Frequently required.<br/><b>HANDLING:</b> Frequently required.<br/><b>TORQUING:</b> Not required.<br/><b>FINE MOTOR SKILL:</b> Frequently required.</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:**

|                                                                                      |                                                                                |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <p><b>CONSECUTIVE HOURS:</b><br/>Sit: 3 hours<br/>Stand: 1 hour<br/>Walk: 1 hour</p> | <p><b>TOTAL HOURS:</b><br/>Sit: 6 hours<br/>Stand: 1 hour<br/>Walk: 1 hour</p> |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|

**COGNITIVE AND SENSORY REQUIREMENTS:**

**TALKING:** Necessary for communicating with others

**HEARING:** Necessary for receiving instructions and information.

**SIGHT:** Necessary for performing job effectively.

**TASTING & SMELLING:** Sometimes required to determine potential health hazards.

**TYPICAL WORK SURFACE(S):** Standard office desk and chair; carpet, tile, wood, cement, floors, pavement, uneven ground in wooded areas; tables; computer work station.

**TYPICAL CONTROLS & EQUIPMENT:** Computer; telephone; copy machine; motor vehicle.

**SUMMARY OF OCCUPATIONAL EXPOSURES:** Copier and printer toner; potential exposure to communicable diseases; aggressive clients and/or applicants; domestic and wild animals.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:** The Police Social Worker must possess the personal skills, knowledge and abilities necessary to serve in a critical support role for the police and fire departments.

1. The Police Social Worker must possess superior communication skills and be able to deliver information in an easy to understand and professional manner. The Police Social Worker must be able to successfully interact, both verbally and in writing, with the public.
2. The Police Social Worker must be able to speak publicly to a diverse audience including members of the police and fire departments as well as members of the public.
3. The Police Social Worker must have extensive knowledge of the local social service agencies and other support systems available to the public in Dover and in the surrounding area available to members of the public.
4. The Police Social Worker must possess sufficient computer skills to perform the documentary functions of the position.
5. The Police Social Worker must be able to maintain complete and total professional confidentiality with regard to their role and their access to confidential documents and situations.
6. The Police Social Worker must be able to understand public safety culture and procedures.
7. The Police Social Worker will receive supervision, daily mentorship and collaboration from the Social Work Unit Supervisor.
8. The Police Social Worker will seek ongoing professional growth and development, and represents and supports the mission, philosophy and goals of the Dover Police Department.

**EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS:** Required Qualifications are a Bachelor's degree in Social Work, Psychology or other social science related field with a minimum of three years of related experience. Certified Prevention Specialist (CPS) credentialing, preferred. Must possess and maintain a valid motor vehicle operator's license.

**SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):**

|                                                                |                                                      |
|----------------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> 1. None.                              | <input type="checkbox"/> 6. 1 to 2 years.            |
| <input type="checkbox"/> 2. Short demonstration up to 30 days. | <input checked="" type="checkbox"/> 7. 2 to 4 years. |
| <input type="checkbox"/> 3. 30-90 days.                        | <input type="checkbox"/> 8. 4-10 years.              |
| <input type="checkbox"/> 4. 91-180 days.                       | <input type="checkbox"/> 9. Over 10 years.           |
| <input type="checkbox"/> 5. 181 days to 1 year.                |                                                      |

**OTHER CONSIDERATIONS AND REQUIREMENTS:** The functions of this position are governed by many laws, ordinances, rules regulations and procedures. May need to be available outside normal business hours to deal with emergency or unusual situations as well as community events.

Classification Established:

Job Description Developed: 09/21/2023

Revised:

|                                                                                                               |                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>CITY OF DOVER</b></p> | <div>CITY OF DOVER - ORDINANCE</div> <div>Agenda Item#:13.C.1.</div> <div> Ordinance Number: <b>O – 2023.09.27 - 10</b><br/> Ordinance Title: Boards, Commissions and Committees<br/> Chapter: 9<br/> Section: 16 Dover Business and Industrial Development Authority </div> |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The City of Dover Ordains:

1. **PURPOSE**  
The purpose of this ordinance is to update the membership of the Dover Business and Industrial Development Authority (DBIDA).
2. **AMENDMENT**  
Chapter 9 entitled “Boards, Commissions and Committees” is hereby amended by revising Section 9-16, “Dover Business and Industrial Development Authority”

§ 9-16 Dover Business and Industrial Development Authority.

A. Membership. The Dover Business and Industrial Authority shall consist of not fewer than nine and no more than 15 members, including the City Manager ~~(or designee), Economic Development Director~~ and Mayor or other City Councilor designated by the Mayor as ex officio nonvoting members. The majority of Authority members shall reside in Dover.

B. Terms of members. Members shall be appointed to terms of three years.

C. Authority and duties. The duties and functions of the Dover Business and Industrial Development Authority shall be governed by RSA 162-G. All actions of the Authority shall be authorized by resolutions of the Authority passed on the affirmative votes of at least 2/3 of the Authority members present and voting.

3. **TAKES EFFECT**  
This ordinance shall take effect upon passage. The City Clerk shall cause publication of notice as required by RSA 47:18.

REQUIRES PUBLIC HEARING

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Robert Carrier  
By Request

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

Recorded by: Patricia Moniello  
Legal Assistant

|                                                                                                               |                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>CITY OF DOVER</b></p> | <div>CITY OF DOVER - ORDINANCE</div> <div>Agenda Item#:13.C.1.</div> <div> Ordinance Number: <b>O – 2023.09.27 - 10</b><br/> Ordinance Title: Boards, Commissions and Committees<br/> Chapter: 9<br/> Section: 16 Dover Business and Industrial Development Authority </div> |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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 Warach, Ward 2             |     |    |
| Councilor Deborah Thibodeaux, Ward 3        |     |    |
| Councilor Debra Hackett, Ward 4             |     |    |
| Councilor Fergus Cullen, Ward 6             |     |    |
| Councilor Linnea Nemeth, At Large           |     |    |
| Councilor Lindsey Williams, At Large        |     |    |
| Total Votes:                                |     |    |
| Ordinance    does         does not    pass. |     |    |

ORDINANCE BACKGROUND MATERIAL:

This amendment changes the membership make up of DBIDA to change the “City Manager” to “City Manager (or designee)” and remove the economic development director as an ex officio member. All other membership remains the same.



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

**Agenda Item#:13.C.2.**

Ordinance Number: **O – 2023.09.27 - 11**  
Ordinance Title: Vehicles and Traffic  
Chapter: 141  
Sections: 13 General parking restrictions  
15 Parking lots  
23 First notice of violation; payment tables  
27 Definitions  
37 In-vehicle parking meters  
42 Schedule C: Stop Intersections  
43 Schedule D: Yield Intersections  
46 Schedule G: Traffic Control Signal Intersections (new)  
48 Schedule I: No Parking at Any Time  
51 Schedule L: Parking Meter Zones

The City of Dover Ordains:

**1. PURPOSE**

The purpose of this ordinance is to revise and update provisions of Chapter 141 as recommended by City staff, the Parking Commission, and the Transportation Advisory Commission. Further information is set forth in the background of this ordinance, incorporated by reference.

**2. AMENDMENT**

Chapter 141 entitled “Vehicles and Traffic” is hereby amended by revising Section 141-13, “General parking restrictions”, as follows:

**a. THE FOLLOWING IS AMENDED:**

**§ 141-13 General parking restrictions.**

- A. Truck parking. Vehicles over 19 feet in overall length, with permission of the Chief of Police or his/her designated representative, may stop and unload merchandise in a parking space, but under no circumstances shall any vehicle obstruct or impede the free flow of traffic.
- B. Designation of taxicab stands and bus stops. The Chief of Police may establish bus stops and taxicab stands on such public streets and in such places and such numbers as shall be determined to be of the greatest benefit and convenience to the public, and every such bus stop or taxicab stand shall be designated by an appropriate sign. It shall be unlawful for the owner/operator, owner or person having custody of any vehicle other than a bus or taxicab to park or permit the same to be parked in an officially designated bus stop or taxicab stand.
- C. Loading and unloading zones. The Chief of Police may establish loading and unloading zones which shall be marked by appropriate signs. It shall be unlawful for the owner of any vehicle or any person having custody to any vehicle to park said vehicle or permit the same to be parked in any zone designated as a loading or unloading zone unless actually engaged in loading or unloading with the vehicle's hazard lights activated.
- D. Parking of commercial vehicles.

(1) It shall be unlawful for the driver of any bus or taxicab to stand or park upon any street in any business district at any place other than a bus stop or taxicab stand, except while actually engaged in taking on or leaving passengers.

(2) No tractor-trailer combination or other truck shall park on the travel portion of the street for the purpose of loading or unloading on Monday through Saturday, between the hours of 11:00 a.m. and 1:00 p.m. and from 3:30 p.m. to 6:00 p.m., upon the streets indicated in Schedule K (§ **141-50**). This subsection shall not apply to trucks used on said streets for emergency purposes or while engaged in highway or other necessary maintenance or repairs.

E. Restricted parking.

(1) Henry Law Park — River Street parking area. No person shall park a vehicle in designated parking in the River Street parking area at the Henry Law Park and Recreation Facility unless he/she is a City employee on City business or is present and using the recreational facility or grounds at Henry Law Park. The parking of vehicles for any other purpose is prohibited. Violators shall be subject to Table B fines under § **141-23** as set forth in the Fine Schedule adopted by City Council.

(2) Summer Street. No person, except for visitors to the Woodman Institute, shall be allowed to park on the northerly side of Summer Street from the intersection with Central Avenue westerly for 120 feet, during operating hours when the Woodman Institute is open for the season. Signage shall be posted that indicates the hours, days and/or months of the restricted parking, based on the Woodman Institute's operating hours. Violators shall be subject to Table A fines under § **141-23**.

(3) Orchard Street. No person, except for visitors to the Dover Police Station, shall be allowed to park in the two posted police station visitor spaces in front of 40 Chestnut Street (Cochecho Park Apartments) and the three posted police station visitor spaces on the first floor of the parking garage. Violators shall be subject to Table A fines under § **141-23**.

(4) (Reserved)

(5) Orchard Street Parking Garage.

(a) No person shall park a non-plug-in electric vehicle in a designated electric vehicle charging station space. ~~Plug-in electric vehicles shall not remain in a designated electric charging station space in excess of four hours.~~

(b) Vehicles using the electric vehicle charging stations must be parking in designated electric vehicle (EV) charging station spaces and have paid the appropriate parking fees.

(6) Orchard Street Parking Garage. The Chief of Police shall have the authority to designate certain spaces within the parking garage for vehicles properly displaying a permit that is valid for use in the parking garage. Violations of this subsection shall be a Table B

violation, and the vehicle may be towed at the vehicle owner's expense.

(7) Orchard Street Parking Garage: The parking garage is not intended for long-term storage of vehicles, and any vehicle remaining in the parking garage for more than five consecutive days without prior notification to and the approval of the Police Department shall be a Table B violation and the vehicle may be towed at the owner's expense.

- F. Parking for primary purpose of advertising prohibited. No person shall park a vehicle upon any public way for the primary purpose of advertising goods or services, except as provided in Chapter 109, Peddlers and Vendors. Violators shall be subject to Table B fines under § 141-23 as set forth in the Fine Schedule as adopted by City Council.

**3. AMENDMENT**

Chapter 141 entitled "Vehicles and Traffic" is hereby amended by revising Section 141-15, "Parking lots", as follows:

**a. THE FOLLOWING IS AMENDED:**

**§ 141-15 Parking lots.**

- A. Parking in the City Hall parking lots shall be restricted to one-hour parking, and only while the driver or passenger is conducting business at City Hall, Monday through Friday, from 8:30 a.m. to 5:30 p.m., except for City-owned vehicles.
- B. The McConnell Center/Library parking lot shall be restricted to a three-hour parking limit each day, between the hours of 8 a.m. and 5 p.m., Monday through Friday, and the aforesaid lot may only be used on those designated days and times where the driver or a passenger is visiting the Dover Library, Dover City Hall, McConnell Center or the State of New Hampshire Circuit Court, 7th Circuit, District Divisino. City employees, as well as any vehicle displaying a permit authorized by the Chief of Police, shall be exempt from this provision.~~unless the vehicle displays a permit authorized by the Chief of Police.~~
- C. The Dover School Department is authorized to sell and distribute parking passes for parking motor vehicles in the Bellamy Parking Lot between August 25 and June 20, Monday through Friday or on school days, as set by the Dover School District Calendar, between the hours of 7:00 a.m. and 3:30 p.m. Parking rules and rates for permits shall be determined by the Dover School Department. Except for five spaces, which shall be marked with appropriate signs and reserved for Bellamy Park users only, no motor vehicle shall be parked in the Bellamy Lot during this time period without the benefit of a permit issued by the School Department. Any vehicle found in violation of this subsection may be towed from the lot and stored, the expenses of both to be paid by the registered owner of the vehicle. The Dover School Department shall have the authority to enforce parking rules in the Bellamy Parking Lot in accordance with the requirements of RSA 262:40-a and shall be responsible for maintenance and snow removal in the lot.

**4. AMENDMENT**

Chapter 141 entitled “Vehicles and Traffic” is hereby amended by revising Section 141-23, “First notice of violation; payment tables”, as follows:

a. **THE FOLLOWING IS AMENDED:**

**§ 141-23 First notice of violation; payment tables.**

- A. Late notice. If the fine indicated for the initial violation is not paid within 10 days, the Chief of Police shall send a late notice to the owner of the vehicle. Such notice shall be sent to the primary owner as listed with the motor vehicle department of the state in which the vehicle is registered. The late notice shall be sent by first class mail and shall instruct the vehicle owner that he/she may avoid further prosecution and fine by paying the City of Dover the amount in the applicable payment schedule for that violation.
- B. All parking violations enumerated in §§ **141-13** through **141-38** shall be Table A violations as set forth in the Fine Schedule as adopted by City Council, except as follows:
- (1) Violations of §§ **141-13E(1)**, **141-13E(6)** and **F**, **141-14A(9)** and **(12)** and **E**, **141-16A** and 141-31A(3)(a)(4) shall be Table B violations as set forth in the Fine Schedule as adopted by City Council.
- (2) Violations of §§ **141-13E(5)** shall be subject to the specific fine amount set forth in the Fine Schedule as adopted by City Council.
- (23) Violations of §§ **141-14A(11)** and **F**, and § **141-31E** shall be Table C violations as set forth in the Fine Schedule as adopted by City Council.
- C. Parking violation Tables A, B, and C fines shall be as set forth in the Fine Schedule adopted by City Council.

**5. AMENDMENT**

Chapter 141 entitled “Vehicles and Traffic” is hereby amended by revising Section 141-27, “Definitions”, as follows:

a. **THE FOLLOWING IS AMENDED:**

**§ 141-27 Definitions.**

As used in this article the following terms mean:

**~~IN-VEHICLE PARKING METER~~**

~~An electronic device that displays the City and zone for which parking fees are being paid for through the device.~~

**METERED ON-STREET PARKING SPACE**

A portion of a public highway consisting of a section of a public right-of-way in which the parking of a vehicle is controlled by a parking meter.

#### **METERED PARKING GARAGE**

A portion of a public highway consisting of a parking garage, deck or structure in which the parking of a vehicle is controlled by a parking meter.

#### **METERED PARKING LOT**

A portion of a public highway consisting of a parking lot in which the parking of a vehicle is controlled by a parking meter.

#### **MULTI-SPACE PARKING METER**

A parking meter that controls vehicle parking for more than one space in a parking meter zone.

#### **PARKING METER**

A mechanical device located upon a public highway or sidewalk in a place regularly designated as a parking meter zone, as hereinafter defined, which shall record a certain number of minutes by the use of a clock mechanism determining the period of time for which parking privileges may be extended to the person so depositing a coin, or any device that produces a ticket upon which the amount of time parking privileges are extended may be printed.

#### **PARKING METER ZONE**

Any designated section of the public highway within which a vehicle may be temporarily parked and allowed to remain for such period of time as indicated upon the parking meter or multi-space parking meter attached therein.

#### **PAY-BY-PLATE APPLICATION**

A telephone or other electronic application to pay for parking.

#### **6. AMENDMENT**

Chapter 141 entitled "Vehicles and Traffic" is hereby amended by revising Section 141-37, "In-vehicle parking meters", as follows:

##### **a. THE FOLLOWING IS AMENDED:**

§ 141-37 ~~In-vehicle parking meters~~ (Reserved).

~~A. The use of in-vehicle parking meters (IVPM) to pay for parking is permitted notwithstanding the provisions of § 141-31A(3)(a)[1] under the following conditions:~~

~~(1) The IVPM is displayed on the curbside window by using the mounting bracket, or on the curbside dashboard, allowing the readout device to be clearly viewed.~~

~~(2) The IVPM is authorized for use in the City of Dover and activated for the proper zone in which the vehicle is parked.~~

~~(3) No manipulation of the software, display, deactivation, or reactivation of the IVPM resulting in the avoidance of parking fees has occurred.~~

~~B. Attempts at circumvention of the IVPM program may result in the closing of the IVPM account without refund of any kind.~~

**7. AMENDMENT**

Chapter 141 entitled “Vehicles and Traffic” is hereby amended by revising Section 141-42, “Schedule C: Stop Intersections”, as follows:

**b. THE FOLLOWING IS AMENDED:**

**§ 141-42 Schedule C: Stop Intersections.**

In accordance with § 141-8, the following streets are designated as full stop street intersections:

| Stop Sign on    | At Intersection of: |
|-----------------|---------------------|
| Abbott Street   | Central Avenue      |
| Abbott Street   | Mount Vernon Street |
| Academy Street  | Church Street       |
| Adelle Drive    | Durham Road         |
| Alder Lane      | Wilbrod Avenue      |
| Allan Street    | Old Rochester Road  |
| Alumni Drive    | Bellamy Road        |
| Alumni Drive    | Durham Road         |
| Amy Lane        | Sixth Street        |
| Angle Street    | Central Avenue      |
| Apache Street   | Old Rochester Road  |
| Applevale Drive | Middlebrook Road    |
| Arch Street     | Washington Street   |
| Ash Street      | Central Avenue      |

| Stop Sign on       | At Intersection of: |
|--------------------|---------------------|
| Ash Street         | Grove Street        |
| Ash Street         | Horne Street        |
| Ash Street         | Mt. Vernon Street   |
| Ash Street (4-way) | Maple Street        |
| Atkinson Street    | St. Thomas Street   |
| Atkinson Street    | Silver Street       |
| Atkinson Street    | Washington Street   |
| Atlantic Avenue    | Portland Avenue     |
| Auburn Street      | New Rochester Road  |
| Augusta Way        | Middle Road         |
| Austin Drive       | Garrison Road       |
| Ayers Lane         | Royer Lane          |
| Back Road          | Henry Law Avenue    |
| Baker Street       | East Concord Street |
| Beech Road         | Longmeadow Road     |
| Beech Road         | Stark Avenue        |
| Belanger Drive     | Dover Point Road    |
| Belknap Street     | Fisher Street       |
| Belknap Street     | Silver Street       |
| Belknap Street     | Washington Street   |
| Bellamy Road       | Durham Road         |

| Stop Sign on            | At Intersection of: |
|-------------------------|---------------------|
| Benjamin Way            | Danielle Lane       |
| Beverly Lane            | Bellamy Road        |
| Birchwood Place         | Central Avenue      |
| Boxwood Lane            | Cottonwood Drive    |
| Brickyard Drive         | Isaac Lucas Drive   |
| Browning Drive          | Tennyson Avenue     |
| Cailey Anna Lane        | Corbin Drive        |
| Canney Lane             | Overlook Drive      |
| Canney Lane             | Quaker Lane         |
| Cataract Avenue         | Bellamy Road        |
| Cataract Avenue         | Rutland Street      |
| Chandler Way            | Knox Marsh Road     |
| Chapel Street           | Portland Avenue     |
| Charles Street          | Central Avenue      |
| Cherrywood Drive        | Sixth Street        |
| Chestnut Street         | Central Avenue      |
| Chestnut Street (4-way) | Sixth Street        |
| Church Street           | Central Avenue      |
| Church Street           | Locust Street       |
| Clearwater Drive        | Spur Road           |
| Clifford Street         | Rutland Street      |

| Stop Sign on           | At Intersection of:       |
|------------------------|---------------------------|
| Clifford Street        | Towle Avenue              |
| Cobble Hill Drive      | Elmview Circle            |
| Cochecho Street        | Rogers Street             |
| Columbus Avenue        | Littleworth Road          |
| Columbus Avenue        | Tolend Road               |
| Conifer Commons        | Glenwood Avenue           |
| Constitution Way       | Dover Point Road          |
| Coolidge Avenue        | Pearl Street              |
| Corbin Drive           | Mast Road                 |
| Cordeiro Drive         | Varney Road               |
| Cornerstone Drive      | County Farm Cross Road    |
| Cottonwood Drive       | Wildewood Drive           |
| Country Club Drive     | Gulf Road                 |
| County Farm Cross Road | County Farm Road          |
| County Farm Cross Road | Sixth Street              |
| County Farm Road       | County Farm Cross Road    |
| County Farm Road       | Sixth Street              |
| Court Street           | Central Avenue            |
| <u>Cranbrook Lane</u>  | <u>Old Rochester Road</u> |
| Crescent Avenue        | Horne Street              |
| Crestview Drive        | Glenwood Avenue           |

| Stop Sign on                  | At Intersection of: |
|-------------------------------|---------------------|
| Crosby Road                   | Littleworth Road    |
| Cushing Street                | Silver Street       |
| Cushing Street                | Washington Street   |
| Danielle Lane                 | Mathes Hill Drive   |
| Danielle Lane                 | Spruce Lane         |
| Dean Drive                    | Tolend Road         |
| Deborah Lane                  | Spur Road           |
| Digby Lane                    | Back River Road     |
| Dover Neck Road               | Middle Road         |
| Dover Point Road (northbound) | Route 4             |
| Drew Road                     | Back River Road     |
| Dover Street                  | East Street         |
| Dover Street                  | Park Street         |
| Dunn's Bridge Lane            | Durham Road         |
| Durrell Street                | St. John Street     |
| East Street                   | New York Street     |
| East Concord Street           | Ham Street          |
| East Concord Street           | Hill Street         |
| East Watson Street            | Court Street        |
| Ela Street                    | Pearl Street        |
| Elliott Park                  | Stark Avenue        |

| Stop Sign on           | At Intersection of:        |
|------------------------|----------------------------|
| Elm Street             | Silver Street              |
| Elm Street             | Summer Street              |
| Elmview Circle         | Court Street               |
| <u>Emerald Lane</u>    | <u>Littleworth Road</u>    |
| <u>Emerald Lane</u>    | <u>Emerald Lane circle</u> |
| Emerald Lane           | Susannah's Crossing        |
| Essex Street           | Forest Street              |
| Essex Street           | Portland Avenue            |
| Everett Street         | Ham Street                 |
| Evergreen Valley Drive | Sullivan Drive             |
| Ezras Way              | Littleworth Road           |
| Fairway Drive          | Gulf Road                  |
| Fayette Street         | Green Street               |
| Fieldstone Drive       | Long Hill Road             |
| Fifth Street           | Central Avenue             |
| Fifth Street           | Chestnut Street            |
| Fifth Street           | Grove Street               |
| Fisher Street          | Locust Street              |
| Fisher Street          | Rutland Street             |
| Florence Street        | Broadway                   |
| Florence Street        | Oak Street                 |

| Stop Sign on                                     | At Intersection of:         |
|--------------------------------------------------|-----------------------------|
| Florence Street                                  | Pearl Street                |
| Forest Street                                    | Essex Street                |
| Forest Street                                    | Hancock Street              |
| Fourth Street                                    | Central Avenue              |
| Fourth Street                                    | Chestnut Street             |
| Fourth Street                                    | Grove Street                |
| Fourth Street                                    | Washington Street           |
| Foxtail Ridge                                    | Sixth Street                |
| Franklin Plaza                                   | Central Avenue              |
| French Cross Road                                | Tolend Road                 |
| Garrison Road                                    | Back River Road             |
| George Street                                    | Henry Law Avenue            |
| Gerrish Road                                     | Old Dover Point Road        |
| Glen Hill Road                                   | Tolend Road                 |
| Glencrest Avenue                                 | Glenwood Avenue             |
| Glencrest Avenue                                 | Horne Street                |
| Glenwood Avenue                                  | Sixth Street                |
| <u>Governor Sawyer Lane (northwesterly only)</u> | <u>Governor Sawyer Lane</u> |
| Governor Sawyer Lane                             | Stark Avenue                |
| Grady's Lane                                     | Mast Road                   |
| Grandview Drive                                  | Littleworth Road            |

| Stop Sign on                           | At Intersection of: |
|----------------------------------------|---------------------|
| Green Street                           | Washington Street   |
| Grove Street                           | Ash Street          |
| Grove Street                           | Third Street        |
| Grove Street                           | Fifth Street        |
| Grove Street                           | Fourth Street       |
| Grove Street                           | Hough Street        |
| Grove Street (northerly and southerly) | Sixth Street        |
| Hale Street                            | Central Avenue      |
| Hale Street                            | Locust Street       |
| Ham Street                             | Broadway            |
| Ham Street                             | Central Avenue      |
| Ham Street                             | Park Street         |
| Hampshire Circle                       | Whittier Street     |
| Hancock Street                         | Forest Street       |
| Hancock Street                         | Portland Avenue     |
| Hanson Street                          | Central Avenue      |
| Hanson Street                          | Henry Law Avenue    |
| Harlans Way                            | Mast Road           |
| Hawthorne Road                         | Stark Avenue        |
| Henry Law Avenue                       | George Street       |
| Hill Street                            | Broadway            |

| Stop Sign on          | At Intersection of:                  |
|-----------------------|--------------------------------------|
| Hill Street           | Central Avenue                       |
| Homestead Lane        | Dover Point Road                     |
| Horne Street          | Glenwood Avenue                      |
| Horne Street          | Hough Street                         |
| Horne Street          | Sixth Street                         |
| Hough Street          | Central Avenue                       |
| Hough Street          | Grove Street                         |
| Hough Street          | Horne Street                         |
| Hough Street          | Maple Street                         |
| Hough Street          | Mt. Vernon Street                    |
| Hubbard Road          | Hawthorne Road                       |
| Hubbard Road          | Middle Road                          |
| Industrial Park Drive | Littleworth Road                     |
| Ironwood Lane         | Cherrywood Drive                     |
| Ironwood Lane         | Cottonwood Drive                     |
| Isaac Lucas Circle    | Middle Road                          |
| Ivans Lane            | Dover Point Road                     |
| Karens Way            | Cordeiro Drive                       |
| Keating Avenue        | Renaud Avenue                        |
| Kent Avenue           | Newport Road                         |
| Kent Avenue           | Applevale Drive and Middlebrook Road |

| Stop Sign on            | At Intersection of:       |
|-------------------------|---------------------------|
| Kirkland Street         | Central Avenue            |
| Kirkland Street         | Locust Street             |
| Landing Way             | Dover Point Road          |
| Leathers Lane           | Back River Road           |
| Leighton Road           | Dover Point Road          |
| Lexington Street        | Silver Street             |
| Lexington Street        | Washington Street         |
| Locust Street           | Washington Street         |
| Long Hill Road          | Old Rochester Road        |
| Long Hill Road          | Sixth Street              |
| Longmeadow Road         | Woodland Road             |
| Lowell Avenue           | Central Avenue            |
| Maple Street            | Ash Street                |
| Maple Street            | Hough Street              |
| Maple Street            | Sixth Street              |
| <u>Maplewood Avenue</u> | <u>Old Rochester Road</u> |
| Martin Lane             | Henry Law Avenue          |
| Mast Road               | Back River Road           |
| Mast Road               | Spruce Lane               |
| Mathes Hill Drive       | Danielle Lane (south)     |
| Mathes Hill Drive       | Mast Road                 |

| Stop Sign on                  | At Intersection of:                |
|-------------------------------|------------------------------------|
| Mechanic Street               | Chapel Street                      |
| Merry Street                  | Central Avenue                     |
| Merry Street                  | Ridge Street                       |
| Middle Road                   | Back Road                          |
| Middle Road                   | Dover Point Road                   |
| Middlebrook Road              | Stark Avenue                       |
| Milk Street                   | Central Avenue                     |
| Mineral Park Drive            | Pleasant View Circle               |
| Mohawk Drive                  | Shawnee Lane                       |
| Morningside Drive (southerly) | River Dale Avenue                  |
| Mt. Vernon Street             | Abbott Street and Roosevelt Avenue |
| Mt. Vernon Street             | Hough Street                       |
| Mt. Vernon Street             | Lowell Avenue                      |
| Mt. Vernon Street             | Sixth Street                       |
| Mt. Vernon Street (4-way)     | Ash Street                         |
| Mulligan Drive                | Back Road                          |
| Mulligan Drive                | Samuel Hanson Avenue               |
| Nelson Street                 | Atkinson Street                    |
| Newport Road                  | Middlebrook Road                   |
| Newport Road]                 | Hawthorne Road                     |
| Newton Street                 | New Rochester Road                 |

| Stop Sign on         | At Intersection of: |
|----------------------|---------------------|
| New Bellamy Lane     | Dover Point Road    |
| New Bellamy Lane     | Spur Road           |
| New York Street      | Broadway            |
| Niles Street         | Henry Law Avenue    |
| Northam Drive        | Glenwood Avenue     |
| Northway Circle      | Plaza Drive         |
| Oak Street           | Atlantic Avenue     |
| Old Dover Point Road | Dover Point Road    |
| Old Littleworth Road | Littleworth Road    |
| Olde Madbury Lane    | Knox Marsh Road     |
| Old Rochester Road   | Indian Brook Drive  |
| Old Rochester Road   | Long Hill Road      |
| Old Stage Road       | Littleworth Road    |
| Orchard Street       | Central Avenue      |
| Overlook Drive       | Tuttle Lane         |
| Park Street          | Ham Street          |
| Park Street          | Hill Street         |
| Park Street          | New York Street     |
| Park Street          | Oak Street          |
| Parker Street        | Rutland Street      |
| Parker Street        | Woodman Park Drive  |

| Stop Sign on         | At Intersection of:          |
|----------------------|------------------------------|
| Pearl Street         | Park Street                  |
| Pearson Drive        | Dover Point Road             |
| Penny Lane           | Henry Law Avenue             |
| Philip Street        | Long Hill Road               |
| Philip Street        | Old Rochester Road           |
| Pierce Street        | Broadway                     |
| Pierce Street        | Central Avenue               |
| Pinecrest Lane       | Weeks Lane                   |
| Pineview Drive       | Dover Point Road             |
| Plaza Drive          | Glenwood Avenue              |
| Pleasant View Circle | Whittier Street              |
| Pointe Place         | Julia Drive and Teresa Drive |
| Pondview Drive       | Mast Road                    |
| Portland Avenue      | Main Street                  |
| Production Drive     | Sixth Street                 |
| Progress Drive       | Knox Marsh Road              |
| Quail Drive          | Sixth Street                 |
| Quaker Lane          | Tuttle Lane                  |
| Redden Street        | Horne Street                 |
| Renaud Avenue        | Shamrock Lane                |
| Reservoir Street     | Mt. Vernon Street            |

| Stop Sign on                 | At Intersection of:            |
|------------------------------|--------------------------------|
| Reyner's Brook Drive         | Sixth Street                   |
| Richmond Street              | Washington Street              |
| Ridge Street                 | Driveway of 833 Central Avenue |
| River Street                 | Henry Law Avenue               |
| Riverside Drive              | Dover Point Road               |
| Roberta Drive                | Dover Point Road               |
| Roberts Road                 | Dover Point Road               |
| Rogers Street                | Portland Avenue                |
| Roosevelt Avenue             | Horne Street                   |
| Roosevelt Avenue             | Mt. Vernon Street              |
| Rutland Street               | Central Avenue                 |
| Rutland Street               | Silver Street                  |
| St. John Street              | Broadway                       |
| St. John Street              | Chapel Street                  |
| St. Thomas Street (westerly) | Atkinson Street                |
| St. Thomas Street (westerly) | Belknap Street                 |
| St. Thomas Street (westerly) | Locust Street                  |
| Salem Avenue                 | Applevale Drive                |
| Samuel Hanson Avenue         | Back Road                      |
| Sandpiper Drive              | Watson Road                    |
| School Street                | Main Street                    |

| Stop Sign on                        | At Intersection of:       |
|-------------------------------------|---------------------------|
| Seaborne Drive                      | Garrison Road             |
| Second Street                       | Chestnut Street           |
| Shamrock Lane                       | Renaud Avenue             |
| Shawnee Lane                        | Old Rochester Road        |
| Shaw's Lane                         | Garrison Road             |
| Sixth Street                        | Central Avenue            |
| Sixth Street (4-way)                | Chestnut Street           |
| South Pine Street                   | Central Avenue            |
| South Watson Lane                   | East Watson Street        |
| South Watson Lane                   | Stark Avenue              |
| Southwood Drive                     | Mast Road                 |
| Spring Street                       | Central Avenue            |
| Spring Street                       | Locust Street             |
| Spruce Lane (easterly and westerly) | Back River Road           |
| Spur Road                           | Gerrish Road              |
| Station Drive                       | Sixth Street              |
| <u>Stiles Lane</u>                  | <u>Old Rochester Road</u> |
| Strafford Road                      | Old Rochester Road        |
| Sullivan Drive                      | Old Rochester Road        |
| Summer Street                       | Central Avenue            |
| Summer Street                       | Elm Street                |

| Stop Sign on               | At Intersection of:          |
|----------------------------|------------------------------|
| Summer Street              | Locust Street                |
| Sumner Drive               | Knox Marsh Road              |
| Sunnybrooke Drive          | Mast Road                    |
| Sunset Drive               | Bellamy Road                 |
| <u>Sunset Drive</u>        | <u>Cataract Avenue</u>       |
| Susannah's Crossing        | Emerald Lane                 |
| <u>Susannah's Crossing</u> | <u>Ezra's Way</u>            |
| Sylvan Drive               | Durham Road                  |
| Tennyson Avenue            | Court Street                 |
| Tennyson Avenue            | Henry Law Avenue             |
| Third Street               | Chestnut Street              |
| Third Street               | Grove Street                 |
| Third Street (westerly)    | Chestnut Street              |
| Thornwood Drive            | Julia Drive and Teresa Drive |
| Three Rivers Farm Road     | Gulf Road                    |
| Towle Avenue               | Clifford Street              |
| Towne Drive                | Henry Law Avenue             |
| Trakey Street              | Central Avenue               |
| Trakey Street              | Locust Street                |
| Tuttle Lane                | Dover Point Road             |
| Tuttle Lane                | Middle Road                  |

| Stop Sign on                            | At Intersection of:  |
|-----------------------------------------|----------------------|
| Union Street                            | Court Street         |
| Upper Factory Road                      | Tolend Road          |
| Wallace Drive                           | Columbus Avenue      |
| Washington Street                       | Arch Street          |
| Watson Road                             | County Farm Road     |
| Watson Road                             | Tolend Road          |
| Wentworth Douglass Hospital Driveway    | Old Rollinsford Road |
| Wentworth Douglass Hospital ER Entrance | Central Avenue       |
| Wentworth Terrace                       | Hilton Park Drive    |
| Westgate Drive                          | Knox Marsh Road      |
| Westwood Circle                         | Littleworth Road     |
| Whittier Street                         | Glenwood Avenue      |
| Whittier Street                         | Tolend Road          |
| Wilbrod Avenue                          | Glenwood Avenue      |
| Wildewood Drive                         | Cottonwood Drive     |
| Wildewood Drive                         | Sixth Street         |
| Willand Avenue                          | New Rochester Road   |
| Willand Avenue                          | Old Rochester Road   |
| Williams Street                         | Henry Law Avenue     |
| Willow Street                           | Tolend Road          |
| Wingate Lane                            | Back River Road      |

| Stop Sign on       | At Intersection of:                  |
|--------------------|--------------------------------------|
| Winston Avenue     | Applevale Drive                      |
| Winston Avenue     | Applevale Drive and Middlebrook Road |
| Woodland Road      | Stark Avenue                         |
| Woodman Park Drive | Clifford Street                      |
| Young Street       | Main Street                          |

#### 8. AMENDMENT

Chapter 141 entitled “Vehicles and Traffic” is hereby amended by revising Section 141-43, “Schedule D: Yield Intersections”, as follows:

##### c. THE FOLLOWING IS AMENDED:

#### § 141-43 Schedule D: Yield Intersections.

In accordance with § 141-9, the following streets are designated as full yield street intersections:

| Intersection                                      | Direction of Travel           | Yield Sign On:                  |
|---------------------------------------------------|-------------------------------|---------------------------------|
| Back Road and Court Street                        | West                          | Back Road                       |
| Cochecho Street and Atlantic Avenue               | East                          | Cochecho Street                 |
| Jenness Street and Central Avenue                 | East                          | Jenness Street                  |
| Long Hill Road and Varney Road                    | East                          | Long Hill Road                  |
| Merry Street and Ridge Street                     | East                          | Ridge Street                    |
| <a href="#">Silver Street and Knox Marsh Road</a> | <a href="#">West and East</a> | <a href="#">Silver Street</a>   |
| <a href="#">Silver Street and Knox Marsh Road</a> | <a href="#">North</a>         | <a href="#">Knox Marsh Road</a> |
| Washington Street and Main Street                 | West                          | Washington Street               |

#### 9. AMENDMENT

Chapter 141 entitled “Vehicles and Traffic” is hereby amended by revising Section 141-46, previously titled “Schedule G: Truck Travel Restricted”, and now to be titled “Schedule G: Traffic Control Signal Intersections” with accompanying new text, as follows:

**d. THE FOLLOWING IS AMENDED:**

**§ 141-46 Schedule G: ~~Truck Travel Restricted~~ Traffic Control Signal Intersections.**

In accordance with the provisions of § 141-3, the following intersections are hereby formally codified and designated to be controlled by traffic control signals. The Community Services Director shall determine approach lane designations, placement of red, yellow and green bulbs or arrows, other traffic control signals, and the use of computerized timing controllers at these intersections in accordance with acceptable engineering practice. This schedule does not include intersections subject to exclusive maintenance jurisdiction of the New Hampshire Department of Transportation, except where the City of Dover has a concurrent maintenance agreement. This schedule is to be construed consistent with the intent and provisions of RSA chapter 265 and RSA chapter 259. This schedule is without limitation and the omission of a signalized intersection from this schedule shall not be construed as in any way affecting the presumption set forth in RSA 265:9.

| <u>Primary Street:</u>    | <u>Cross Street</u>                                                                                                                                            |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Central Avenue</u>     | <u>Broadway</u>                                                                                                                                                |
| <u>Central Avenue</u>     | <u>Exit 7 Northbound ramp (Spaulding Turnpike)</u>                                                                                                             |
| <u>Central Avenue</u>     | <u>Glenwood Avenue</u>                                                                                                                                         |
| <u>Central Avenue</u>     | <u>None (adjacent to, and intersecting with, parking lot entrances for Tax Map 37-24 and Tax Map 37-38, in the area commonly known as the Hannaford Plaza)</u> |
| <u>Central Avenue</u>     | <u>Locust Street</u>                                                                                                                                           |
| <u>Central Avenue</u>     | <u>Mill Street / Exit 7 Southbound ramp (Spaulding Turnpike)</u>                                                                                               |
| <u>Central Avenue</u>     | <u>Morin Street</u>                                                                                                                                            |
| <u>Central Avenue</u>     | <u>Oak Street</u>                                                                                                                                              |
| <u>Central Avenue</u>     | <u>Old Rollinsford Road</u>                                                                                                                                    |
| <u>Central Avenue</u>     | <u>Silver Street</u>                                                                                                                                           |
| <u>Central Avenue</u>     | <u>Stark Avenue</u>                                                                                                                                            |
| <u>Central Avenue</u>     | <u>Washington Street</u>                                                                                                                                       |
| <u>Central Avenue</u>     | <u>Weeks Lane</u>                                                                                                                                              |
| <u>Chestnut Street</u>    | <u>First Street</u>                                                                                                                                            |
| <u>Durham Road</u>        | <u>Back River Road</u>                                                                                                                                         |
| <u>Durham Road</u>        | <u>Mast Road</u>                                                                                                                                               |
| <u>Indian Brook Drive</u> | <u>Central Avenue</u>                                                                                                                                          |

|                                    |                                 |
|------------------------------------|---------------------------------|
| <a href="#">Indian Brook Drive</a> | <a href="#">Members Way</a>     |
| <a href="#">Indian Brook Drive</a> | <a href="#">Sixth Street</a>    |
| <a href="#">Indian Brook Drive</a> | <a href="#">Weeks Lane</a>      |
| <a href="#">Main Street</a>        | <a href="#">Chapel Street</a>   |
| <a href="#">New Rochester Road</a> | <a href="#">Hotel Drive</a>     |
| <a href="#">New Rochester Road</a> | <a href="#">Long Hill Road</a>  |
| <a href="#">Oak Street</a>         | <a href="#">Broadway</a>        |
| <a href="#">Oak Street</a>         | <a href="#">Portland Avenue</a> |
| <a href="#">Silver Street</a>      | <a href="#">Arch Street</a>     |
| <a href="#">Silver Street</a>      | <a href="#">Locust Street</a>   |
| <a href="#">Sixth Street</a>       | <a href="#">Venture Drive</a>   |
| <a href="#">Sixth Street</a>       | <a href="#">Whittier Street</a> |
| <a href="#">Washington Street</a>  | <a href="#">Chestnut Street</a> |

**10. AMENDMENT**

Chapter 141 entitled “Vehicles and Traffic” is hereby amended by revising Section 141-48, “Schedule I: No Parking at Any Time”, as follows:

**e. THE FOLLOWING IS AMENDED:**

**§ 141-48 Schedule I: No Parking at Any Time.**

In accordance with the provisions of § **141-17**, it shall be unlawful for the owner of any vehicle or any persons having custody or control of any vehicle to park it or permit it to be parked in the following locations within the City of Dover, and any vehicle found to be in violation of the aforementioned provisions may be towed by the direction of the Police Department and the expense of such towing borne by the owner of the vehicle:

| Street or Location | Side or Area | Location/Date(s) If Applicable                                                                  |
|--------------------|--------------|-------------------------------------------------------------------------------------------------|
| Abbey Lane         | Southerly    | From the intersection with Rutland Street easterly to the end of said Abbey Lane                |
| Abbott Street      | Southerly    | From the intersection with Central Avenue westerly to the intersection with Mount Vernon Street |
| Academy Street     | Both         | Northerly for a distance of 100 feet starting at the intersection of Church Street              |
| Alumni Drive       | Both         | From the intersection with Bellamy Road easterly to the intersection of                         |

| Street or Location | Side or Area | Location/Date(s) If Applicable                                                                                                |
|--------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------|
|                    |              | Durham Road                                                                                                                   |
| Angle Street       | Northerly    | From Academy Street to Central Avenue                                                                                         |
| Arch Street        | Both         | From the intersection with Silver Street northerly to the intersection of West Concord Street                                 |
| Ash Street         | Southerly    | From intersection with Central Avenue westerly to the parking lot entrance in the rear of No. 678 Central Avenue              |
| Atkinson Street    | Easterly     | From the intersection with Washington Street southerly to the intersection with Silver Street                                 |
| Ayers Lane         | Both         | Entire length                                                                                                                 |
| Baker Street       | Southerly    | From the intersection of East Concord Street easterly for a distance of 300 feet                                              |
| Baker Street       | Northerly    | From the intersection with East Concord Street, easterly to the intersection with Broadway, between December 1 and April 1    |
| Belknap Street     | Easterly     | From the intersection with Silver Street, southerly to the intersection with Fisher Street, between December 1 and April 1    |
| Belknap Street     | Easterly     | From the intersection with Washington Street to the intersection with St. Thomas Street                                       |
| Belknap Street     | Westerly     | From the intersection with Silver Street northerly to the intersection with Washington Street, between December 1 and April 1 |

| Street or Location | Side or Area | Location/Date(s) If Applicable                                                                                            |
|--------------------|--------------|---------------------------------------------------------------------------------------------------------------------------|
| Bellamy Road       | Easterly     | From Alumni Drive southerly for a distance of 440 feet                                                                    |
| Bellamy Road       | Easterly     | From the intersection with Cataract Avenue southerly to Alumni Drive                                                      |
| Bellamy Road       | Westerly     | From the Bellamy River Bridge southerly to 200 feet beyond Lisa Beth Drive                                                |
| Boyle Street       | Northerly    | From Court street Easterly for a distance of 200 feet                                                                     |
| Brick Road         | Northerly    | From the intersection of Central Avenue easterly for a distance of 100 feet                                               |
| Broadway           | Easterly     | From the PSNH Pole No. 114/25 (a point across from Florence Street) northerly to the intersection with Oak Street         |
| Canney Lane        | Northerly    | Entire length                                                                                                             |
| Central Avenue     | Both         | From the intersection with Back River Road easterly to the intersection with Stark Avenue                                 |
| Central Avenue     | Easterly     | From the intersection with Ham Street northerly for a distance of 35 feet                                                 |
| Central Avenue     | Easterly     | From the intersection with Pierce Street northerly to the driveway of 547 Central Avenue (formerly Seacoast Savings Bank) |
| Central Avenue     | Easterly     | From the intersection with Indian Brook Drive southerly to the PSNH pole number 1/71                                      |
| Central Avenue     | Easterly     | From the intersection with South Pine Street Southerly to the PSNH                                                        |

| Street or Location | Side or Area | Location/Date(s) If Applicable                                                                                |
|--------------------|--------------|---------------------------------------------------------------------------------------------------------------|
|                    |              | pole number 1/147                                                                                             |
| Central Avenue     | Easterly     | From the PS Pole No. 1/1305 to the island of PS Pole No. 1/130A                                               |
| Central Avenue     | Easterly     | From the south property line of 633 Central Avenue to the driveway of 655 Central Avenue                      |
| Central Avenue     | Easterly     | From the southerly driveway of 189 Central Avenue northerly to the intersection with George Street            |
| Central Avenue     | Easterly     | From Washington Street north for a distance of 320 feet.                                                      |
| Central Avenue     | Westerly     | From Church Street to Silver Street, except during Sunday Religious Services at the First Parish Church       |
| Central Avenue     | Westerly     | From the driveway to 146 Central Avenue southerly to a point 30 feet south of intersection with Trakey Street |
| Central Avenue     | Westerly     | From the intersection with Indian Brook Drive southerly to the intersection with Reservoir Street             |
| Chapel Street      | Both         | From the intersection with Portland Avenue westerly to St. John Street                                        |
| Chapel Street      | Northerly    | From the intersection with Main Street easterly to St. John Street                                            |
| Charles Street     | Northerly    | From Central Avenue easterly for a distance of 150 feet                                                       |
| Charles Street     | Southerly    | From Central Avenue easterly for a distance of 240 feet                                                       |

| Street or Location | Side or Area | Location/Date(s) If Applicable                                                                                                                                                                                                                                                                                                                                  |
|--------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Charles Street     | Southerly    | From Mill Street westerly for a distance of 70 feet                                                                                                                                                                                                                                                                                                             |
| Chestnut Street    | Both         | From the intersection with Washington Street southerly to the intersection with St. Thomas Street                                                                                                                                                                                                                                                               |
| Chestnut Street    | Easterly     | From the intersection with Washington Street northerly to the intersection with Third Street                                                                                                                                                                                                                                                                    |
| Chestnut Street    | Westerly     | From the intersection with Washington Street northerly to the intersection with Orchard Street                                                                                                                                                                                                                                                                  |
| Chestnut Street    | Westerly     | From the intersection with First Street northerly to the intersection with Third Street                                                                                                                                                                                                                                                                         |
| Chestnut Street    | Westerly     | From the intersection with Fourth Street northerly for 50 feet                                                                                                                                                                                                                                                                                                  |
| Church Street      | Northerly    | From the intersection with Central Avenue westerly to the intersection with Locust Street, except for school buses and parents picking up or discharging students or during church services at the First Parish Congregational Church. When both student pick-up/discharge and church services occur at the same time, school buses alone shall take precedence |
| Clifford Street    | Northerly    | From the intersection with Towle Avenue easterly for a distance of 30 feet                                                                                                                                                                                                                                                                                      |
| Court Street       | Northerly    | From Central Avenue to Boyle Street                                                                                                                                                                                                                                                                                                                             |
| Court Street       | Northerly    | From the intersection with Union Street easterly for a distance of 110                                                                                                                                                                                                                                                                                          |

| Street or Location  | Side or Area              | Location/Date(s) If Applicable                                                                                                                         |
|---------------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     |                           | feet                                                                                                                                                   |
| Court Street        | Southerly                 | From the intersection with Central Avenue to the intersection with Union Street                                                                        |
| Court Street        | Southerly                 | From South Pine Street westerly for a distance of 100 feet                                                                                             |
| Cushing Street      | Easterly                  | The entire length, between December 1 and April 1                                                                                                      |
| Dover Street        | Northerly                 | From the easterly corner of the property at 18-20 Dover Street, westerly for a distance of 135 feet, from 7:00 a.m. to 5:00 p.m. Monday through Friday |
| Durham Road         | Both                      | From the intersection of Back River Road to the intersection of Mast Road                                                                              |
| Durrell Street      | Northerly and westerly    | The entire length from St. John's Street to Winter Street                                                                                              |
| East Watson Street  | Both                      | From the intersection with Central Avenue easterly to the intersection with South Watson Lane                                                          |
| Elm Street          | Westerly                  | From the intersection with Silver Street, southerly to the intersection with Fisher Street, between December 1 and April 1                             |
| <u>Emerald Lane</u> | <u>Interior of circle</u> | <u>Even-numbered side, on the interior of the circle between 92 Emerald Lane and 216 Emerald Lane</u>                                                  |
| Essex Street        | Southwesterly             | From the intersection with Portland Avenue northwesterly to the dead end, between December 1 and April 1                                               |

| Street or Location | Side or Area  | Location/Date(s) If Applicable                                                                                            |
|--------------------|---------------|---------------------------------------------------------------------------------------------------------------------------|
| Everett Street     | Westerly      | From the intersection with Baker Street, southerly to the intersection with Ham Street, between December 1 and April 1    |
| Ezra's Way         | Easterly      | Entire length                                                                                                             |
| Fern Court         | Westerly      | From the intersection with Folsom Street, northerly, and then westerly to the dead end                                    |
| Fifth Street       | Northerly     | From the intersection with Central Avenue westerly to Chestnut Street,                                                    |
| Fifth Street       | Northerly     | From the intersection with Chestnut Street westerly to the intersection with Grove Street, between December 1 and April 1 |
| Fifth Street       | Southerly     | From the intersection with Grove Street, westerly to the intersection with Tammany Park, between December 1 and April 1   |
| First Street       | Northerly     | From the westerly driveway of 1 First Street easterly to the intersection with Central Avenue                             |
| Folsom Street      | Southerly     | The entire length, between December 1 and April 1                                                                         |
| Forest Street      | Northwesterly | The entire length, between December 1 and April 1                                                                         |
| Fourth Street      | Southerly     | From the intersection with Chestnut Street westerly to the intersection with Grove Street, between December 1 and April 1 |
| Fourth Street      | Southerly     | From the intersection with Chestnut Street westerly for a distance of 100 feet                                            |

| Street or Location     | Side or Area     | Location/Date(s) If Applicable                                                                                                                     |
|------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Fourth Street          | Southerly        | From the intersection with Chestnut Street easterly to Public Service Pole No. 53/1A                                                               |
| Fourth Street          | Southerly        | From the Cochecho River bridge easterly to the intersection of Frances Drive, a distance of 250 feet                                               |
| <del>Gage Street</del> | <del>Both</del>  | <del>Entire length</del>                                                                                                                           |
| <u>Gage Street</u>     | <u>Northerly</u> | <u>Entire length</u>                                                                                                                               |
| <u>Gage Street</u>     | <u>Southerly</u> | <u>From the intersection with New Rochester Road easterly for a distance of forty (40) feet</u>                                                    |
| Garrison Road          | Southerly        | From the intersection with Shadow Drive easterly to the intersection with Meridian Drive                                                           |
| George Street          | Northwesterly    | From the intersection with Sonnett Street to the intersection with Henry Law Avenue, except where individual parking spaces are marked by the City |
| George Street          | Southeasterly    | From the northeast corner of the property line of 233 Central Avenue northeasterly to the intersection with Sonnett Street                         |
| Greenfield Drive       | Northerly        | From the intersection with Garrison Road easterly to the northwest corner of Greenfield Drive traffic circle                                       |
| Ham Street             | Northerly        | From Central Avenue to Park Street                                                                                                                 |
| Hampshire Circle       | Northerly        | From the southerly intersection with Whittier Street continuing around on that side of Hampshire Circle to the northerly intersection              |

| Street or Location    | Side or Area                              | Location/Date(s) If Applicable                                                                                                                                                                                     |
|-----------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                       |                                           | with Whittier Street                                                                                                                                                                                               |
| Hamilton Street       | Northerly                                 | From the intersection with Elm Street, westerly to the intersection with Belknap Street, between December 1 and April 1                                                                                            |
| Hancock Street        | Southwesterly                             | The entire length, between December 1 and April 1                                                                                                                                                                  |
| Hanson Street         | Both                                      | Entire length                                                                                                                                                                                                      |
| Henry Law Avenue      | Easterly                                  | From the Maglaras Park entrance road to Browning Drive                                                                                                                                                             |
| Henry Law Avenue      | Westerly                                  | From the intersection of Browning Drive northerly for a distance of 75 feet                                                                                                                                        |
| Henry Law Avenue      | Westerly                                  | From the intersection of George Street southerly to a point directly across from Towne Drive                                                                                                                       |
| Henry Law Avenue      | Westerly                                  | From the intersection with Williams Street southerly to the intersection with George Street                                                                                                                        |
| High Ridge Drive      | Southerly                                 | From the intersection with Floral Avenue easterly to the dead end, between December 1 and April 1                                                                                                                  |
| Horne Street          | Westerly                                  | From the intersection with Glencrest Avenue southerly to the driveway of 68 Horne Street                                                                                                                           |
| Industrial Park Drive | Easterly then southerly (inside of curve) | From the westernmost driveway from 89 Industrial Park Drive (Eversource Pole No. 305/12B) northerly, then easterly to the driveway of 115 Industrial Park Drive (Eversource Pole No. 305/15BS), from November 1 to |

| Street or Location | Side or Area | Location/Date(s) If Applicable                                                                                             |
|--------------------|--------------|----------------------------------------------------------------------------------------------------------------------------|
|                    |              | April 1                                                                                                                    |
| Ivan's Lane        | North        | Entire length                                                                                                              |
| Kirkland Street    | Southerly    |                                                                                                                            |
| Lexington Street   | Easterly     | The entire length, between December 1 and April 1                                                                          |
| Lincoln Street     | Southerly    | From the intersection with Chestnut Street, westerly to the intersection with Grove Street, between December 1 and April 1 |
| Lisa Beth Drive    |              |                                                                                                                            |
| Locust Street      | Easterly     | From the intersection with Silver Street southerly to the intersection with Central Avenue                                 |
| Locust Street      | Easterly     | From the intersection with St. Thomas Street southerly to the intersection with Silver Street                              |
| Long Hill Road     | Both         | From the intersection with New Rochester Road (Route 108) westerly to the intersection with Old Rochester Road (Route 16B) |
| Main Street        | Easterly     | From the intersection with Washington Street northerly to the intersection with Chapel Street                              |
| Mechanic Street    | Both         | From intersection of School Street northerly to the intersection of Chapel Street                                          |
| Mill Street        | Both         | From a point 370 feet from Central Avenue easterly for a distance of 700 feet                                              |
| Mineral Park Drive | Northerly    | From the intersection with Washington Street to the                                                                        |

| Street or Location         | Side or Area | Location/Date(s) If Applicable                                                                                             |
|----------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------|
|                            |              | intersection with Pleasant View Circle                                                                                     |
| Morin Street               | Both         | From the intersection with Central Avenue, westerly to PSNH Pole No. 1/18B                                                 |
| Nelson Street              | Southerly    | From the intersection with Atkinson Street westerly to the intersection with Belknap Street                                |
| Nelson Street              | Southerly    | From the intersection with Locust Street westerly to the intersection with Atkinson Street, between December 1 and April 1 |
| New York Street            | Both         | From the intersection with Broadway to the intersection with East Street                                                   |
| New York Street            | Southerly    | From the intersection with Central Avenue easterly to the Public Service Pole 111/12                                       |
| Old English Village Road   | Southerly    | From the intersection with Central Avenue easterly to the Rollinsford Town Line                                            |
| Old Garrison Road          | Both         | Along the entire 510 foot frontage of Tax Map J, Lot 10-6, owned by State of New Hampshire Fish and Game Department        |
| Old Rollinsford Road       | Both         | From the intersection with Central Avenue to the Wentworth Douglass Hospital                                               |
| Orchard Street             | Both         | From the intersection with Central Avenue westerly to the intersection with Chestnut Street                                |
| Orchard Street Lot service | Both         | Entire length from its intersection with Orchard Street northerly, then                                                    |

| Street or Location           | Side or Area | Location/Date(s) If Applicable                                                                                                                                                                         |
|------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| road                         |              | westerly to its exit to Orchard Street Lot                                                                                                                                                             |
| Overlook Drive               | Westerly     | Entire length                                                                                                                                                                                          |
| Park Street Park Parking Lot |              | No parking during the hours of 8:30 p.m. to 7:00 a.m. during the period of April 1 through September 30 and during the hours of 7:00 p.m. to 7:00 a.m. during the period of October 1 through March 31 |
| Paul Street                  | Easterly     | From the intersection with Henry Law Avenue, to the intersection with Wallingford Street                                                                                                               |
| Pierce Street                | Both         | Entire length                                                                                                                                                                                          |
| Plaza Drive                  | Easterly     | From the intersection with Glenwood Avenue northerly to the intersection with Northway Circle                                                                                                          |
| Plaza Drive                  | Easterly     | From the intersection with Northway Circle, northerly to the end of the Street, between December 1 and April 1                                                                                         |
| Pleasant View Circle         | Westerly     | From the intersection with Washington Street northerly to the intersection with Whittier Street                                                                                                        |
| Portland Avenue              | Easterly     | From the north boundary of 161 Portland Avenue southerly to the north boundary of 149 Portland Avenue                                                                                                  |
| Portland Avenue              | Northerly    | From PSNH pole 119/3A to the entrance of the Portland Avenue Parking Lot                                                                                                                               |
| Portland Avenue              | Northerly    | From the intersection with Chapel Street to the entrance with Portland                                                                                                                                 |

| Street or Location | Side or Area  | Location/Date(s) If Applicable                                                                                                   |
|--------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------|
|                    |               | Avenue parking lot                                                                                                               |
| Portland Avenue    | Southerly     | The intersection with Chapel Street easterly and westerly for a distance of 100 feet                                             |
| Portland Avenue    | Westerly      | From the intersection of Oak Street southerly for a distance of 600 feet                                                         |
| Preble Street      | Southerly     | From the intersection with Central Avenue easterly then southerly along the westerly side to the intersection with Pierce Street |
| Quaker Lane        | Westerly      | Entire length                                                                                                                    |
| Richmond Street    | Westerly      | Entire length                                                                                                                    |
| River Street       | Easterly      | From the intersection with Henry Law Avenue northerly for a distance of 130 feet                                                 |
| River Street       | Westerly      | From the intersection with Henry Law northerly to Washington Street                                                              |
| Rogers Street      | Southwesterly | The entire length, between December 1 and April 1                                                                                |
| Rogers Street      | Westerly      | From the intersection with Cochecho Street northerly for a distance of 400 feet                                                  |
| Royer Lane         | Both          | Entire length                                                                                                                    |
| Sandpiper Drive    | Southerly     | From the intersection with Watson Road to the cul-de-sac                                                                         |
| School Street      | Southerly     | From the westerly entrance to the School Street Parking Lot easterly to the intersection with Mechanic Street                    |

| Street or Location | Side or Area | Location/Date(s) If Applicable                                                                                                                                                                     |
|--------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Shaw's Lane        | Easterly     | Entire length from Garrison Road to Tideview Drive                                                                                                                                                 |
| Silver Street      | North        | From the intersection with Central Avenue westerly to the intersection with Knox Marsh Road                                                                                                        |
| Silver Street      | South        | From the intersection with Central Avenue westerly to the intersection with Knox Marsh Road                                                                                                        |
| Smith Well Road    | Westerly     | From Glenwood Avenue to Barry Street                                                                                                                                                               |
| Sonnet Street      | Both         | From the intersection with George Street easterly to the intersection with Hanson Street                                                                                                           |
| South Pine Street  | North        | From the intersection with Central Avenue easterly and northerly to the intersection with Court Street                                                                                             |
| South Pine Street  | Southerly    | From the intersection with Central Avenue easterly and northerly to the intersection with Court Street excluding the area between public service pole 150/4 easterly to public service pole 150/7A |
| Spring Street      | Northerly    | From Central Avenue to Locust Street                                                                                                                                                               |
| Spruce Lane Park   | All          | All parking within this park, between December 1 and April 1                                                                                                                                       |
| St. John Street    | Easterly     | From the intersection with Broadway southerly to the intersection with Chapel Street                                                                                                               |
| St. Thomas Street  | Both         | From the intersection with Chestnut Street westerly to the property line between 25 and 33 St. Thomas Street except for vehicles whose                                                             |

| Street or Location  | Side or Area | Location/Date(s) If Applicable                                                                                                                                                                                            |
|---------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     |              | driver or passenger is conducting business at the NH Circuit Court between the hours of 8 am and 5 pm, Monday through Friday                                                                                              |
| St. Thomas Street   | Southerly    | The angled spaces between the McConnell Center and Atkinson Street except for vehicles whose driver or passenger is conducting business at the NH Circuit Court between the hours of 8 am and 5 pm, Monday through Friday |
| St. Thomas Street   | Northerly    | From the intersection with Atkinson Street, westerly to intersection with Belknap Street, between December 1 and April 1                                                                                                  |
| St. Thomas Street   | Northerly    | Two spaces in front of 33/35 St. Thomas Street, between December 1 and April 1                                                                                                                                            |
| Summer Street       | Southerly    | From the intersection with Central Avenue westerly to the intersection with Belknap Street, between December 1 and April 1                                                                                                |
| Susannah's Crossing | Southerly    | Entire length of publicly accepted portion of the street                                                                                                                                                                  |
| Third Street        | Northerly    | From the intersection with Central Avenue westerly to the intersection with Chestnut Street                                                                                                                               |
| Third Street        | Southerly    | From the intersection with Chestnut Street westerly to the intersection with Grove Street, between December 1 and April 1                                                                                                 |
| Third Street        | Northerly    | From the driveway of 33 Third Street westerly for 15 feet                                                                                                                                                                 |

| Street or Location  | Side or Area           | Location/Date(s) If Applicable                                                                                             |
|---------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Towle Avenue        | Easterly               | From the intersection with Clifford Street northerly for a distance of 30 feet                                             |
| Towle Avenue        | Westerly               | From the intersection with Clifford Street northerly for a distance of 30 feet                                             |
| Twombly Street      | Northerly and easterly | From the intersection with Preble Street easterly and southerly to the intersection with Pierce Street                     |
| Union Street        | Westerly               | From the intersection with Court Street northerly to the intersection with Federal Street                                  |
| Washington Street   | Easterly               | Between the intersection with Pleasant View Circle northerly to the intersection with Mineral Park Drive                   |
| Washington Street   | Southerly              | From the intersection with Locust Street westerly for a distance of 56 feet                                                |
| Washington Street   | Southerly              | From the easterly most driveway of 150 Washington Street to Atkinson Street                                                |
| Washington Street   | Westerly               | From the intersection of Morrison Lane northerly for a distance of 150 feet                                                |
| West Concord Street | Northerly              | From the intersection with Lexington Street, westerly to the intersection with Arch Street, between December 1 and April 1 |
| Whittier Street     | Both                   | From the intersection with Mineral Park Drive northerly to the Whittier Street Bridge                                      |

| Street or Location                    | Side or Area  | Location/Date(s) If Applicable                                                                      |
|---------------------------------------|---------------|-----------------------------------------------------------------------------------------------------|
| Wildewood Lane                        | Both          | From the intersection of Cottonwood Drive to the beginning of the cul-de-sac                        |
| Wildewood Lane                        | Northeasterly | From Sixth Street to Cottonwood Drive                                                               |
| Williams Street                       | Both          | From the intersection with Central Avenue easterly to the intersection with Henry Law Avenue        |
| Winter Street                         | Both          | From the intersection with St. John Street easterly to the intersection with Durrell Street         |
| Winter Street (formerly Cedar Street) | Northerly     | From the intersection with Durrell Street easterly to the dead end                                  |
| Young Street                          | Northerly     | From the intersection with Main Street and Portland Avenue easterly to the Cochecho River           |
| Young Street                          | Southerly     | From the intersection of Main Street easterly to the Cochecho River, between December 1 and April 1 |

#### 11. AMENDMENT

Chapter 141 entitled “Vehicles and Traffic” is hereby amended by revising Section 141-51, “Schedule L: Parking Meter Zones”, as follows:

##### f. THE FOLLOWING IS AMENDED:

#### § 141-51 Schedule L: Parking Meter Zones.

| Metered Parking Garage        | Location                                                                                                                                                                      |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Orchard Street Parking Garage | Parking spaces on levels 1 and 2 within the parking structure which is south of Orchard Street, between Chestnut Street and Central Avenue, not including the 3 posted Police |

Station visitor spaces on the first floor of the parking garage unless otherwise posted

| Metered Parking Lot                                        | Location                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Belknap Lot                                                | 320 Central Avenue and 18 Locust Street; southerly of Washington Street between Central Avenue and Locust Street                                                                                                                                                                                                                                                                          |
| Fourth Street Parking Lot                                  | East of Chestnut Street, south of Fourth Street and west of the railroad tracks. All spaces except as otherwise posted                                                                                                                                                                                                                                                                    |
| Henry Law Avenue Recreation Parking Lot - Henry Law Avenue | 6 Henry Law Avenue, easterly and then northerly of Henry Law Avenue                                                                                                                                                                                                                                                                                                                       |
| Locust Street Lot                                          |                                                                                                                                                                                                                                                                                                                                                                                           |
| Orchard Street Lot                                         | North of Orchard Street southerly of the Cochecho River between Central Avenue and Chestnut Street not including 2 posted spaces in the northeast corner of the lot, 2 posted spaces in front of 40 Chestnut Street (Cochecho Park Apartments) that are free 15 minute limit spaces, and 2 posted Police Station visitor spaces in front of 40 Chestnut Street (Cochecho Park Apartments) |
| Portland Avenue Lot                                        | Westerly side of Portland Avenue between 44 Portland Avenue and Chapel Street                                                                                                                                                                                                                                                                                                             |
| River Street Lot                                           | 31 River Street easterly of the Cochecho River and north of Henry Law Avenue                                                                                                                                                                                                                                                                                                              |
| Third Street Lot                                           | North of Third Street southerly of the railroad tracks between Chestnut Street and Central Avenue                                                                                                                                                                                                                                                                                         |
| Transportation Center Lot                                  | The entire lot at 33 Chestnut Street westerly of Chestnut Street between First Street and Third Street, with the exception of designated two-hour spaces as set forth within § <b>141-49B</b> and the fifteen-minute parking set forth in § <b>141-49E</b>                                                                                                                                |

| Metered On-Street Parking Spaces | Side                     | Location                                                                                                                                                                                                |
|----------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Atkinson Street                  | Westerly                 | From the intersection with Washington Street, southerly to the intersection with St. Thomas Street                                                                                                      |
| Broadway                         | Southerly                | From the intersection with Central Avenue easterly to the intersection of St. John Street                                                                                                               |
| Central Avenue                   | Easterly                 | From the intersection with Fourth Street southerly to the intersection with Kirkland Street                                                                                                             |
| Central Avenue                   | Westerly                 | From the intersection with Fourth Street southerly to the driveway between 236 and 240 Central Avenue                                                                                                   |
| Chapel Street                    | Southerly                | From the intersection with Central Avenue easterly to the driveway on the west side of 15 Chapel Street                                                                                                 |
| Chestnut Street                  | Easterly                 | From the intersection with Fourth Street northerly to the intersection with Fifth Street                                                                                                                |
| <a href="#">Chestnut Street</a>  | <a href="#">Westerly</a> | <a href="#">From the intersection with Orchard Street northerly to the intersection with First Street. Metering will only be available by use of Pay-by-Phone unless and until a meter is installed</a> |
| First Street                     | Northerly                | From the westerly edge of 1 First Street westerly to the intersection with Chestnut Street                                                                                                              |
| First Street                     | Southerly                | From the intersection with Central Avenue westerly to the end of public parking at the rear of 432 Central Avenue                                                                                       |

|                   |           |                                                                                                                      |
|-------------------|-----------|----------------------------------------------------------------------------------------------------------------------|
| Fourth Street     | Both      | From the intersection with Central Avenue westerly to the intersection with Chestnut Street                          |
| Hale Street       | Both      | From the intersection with Central Avenue westerly to the intersection with Locust Street                            |
| Henry Law Avenue  | Easterly  | From the intersection with Washington Street southerly to George Street                                              |
| Kirkland Street   | Northerly | From the intersection with Central Avenue westerly to the intersection with Academy Street                           |
| Locust Street     | Both      | From the intersection with Hale Street northerly to the intersection with Washington Street, unless otherwise posted |
| Main Street       | Westerly  | From the intersection with Washington Street northerly to the intersection with School Street                        |
| River Street      | Easterly  | From the intersection with Henry Law Avenue northerly to the intersection with Washington Street                     |
| St. John Street   | Westerly  | From the intersection of Broadway southerly to the intersection with Chapel Street                                   |
| School Street     | Both      | Both sides from the intersection with Main Street easterly to the intersection with Mechanic Street                  |
| Second Street     | Both      | Both sides from the intersection with Chestnut Street easterly to the intersection with Central Avenue               |
| St. Thomas Street | Both      | Both sides from the intersection with Central Avenue westerly to                                                     |

|                   |           |                                                                                                            |
|-------------------|-----------|------------------------------------------------------------------------------------------------------------|
|                   |           | the intersections with Locust Street                                                                       |
| Third Street      | Southerly | Southerly side from the intersection with Chestnut Street easterly to the intersection with Central Avenue |
| Washington Street | Both      | Both sides from intersection of Chestnut Street easterly to the intersection of River Street               |

## 12. TAKES EFFECT

This ordinance shall take effect upon passage. The City Clerk shall cause publication of notice as required by RSA 47:18.

## REQUIRES PUBLIC HEARING—TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 11, 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: Patricia Moniello  
Legal Assistant

### 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 Warach, Ward 2             |     |    |
| Councilor Deborah Thibodeaux, Ward 3        |     |    |

|                                        |                                                                           |
|----------------------------------------|---------------------------------------------------------------------------|
| Document Created by: Legal             | O-2023.09.13 Ch. 141, Sections 13, 15, 23, 27, 37, 42, 43, 46, 48, and 51 |
| Document Posted on: September 22, 2023 | Page 45 of 48                                                             |

|                                      |  |  |
|--------------------------------------|--|--|
| Councilor Debra Hackett, Ward 4      |  |  |
| Councilor Fergus Cullen, Ward 6      |  |  |
| Councilor Linnea Nemeth, At Large    |  |  |
| Councilor Lindsey Williams, At Large |  |  |
| Total Votes:                         |  |  |
| Ordinance does   does not pass.      |  |  |

## ORDINANCE BACKGROUND MATERIAL:

This ordinance accomplishes changes to the following sections within Chapter 141: 13, 15, 23, 27, 37, 42, 43, 46, 48, and 51. A brief summary of the background for each amendment is set forth below.

Section 13: This amendment slightly reorganizes and clarifies that non-electric vehicles (EV) cannot park in EV-designated spaces in the Orchard Street Parking Garage. A related amendment to the fine schedule accompanies this ordinance, introducing a \$100.00 fine for violations of this new provision. The Parking Commission reviewed, approved, and proposed this amendment, along with the new fine amount, at its September 19, 2023 meeting.

Section 15: This amendment clarifies the rules for parking in the McConnell Center lot. The amendment expands the availability of that lot for parking during non-business hours/days. The Parking Commission reviewed, approved, and proposed this amendment at its May 9, 2023 meeting.

Section 23: This amendment relates to the amendment addressing EV parking and introduces a specific fine (the fine amount of \$100.00 is set forth in an accompanying ordinance amending the fine schedule). The Parking Commission felt the \$50.00 fine that would otherwise apply was insufficient to deter improper use of the EV parking spaces. The Parking Commission reviewed, approved, and proposed this change at its September 19, 2023 meeting.

Section 27: This amendment removes the definition of “In Vehicle Parking Meter”, as the City no longer uses such meters. This amendment is recommended by City staff.

Section 37: This amendment relates to the struck definition in Section 27, as the City no longer uses in-vehicle parking meters. This amendment is recommended by City staff.

Section 42: These amendments introduce several new stop signs. The City’s Transportation Advisory Commission (TAC) has reviewed and endorsed each of the amendments. Each is discussed separately below:

Cranbrook Lane/Old Rochester Road: This is a housekeeping measure. During a recent emergency closure of Old Rochester Road where Cranbrook and Maplewood were used as a detour route, traffic control personnel expressed safety concerns about the absence of stop signs where Cranbrook and Maplewood intersect with Old Rochester Road. The Police Department concurs that this is a safety concern. Stiles Lane at Old Rochester Road already has a posted stop sign, which was likely approved by the Planning Board in accordance with the neighborhood plan. With Stiles Lane accepted as a public street, the stop sign needs to be memorialized in the Code.

Emerald Lane/Littleworth Road: This is a housekeeping measure to add this stop intersection to the City’s Code. The stop intersection has already been posted in accordance with the various phases of the residential development plan, by which these neighborhoods were laid out and approved by the Planning Board. Ezra’s Way, Emerald Lane and Susannah’s Crossing were subsequently accepted as public streets, but some of the traffic regulations need to be memorialized in the City Code.

Recently, at least one homeowner's association has asked the City to ensure that all posted traffic control devices are enforceable.

Emerald Lane/Emerald Lane circle: See preceding discussion of Emerald Lane/Littleworth Road.

Governor Sawyer Lane/Governor Sawyer Lane: This is a housekeeping measure to add this stop intersection to City Code. Governor Sawyer Lane (off Stark Avenue) is a residential street with no outlet that loops back to itself in the northwesterly direction, creating a three-way "T" intersection. The minor leg (northwesterly approach) has historically been posted with a stop sign to clarify the right-of-way rule. When this stop sign sustained recent damage and City staff were asked to replace the sign, it was discovered that the stop sign needs to be memorialized within the Code.

Maplewood Avenue/Old Rochester Road: See preceding discussion of Cranbrook Lane/Old Rochester Road.

Stiles Lane/Old Rochester Road: See preceding discussion of Cranbrook Lane/Old Rochester Road.

Sunset Drive/Cataract Avenue: The City's engineering division recently recommended a new stop sign on Sunset Drive, after reviewing safety concerns related to a new residential development (Porch Light Drive) directly across the street. Making Sunset Drive a full stop intersection helps clarify the right-of-way rule at this four-way intersection, where Cataract Avenue is considered the thru road and Sunset and Porch Light (a private way) will be stop-controlled.

Susannah's Crossing/Ezra's Way: See preceding discussion of Emerald Lane/Littleworth Road.

Section 43: These amendments are in the nature of housekeeping. Yield intersections are listed under Schedule 141-43 of the Code. With Silver Street reconfigured to create the roundabout at its intersection with Knox Marsh Road, the yield signs still need to be memorialized in the Code. This area was formerly under State jurisdiction, but the urban compact boundary was relocated and the City of Dover has primary maintenance responsibility for the roundabout. The TAC has reviewed, approved, and proposed these amendments.

Section 46: The City has legislated its stop signs and yield signs within separate schedules in Chapter 141, but to date has not expressly legislated signalized intersections. This amendment aims to memorialize the City's current signalized intersections by way of a new schedule in Section 46, which is currently reserved. The TAC has reviewed, approved, and proposed these amendments.

Section 48: The TAC has reviewed, approved, and proposed these amendments to the City's "no parking" provisions with Chapter 141, discussed in turn below:

Emerald Lane: This is considered a housekeeping measure to add this restriction to City Code. This parking restriction is already posted since it was a condition of approval of the City's Planning Board when this particular phase of this residential project was developed. Emerald Lane was subsequently accepted as a public street, meaning the Code should be updated to reflect the condition. Recently, the homeowner's association of this section of Emerald Lane asked the City to ensure that the parking restriction is enforceable.

Gage Street: The TAC conducted a meeting involving most of the residents in the neighborhood and solicited input from all Gage Street residents. Gage Street is one of several streets intersecting the east side of New Rochester Road between Dover Marine and the Willand Pond Recreation Area. All of these streets are public and of approximately the same width, but aside from Gage Street, none

has any formal on-street parking restriction. In 2021, in response to development of certain parcels along the south side of Gage Street, residents requested an on-street parking restriction and Ordinance Number 2021.06.23-005 was passed. Recently, residents of Gage Street asked for the ordinance to be revisited; a full restriction of both sides is perceived by some as too restrictive and causes overflow parking to occur on other streets. The Transportation Advisory Commission hosted a meeting involving several residents of Gage Street, where discussion ensued. The TAC unanimously endorses this revision, which effectively allows 3 or 4 vehicles to park along the south side of Gage Street. The Police Department has confirmed that allowing limited parking will not disrupt public safety.

Section 51: This amendment adds a portion of Chestnut Street to the City's parking meter zones, and clarifies that use of Pay by Phone is permissible unless and until meters are installed. The Parking Commission reviewed, approved, and proposed this change at its May 9, 2023 meeting.

|                                                                                                               |                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>CITY OF DOVER</b></p> | <h2 style="text-align: center;">CITY OF DOVER - ORDINANCE</h2> <p style="text-align: right;"><b>Agenda Item#:13.C.3</b></p> <p>Ordinance Number:   <b>O – 2023.09.27 - 12</b><br/> Ordinance Title:       <b>Fine Schedule</b></p> |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The City of Dover Ordains:

**1. PURPOSE**

The purpose of this ordinance is to amend the existing Fine Schedule comprising part of the City of Dover’s Code. An edited fine schedule with strikethrough/underlining is attached to, and accompanies, this ordinance, and is incorporated by reference and made a part hereof.

**2. AMENDMENT**

The Fine Schedule comprising part of the City of Dover’s Code is hereby amended by adding the following on the first page, under “City Code”:

|                                                                                                                                                                                          |                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b><u>CITY CHARTER</u></b>                                                                                                                                                               |                       |
| <b><u>C11-13 Violations and Penalties</u></b>                                                                                                                                            |                       |
| <u>All willful violations of provisions of the Charter and all violations of City Ordinances for which no other punishment is provided shall be punishable by a fine of up to \$500.</u> | <u>Up to \$500.00</u> |

**3. AMENDMENT**

The Fine Schedule comprising part of the City of Dover’s Code is hereby amended by changing the revision date in the first page header to “Oct. 2023”.

**4. AMENDMENT**

The Fine Schedule comprising part of the City of Dover’s Code is hereby amended by adding page numbers at the bottom of each page.

**5. AMENDMENT**

The Fine Schedule comprising part of the City of Dover’s Code is hereby amended by adding in a narrative recitation of the existing fine amount for Chapter 81, Section 26(A), to state “Not less than \$275 or not more than \$500.00” in the indicated column.

**6. AMENDMENT**

The Fine Schedule comprising part of the City of Dover’s Code is hereby amended by adding a new fine amount for Chapter 141, Section 23(B)(2) as follows:

|                                          |  |
|------------------------------------------|--|
| <b><u>Section 23.B.2 Violations:</u></b> |  |
|------------------------------------------|--|



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

**Agenda Item#:13.C.3**

Ordinance Number: **O – 2023.09.27 - 12**  
Ordinance Title: **Fine Schedule**

\* Dover Code Section 141-23(B)(2) (see also Section 141-13(E)(5))  
\*\* Adopted by City Council  
\*\*\* Administrative penalty for violation of Dover City Code

**\$100.00**

### 7. TAKES EFFECT

This ordinance shall take effect upon passage. The City Clerk shall cause publication of notice as required by RSA 47:18.

### REQUIRES A PUBLIC HEARING

**TO BE REFERRED TO PUBLIC HEARING ON OCTOBER 11, 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: Patricia Moniello  
Legal Assistant

### 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 Warach, Ward 2             |     |    |
| Councilor Deborah Thibodeaux, Ward 3        |     |    |
| Councilor Debra Hackett, Ward 4             |     |    |
| Councilor Fergus Cullen, Ward 6             |     |    |
| Councilor Linnea Nemeth, At Large           |     |    |

Document Created by: Legal  
Document Posted on: September 22, 2023

O-2023.09.27 Fine Schedule  
Page 2 of 3



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

**Agenda Item#:13.C.3**

Ordinance Number: **O – 2023.09.27 - 12**  
Ordinance Title: Fine Schedule

|                                      |  |  |
|--------------------------------------|--|--|
| Councilor Lindsey Williams, At Large |  |  |
| Total Votes:                         |  |  |
| Ordinance does   does not pass.      |  |  |

### **ORDINANCE BACKGROUND MATERIAL:**

When the City's Code was recodified in 2020, the City Council chose to separate fine amounts into a stand-alone Fine Schedule. The Fine Schedule was last updated in December 2020.

This ordinance amends the Fine Schedule to insert narrative language for one fine (where the fine amount is already indicated in the first column), as well as establishes a new \$100 fine for unlawful parking in an electric vehicle (EV) charging station spot and related restrictions, as proposed in a companion ordinance amending Chapter 141. This latter change in this ordinance is a companion to another ordinance amending Chapter 141 in various respects, including amended language addressing parking in EV charging spaces.

The other amendments to the Fine Schedule are in the nature of technical, housekeeping updates—changing the revision date and adding page numbers.

Accompanying and attached to this ordinance is an updated fine schedule with new text underlined and deleted text struck through, all incorporated by reference.

| <b>FINE SCHEDULE</b> (Rev. <u>Oct. 2023</u> <del>Dec. 2020</del> )                                                                                                                                                                                                                                                                                                                                                                              | <b>ADOPTED FINE</b>                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>CITY CODE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                       |
| <b>CITY CHARTER</b>                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                       |
| <b>C11-13 Violations and Penalties</b>                                                                                                                                                                                                                                                                                                                                                                                                          |                                                       |
| All willful violations of provisions of the Charter and all violations of City Ordinances for which no other punishment is provided shall be punishable by a fine of up to \$500                                                                                                                                                                                                                                                                | <u>Up to \$500.00</u>                                 |
| <b>CHAPTER 17 - Election Procedures</b>                                                                                                                                                                                                                                                                                                                                                                                                         |                                                       |
| <b>SECTION 7. Violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                     |                                                       |
| Any person found in violation of this article may be subject to a fine of up to \$1,000.                                                                                                                                                                                                                                                                                                                                                        | Up to \$1000.00                                       |
| <b>SECTION 11. Violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                    |                                                       |
| Failure of any candidate or member of a committee to comply with the provisions of this article shall be a violation under New Hampshire law. Failure of the candidate to file on a continuing basis after notice of a violation of this article shall constitute a continuing offense resulting in daily violations and daily fines until the disclosure statement is properly filed.                                                          | Up to \$1000.00                                       |
| <b>CHAPTER 29 - Property, City</b>                                                                                                                                                                                                                                                                                                                                                                                                              |                                                       |
| <b>SECTION 5 - Storage of sludge on City property prohibited.</b>                                                                                                                                                                                                                                                                                                                                                                               |                                                       |
| Any person, firm or corporation violating this provision shall be guilty of a violation and, upon conviction, fined not less than \$500 nor more than \$1,000 for each day sludge is stored on City property.                                                                                                                                                                                                                                   | Not less than \$500.00<br>nor more than<br>\$1,000.00 |
| <b>SECTION 8. Violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                     |                                                       |
| Any person, firm or corporation violating any provisions of this article shall be deemed guilty of a violation and shall, upon conviction, be subject to a fine of up to \$500.                                                                                                                                                                                                                                                                 | Up to \$500.00                                        |
| <b>SECTION 14. Violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                    |                                                       |
| Any person violating any of the provisions of this article shall be deemed guilty of a violation and shall, upon conviction, be subject to a fine of up to \$100.                                                                                                                                                                                                                                                                               | Up to \$100.00                                        |
| <b>CHAPTER 41 - Adult-Oriented Establishments</b>                                                                                                                                                                                                                                                                                                                                                                                               |                                                       |
| <b>SECTION 6. Violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                     |                                                       |
| Any person, firm or corporation violating any of the provisions of this article shall be guilty of a violation and subject to a fine of up to \$1,000, no portion of which may be suspended. The store's license shall be subject to suspension for the first offense and revocation for a subsequent conviction.                                                                                                                               | Up to \$1000.00                                       |
| <b>SECTION 11. Violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                    |                                                       |
| Any person, firm or corporation violating any provision of this article shall be fined not less than \$500 nor more than \$1,000 for each offense. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.                                                                                                                                                                                 | Not less than \$500.00<br>nor more than<br>\$1,000.00 |
| <b>CHAPTER 45 - Alarms and Security</b>                                                                                                                                                                                                                                                                                                                                                                                                         |                                                       |
| <b>SECTION 16- Violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                    |                                                       |
| Any person who violates any provision of this article shall be guilty of a violation and, upon conviction, shall be fined not less than \$50 nor more than \$100. Each day that the violation remains in effect shall constitute a separate violation.                                                                                                                                                                                          | Not less than \$50.00<br>nor more than \$100.00       |
| <b>SECTION 22. (B) Required Inspections.</b>                                                                                                                                                                                                                                                                                                                                                                                                    |                                                       |
| If one of these persons is found to have purposely or knowingly revealed the information contained in an alarm user permit application or in correspondence or communications with an alarm user to any person for any purpose not related to this article or official law enforcement matters or without the express written consent of the alarm user supplying such information, he shall be guilty of a violation and shall be fined \$100. | \$100.00                                              |

| <b>FINE SCHEDULE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>ADOPTED FINE</b>                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <b>SECTION 23. (A) Operation without permit; violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                        |
| Any alarm system user who operates an alarm system without first obtaining a permit as required by this article or who operates an alarm system when such permit has expired shall be guilty of a violation and, upon conviction, shall be fined not less than \$50 nor more than \$100.                                                                                                                                                                                                                                                                                                               | Not less than \$50.00<br>nor more than \$100.00                        |
| <b>SECTION 23. (B) Operation without permit; violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                        |
| Any alarm system user who, after having a permit revoked and after exhausting his right to a hearing, fails to disconnect his alarm system shall be guilty of a violation and, upon conviction, shall be fined \$100.                                                                                                                                                                                                                                                                                                                                                                                  | \$100.00                                                               |
| <b>SECTION 24. (B) False alarms; violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                        |
| Except during the first thirty-day period following the installation of an alarm system, there shall be a service charge of \$75 for each false alarm received in excess of three in a calendar year.                                                                                                                                                                                                                                                                                                                                                                                                  | \$75.00                                                                |
| <b>SECTION 24. (C) False alarms; violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                        |
| In any case when an alarm is received at police headquarters and the Police Department is unable to locate or make contact with the persons responsible for the alarm systems, as designed by the alarm user on the application form, or in case the persons responsible do not expeditiously respond when notified, the City of Dover, its officers, agents, servants and employees shall be exempt from any and all liability for any claim or loss or damage, personal or property, which may result, and a shall be a service charge of \$30 shall be paid to the City of Dover by the alarm user. | \$30.00                                                                |
| <b>SECTION 30. Violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                        |
| Unless otherwise provided, any person, firm or corporation within the boundaries of the City of Dover who violates any provision of this article shall be guilty of a violation and, upon conviction, shall be punished by a fine of \$100. Each day during which a violation continues shall be considered a separate offense.                                                                                                                                                                                                                                                                        | \$100.00                                                               |
| <b>SECTION 33. Fire alarm malfunction; responsibility of owner.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                        |
| Failure to return an affidavit of service/repair within said fifteen-day period which is satisfactory to the enforcement official will result in the assessment against the owner of a fine of \$275, or the sum of the total fiscal year operating budget divided by 8760 (the average Fire and Rescue Service operating cost for one hour), whichever is more, for the fire alarm malfunction.                                                                                                                                                                                                       | \$275.00                                                               |
| <b>CHAPTER 49 - Amusements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                        |
| <b>SECTION 10. Violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                        |
| Any person or organization violating the provisions of this article shall be guilty of a violation and be subject to a fine of up to \$500.                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Up to \$500.00                                                         |
| <b>CHAPTER 53 - Bicycles and Play Vehicles</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                        |
| <b>SECTION 6.(A) Violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                        |
| Any person 16 years of age or older found violating this chapter shall be guilty of a violation and shall be fined no more than \$50 for a first offense and no more than \$100 for subsequent offenses.                                                                                                                                                                                                                                                                                                                                                                                               | \$50.00/1st offense no<br>more than<br>\$100.00/subsequent<br>offenses |
| <b>CHAPTER 61 - Building Demolition</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                        |
| <b>SECTION 3. Violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                        |
| Any person, firm or corporation violating any provisions of this chapter shall be fined not less than \$500 per offense, and each day of such violation or failure to comply shall constitute a separate offense.                                                                                                                                                                                                                                                                                                                                                                                      | Not less than \$500/per<br>offense                                     |
| <b>CHAPTER 65 - Cemeteries</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                        |
| <b>SECTION 6. Violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                        |
| Any person violating the terms of this chapter shall constitute a violation subject to the penalties of state law.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | No less than \$100/ per<br>Violation per<br>RSA 289                    |

| <b>FINE SCHEDULE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>ADOPTED FINE</b>                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <b>CHAPTER 69 - Dogs</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                     |
| <b>SECTION 6.(C) Penalty for unlicensed dogs.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                     |
| A fine not to exceed \$25 shall be imposed for an offense.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$25.00                                                             |
| <b>SECTION 13. Violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                     |
| Any owner found violating any provisions of this Article II shall be guilty of a violation and, upon conviction thereof, shall be punished by a fine of not less than \$25 for a first offense and, upon a second or subsequent conviction within 12 months of a violation of this article, a fine of not less than \$50.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$25.00 for first offense/\$50.00 for second or subsequent offenses |
| <b>SECTION 17.(A) Violations and penalties</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                     |
| Any person convicted of a violation of this Article III shall be fined not more than \$50, except that fines for "at large" violations of RSA 466:30 and Section 69-14 shall be not more than \$25.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Not more than \$50.00, and \$25.00 for "at large" violation.        |
| <b>CHAPTER 81 - Fire Prevention and Life Safety</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                     |
| <b>SECTION 12.(A) Violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                     |
| Any person who shall violate any of the provisions of Dover Code Chapter 81, Article I, as hereby adopted or fail to comply therewith or who shall violate or fail to comply with any order made thereunder or who shall build in violation of any detailed statement of specifications or plan submitted and approved thereunder and from which no appeal has been taken or who shall fail to comply with such an order as affirmed or modified by the Chief of the Fire and Rescue Service or by a court of competent jurisdiction, within the time fixed herein, shall severally, for each and every violation and noncompliance respectively, be guilty of a misdemeanor, punishable by a fine of not less than \$275 nor more than \$500 for each offense. The imposition of one penalty for any violation shall not excuse the violation or permit it to continue, and all such persons shall be required to correct or remedy such violations or defects within a reasonable time, and when not otherwise specified, each day that prohibited conditions are maintained shall constitute a separate offense. | Not less than \$275.00 nor more than \$500.00 for each offense      |
| <b>SECTION 21. Violations and penalties</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                     |
| Any person, persons, firm, corporation or partnership who or which shall violate any provisions of this article shall be guilty of a violation punishable by a fine of not less than \$275.00 or not more than \$500. Each day that a violation continues to exist shall constitute a separate offense                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Not less than \$275.00 or not more than \$500.00                    |
| <b>SECTION 22. Inspection of certain public spaces.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                     |
| All public halls or other rooms or buildings used, wholly or in part, for theatrical or other entertainment or for exhibits of any nature or in which people assemble for dancing or for other social or recreational purposes shall be subject to inspection at any and all times by the Fire Chief or the Chief of Police, and any and all mandates or orders issued by said officials, or either of them, in the interest of fire protection or for the safety of the public, shall be obeyed forthwith by any owner or lessee of such hall or building upon whom such notice may be served, and any attempt to obstruct either of said officials in the discharge of his duty hereunder or any violation of the order formally issue by either of said officials under the provisions of this section shall subject the offender to a fine of not less than \$275 or such other penalty as the court having jurisdiction may impose.                                                                                                                                                                            | Not less than \$275                                                 |

| <b>FINE SCHEDULE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>ADOPTED FINE</b>                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>SECTION 26.(A) Violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                             |
| Any person, persons, firm, corporation or partnership who or which shall violate any provision of this article shall be guilty of a violation punishable by a fine of not less than \$275 or not more than \$500. Each day that the violation continues to exist shall constitute a separate offense.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <u>Not less than \$275.00</u><br><u>or not more than</u><br><u>\$500.00</u> |
| <b>SECTION 29. Violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                             |
| Any person, persons, firm, corporation or partnership who or which shall violate any provisions of this article shall be guilty of a violation punishable by a fine of not less than \$275 nor more than \$500. Each day that a violation continues to exist shall constitute a separate offense.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Not less than \$275.00<br>or not more than<br>\$500.00                      |
| <b>SECTION 40. Violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                             |
| Any person, persons, firm, corporation or partnership who or which shall violate any provision of this article shall be guilty of a violation punishable by a fine of not less than \$275 or not more than \$500. Each day that the violation continues to exist shall constitute a separate offense.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Not less than \$275.00<br>or not more than<br>\$500.00                      |
| <b>CHAPTER 85 - Food Service Establishments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                             |
| <b>SECTION 9. Violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                             |
| Any person violating any provision of this chapter shall be guilty of a violation and, upon conviction, shall be fined up to \$275, and each day of such violation or failure to comply shall constitute a separate offense.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Up to \$275.00                                                              |
| <b>CHAPTER 89 - Health and Sanitation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                             |
| <b>SECTION 11. Violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                             |
| Any person or persons, company or corporation who or which shall violate or cause to be violated, by agent or otherwise, any or either of the sections of this chapter or any or either of the provisions thereof or any or either of the orders, rules or regulations of the Board of Health, legally promulgated, or who or which shall fail or neglect to comply with any or either of the requirements thereof, by agent or otherwise, shall, upon conviction thereof before the Municipal Court or other court of competent jurisdiction, be subject to a fine of up to \$1,000, with the costs of prosecution, for each offense, except in cases where the punishment is made and provided for under the laws of the state, in which case the penalties so prescribed shall be imposed. | Up to \$1,000.00                                                            |
| <b>CHAPTER 93 - Housing Standards</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                             |
| <b>SECTION 33. Violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                             |
| Any person who shall violate any provision of this chapter or any provision of any rule or regulation adopted by the Health Officer pursuant to authority granted by this chapter shall, upon conviction, be punished by a fine not to exceed \$275. Each day's failure to comply with any such provision shall constitute a separate violation.                                                                                                                                                                                                                                                                                                                                                                                                                                              | Not to exceed \$275                                                         |
| <b>CHAPTER 101 - Manufactured Home Parks</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                             |
| <b>SECTION 11. Violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                             |
| Any permittee who violates any requirement of this chapter shall, upon conviction, be fined a sum of at least \$275 for each offense. Each day in which a violation is proved to exist shall constitute a separate offense under this section.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | At least \$275 for each<br>offense                                          |

| <b>FINE SCHEDULE</b>                                                                                                                                                          | <b>ADOPTED FINE</b>                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <b>CHAPTER 105 - Peace and Good Order</b>                                                                                                                                     |                                                                               |
| <b>SECTION 5.(F) Facilitation of drug or underage alcohol party.</b>                                                                                                          |                                                                               |
| Any person who violates Subsection A shall be guilty of a violation and shall be fined a minimum of \$300 for a first offense and \$500 for a second or subsequent violation. | Minimum of \$300 for first offense and \$500 for second or subsequent         |
| <b>SECTION 6.(B) Motor vehicles on school property and park grounds.</b>                                                                                                      |                                                                               |
| Any person violating the provisions of this section shall be subject to a maximum fine of up to \$250.                                                                        | Up to \$250.00                                                                |
| <b>SECTION 8. Operation of boats and vehicles on Willand Pond restricted.</b>                                                                                                 |                                                                               |
| Any person violating the provisions of this section shall be guilty of a violation and shall, upon conviction, be subject to a fine of up to \$1,000.                         | Up to \$1,000.00                                                              |
| <b>SECTION 15.(B) Safe storage of firearms.</b>                                                                                                                               |                                                                               |
| Any person violating the provisions of this section shall be subject to a fine of up to \$1,000.                                                                              | Up to \$1,000.00                                                              |
| <b>SECTION 16.(C) Hunting on City property.</b>                                                                                                                               |                                                                               |
| Any person violating the provisions of this section shall be subject to a fine of up to \$1,000 per offense.                                                                  | Up to \$1,000.00                                                              |
| <b>SECTION 17.(B) Rolling papers.</b>                                                                                                                                         |                                                                               |
| Any person violating the provisions of this section shall be subject to a fine of up to \$100.                                                                                | Up to \$100.00                                                                |
| <b>SECTION 18.(C) Henry Law Park, school grounds and athletic fields.</b>                                                                                                     |                                                                               |
| Any person violating the provisions of this section shall be subject to a fine of up to \$50 for a first offense and up to \$100 for a second or subsequent offense.          | Up to \$50 for first offense and up to \$100 for second or subsequent offense |
| <b>SECTION 19.(C) McConnell Center and Dover Public Library.</b>                                                                                                              |                                                                               |
| Any person violating the provisions of this section shall be subject to a fine of up to \$50 for a first offense and up to \$100 for a second or subsequent offense.          | Up to \$50 for first offense and up to \$100 for second or subsequent offense |
| <b>SECTION 20.(B) Use of electronic nicotine delivery systems restricted.</b>                                                                                                 |                                                                               |
| Any person violating the provisions of this section shall be subject to a fine of up to \$50 for a first offense and up to \$100 for a second or subsequent offense.          | Up to \$50 for first offense and up to \$100 for second or subsequent offense |
| <b>SECTION 21.(D) Purchase, use and possession of tobacco products.</b>                                                                                                       |                                                                               |
| Any person violating the provisions of this section shall be subject to a fine of up to \$50 for a first offense and up to \$100 for a second or subsequent offense.          | Up to \$50 for first offense and up to \$100 for second or subsequent offense |

| <b>FINE SCHEDULE</b>                                                                                                                                                                                                                                                                                  | <b>ADOPTED FINE</b>                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>CHAPTER 109 - Peddlers and Vendors</b>                                                                                                                                                                                                                                                             |                                                                                                                                       |
| <b>SECTION 8. Violations and penalties.</b>                                                                                                                                                                                                                                                           |                                                                                                                                       |
| Any person, firm or corporation violating any provisions of this chapter shall be guilty of a violation and be subject to a fine of at least \$275.                                                                                                                                                   | \$275.00                                                                                                                              |
| <b>CHAPTER 117 - Scenic Roads</b>                                                                                                                                                                                                                                                                     |                                                                                                                                       |
| <b>SECTION 4. Violations and penalties.</b>                                                                                                                                                                                                                                                           |                                                                                                                                       |
| Any person, firm or corporation violating any provisions of this chapter shall, upon conviction, be subject to a maximum fine of \$1,000. Each day of said violation shall be construed as a separate offense. Said violator shall be held responsible for the restoration of the stone wall or tree. | \$1,000.00                                                                                                                            |
| <b>CHAPTER 121 - Sewers and Water</b>                                                                                                                                                                                                                                                                 |                                                                                                                                       |
| <b>SECTION 11.(B) Violation and penalties.</b>                                                                                                                                                                                                                                                        |                                                                                                                                       |
| Any person who shall continue any violation beyond the time limit provided for in Subsection A of this section shall be fined in the amount not exceeding \$10,000 for each violation. Each day in which any such violation shall continue shall be deemed a separate offense.                        | \$10,000.00                                                                                                                           |
| <b>SECTION 35. Violations and penalties.</b>                                                                                                                                                                                                                                                          |                                                                                                                                       |
| Any person, firm or corporation violating any provisions of this article shall, upon conviction, be subject to a fine of up to \$10,000 for each violation. Each day in which any such violation shall continue beyond the time limit shall be deemed a separate violation.                           | \$10,000.00                                                                                                                           |
| <b>SECTION 48. Violations and penalties.</b>                                                                                                                                                                                                                                                          |                                                                                                                                       |
| Violation of this article shall be punishable by a fine of \$250 for each violation.                                                                                                                                                                                                                  | \$250.00                                                                                                                              |
| <b>SECTION 52. Violations and penalties.</b>                                                                                                                                                                                                                                                          |                                                                                                                                       |
| Violation of this article shall be punishable by a fine of \$100 for the first offense and a fine of \$250 for each subsequent offense.                                                                                                                                                               | \$100 for first offense<br>and \$250 for each<br>subsequent offense                                                                   |
| <b>SECTION 60. Violations and penalties.</b>                                                                                                                                                                                                                                                          |                                                                                                                                       |
| Violation of this article shall be punishable by a written warning for the first offense, a fine of \$100 for the second offense, and a fine of \$250 for each subsequent offense                                                                                                                     | \$100 second<br>offense/\$250 for each<br>subsequent offense                                                                          |
| <b>CHAPTER 125 - Streets and Sidewalks</b>                                                                                                                                                                                                                                                            |                                                                                                                                       |
| <b>SECTION 32. Violations and penalties.</b>                                                                                                                                                                                                                                                          |                                                                                                                                       |
| Violations, of any provision of this Chapter shall be subject to a fine.                                                                                                                                                                                                                              | \$250.00 1st Violation<br>\$500.00 2nd Violation<br>\$1,000.00 each<br>successive violation<br>(each day to be a<br>separate offense) |
| <b>CHAPTER 133 - Trees and Vegetation</b>                                                                                                                                                                                                                                                             |                                                                                                                                       |
| <b>SECTION 11. Violations and penalties.</b>                                                                                                                                                                                                                                                          |                                                                                                                                       |
| Violations of any provision of this chapter shall be subject to a maximum fine of \$250.                                                                                                                                                                                                              | \$250.00                                                                                                                              |

| <b>FINE SCHEDULE</b>                                                                                                                                                                                                                                                             | <b>ADOPTED FINE</b>                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <b>CHAPTER 141 - Vehicles and Traffic</b>                                                                                                                                                                                                                                        |                                                      |
| <b>SECTION 5.(B)(5) Travel restrictions.</b>                                                                                                                                                                                                                                     |                                                      |
| Violations of this section shall be punishable by the imposition of a citation of \$150 for the first offense. Repeat offenders may be punished by the imposition of citations to \$250 for each offense.                                                                        | \$150.00 first offense/\$250 for each repeat offense |
| <b>SECTION 12 Violations and Penalties</b>                                                                                                                                                                                                                                       |                                                      |
| Violations of this section shall be punishable by the imposition of a citation of \$150 for the first offense. Repeat offenders may be punished by the imposition of citations to \$250 for each offense. These amounts apply unless a more specific fine is provided elsewhere. | \$150.00 first offense/\$250 for each repeat offense |
| <b>SECTION 23 First notice of violation; payment tables</b>                                                                                                                                                                                                                      |                                                      |
| <b>Table A Violations:</b>                                                                                                                                                                                                                                                       |                                                      |
| <b>First Notice, subject to increase per provisions below</b><br>* Per Dover Code Section 141-23<br>** Adopted by City Council<br>*** Administrative penalty for violation of Dover City Code                                                                                    | \$20.00                                              |
| <b>Late Notice (10 days after violation)</b><br>* Dover Code Section 141-23<br>** Adopted by City Council<br>*** Administrative penalty for violation of Dover City Code                                                                                                         | \$30.00                                              |
| <b>14 days after Late Notice</b><br>* Dover Code Section 141-23<br>** Adopted by City Council<br>*** Administrative penalty for violation of Dover City Code                                                                                                                     | \$50.00                                              |
| <b>After notification to a collections agency</b><br>* Dover Code Section 141-23<br>** Adopted by City Council<br>*** Administrative penalty for violation of Dover City Code                                                                                                    | \$60.00                                              |
| <b>Minimum Court Fine</b><br>* Dover Code Section 141-23<br>** Adopted by City Council<br>*** Administrative penalty for violation of Dover City Code                                                                                                                            | \$100.00                                             |
| <b>Table B Violations:</b>                                                                                                                                                                                                                                                       |                                                      |
| <b>First Notice, subject to increase per provisions below</b><br>* Dover Code Section 141-23<br>** Adopted by City Council<br>*** Administrative penalty for violation of Dover City Code                                                                                        | \$50.00                                              |
| <b>Late Notice (10 days after violation)</b><br>* Dover Code Section 141-23<br>** Adopted by City Council<br>*** Administrative penalty for violation of Dover City Code                                                                                                         | \$70.00                                              |
| <b>14 days after Late Notice</b><br>* Dover Code Section 141-23<br>** Adopted by City Council<br>*** Administrative penalty for violation of Dover City Code                                                                                                                     | \$100.00                                             |
| <b>After notification to a collections agency</b><br>* Dover Code Section 141-23<br>** Adopted by City Council<br>*** Administrative penalty for violation of Dover City Code                                                                                                    | \$120.00                                             |
| <b>Minimum Court Fine</b><br>* Dover Code Section 141-23<br>** Adopted by City Council<br>*** Administrative penalty for violation of Dover City Code                                                                                                                            | \$150.00                                             |

| <b>FINE SCHEDULE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>ADOPTED FINE</b>      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>Table C Violations:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                          |
| <b>First Notice, subject to increase per provisions below</b><br>* Dover Code Section 141-23<br>** Adopted by City Council<br>*** Administrative penalty for violation of Dover City Code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | \$250.00                 |
| <b>Late Notice (10 days after violation)</b><br>* Dover Code Section 141-23<br>** Adopted by City Council<br>*** Administrative penalty for violation of Dover City Code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$250.00                 |
| <b>14 days after Late Notice</b><br>* Dover Code Section 141-23<br>** Adopted by City Council<br>*** Administrative penalty for violation of Dover City Code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$250.00                 |
| <b>After notification to a collections agency</b><br>* Dover Code Section 141-23<br>** Adopted by City Council<br>*** Administrative penalty for violation of Dover City Code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$300.00                 |
| <b>Minimum Court Fine</b><br>* Dover Code Section 141-23<br>** Adopted by City Council<br>*** Administrative penalty for violation of Dover City Code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$300.00                 |
| <b>Section 23.B.2 Violations:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |
| * <a href="#">Dover Code Section 141-23(B)(2) (see also Section 141-13(E)(5))</a><br>** <a href="#">Adopted by City Council</a><br>*** <a href="#">Administrative penalty for violation of Dover City Code</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <a href="#">\$100.00</a> |
| <b>SECTION 141-31 Unlawful acts; separate violations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                          |
| <b>Chronic Meter Offense - 5+ on street meter violations</b><br>* Dover Code Section 141-31(D)<br>** Adopted by City Council<br>*** Administrative penalty for violation of Dover City Code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | \$100.00                 |
| <b>SECTION 39(D) Weight limits established</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |
| Violations of this section shall be punishable by the imposition of a citation of \$100.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$100                    |
| <b>CHAPTER 145 - Waste Management</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                          |
| <b>SECTION 15.(A) Enforcement; violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |
| Any person, firm or corporation found to be in violation of any provision of this article shall be assessed an administrative fine of \$100, except where otherwise provided.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$100.00                 |
| <b>SECTION 16.(F) Composting facilities.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |
| Penalties. Any person, corporation, partnership or any other legal entity who or which fails to comply with any of the provisions of this section or any of the regulations in pursuance thereof shall be guilty of a violation and, upon conviction thereof, may be fined not more than \$1,000. Every act of violation and every day upon which a violation occurs shall be considered a separate offense. The City may exercise cease and desist remedies under RSA 676:17-a for repeat offenders.                                                                                                                                                                                                                                                                                                   | Not more than \$1,000    |
| <b>CHAPTER 153 - Site Review Regulations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |
| <b>SECTION 20. Enforcement; violations and penalties.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                          |
| If, after an occupancy permit, temporary or permanent, has been issued and the building or buildings are occupied and/or used, the Planning Board finds that any of the conditions of an approved final site review application are in violation, the Planning Board, or its authorized representative, shall order the owner to make such corrections as it deems necessary to bring the use and operation into conformity with the provisions of such approval. Such order shall be complied with within a period of time extending not more than 30 days from the original notice. Where the owner fails to comply with the notice of the Planning Board, a fine not to exceed \$100 per day may be levied against said owner, and the certificate of occupancy shall be revoked as per RSA 676:4-a. | \$100.00 per day         |

|                                                                                                               |                                                                                                                                                                                                                                                              |
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|  <p><b>CITY OF DOVER</b></p> | <div>CITY OF DOVER - ORDINANCE</div> <div>Agenda Item#:13.C.4.</div> <div> Ordinance Number: <b>O – 2023.09.27 - 13</b><br/> Ordinance Title: Elections<br/> Chapter: 17<br/> Section: 5 Election assistants; compensation; vacancies; qualifications </div> |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The City of Dover Ordains:

**1. PURPOSE**

The purpose of this ordinance is to update provisions concerning the compensation rates for certain election officials generally and in advance of the upcoming November 2023 municipal election.

**2. AMENDMENT**

Chapter 17 entitled “Elections” is hereby amended by revising Section 17-5, “Election assistants; compensation; vacancies; qualifications”, as follows:

**a. THE FOLLOWING ARE AMENDED:**

**§ 17-5 Election assistants; compensation; vacancies; qualifications.**

A. Number of assistants. Election assistants may be employed by each Ward Moderator at the discretion of the Ward Moderator at the following suggested levels if possible and within the appropriated funding:

- (1) Federal election: up to eight assistants.
- (2) State election: up to six assistants.
- (3) Municipal election: up to four assistants.

B. Compensation.

- (1) Elected ward officials may be compensated as follows:
  - (a) Supervisors of the Checklist: \$222 per day.
  - (b) Moderators: ~~\$185-250~~ per day.
  - (c) Selectpersons: ~~\$9.00 per hour~~ ~~139 per day~~.
  - (d) Ward Clerks: ~~\$131-170~~ per day.
- (2) Nonelected election workers may be compensated up to \$10 per hour.
- (3) Any elected official who chooses to volunteer may do so without compensation.
- (4) All ward officials and assistants shall submit an affidavit that they are not being compensated by additional wages from the City of Dover on the same day they submit for hours worked at the polls.

| <br><b>CITY OF DOVER</b> | CITY OF DOVER - ORDINANCE                                                                                                                                            |                             |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
|                                                                                                           | Ordinance Number: <b>O – 2023.09.27 - 13</b><br>Ordinance Title: Elections<br>Chapter: 17<br>Section: 5 Election assistants; compensation; vacancies; qualifications | <b>Agenda Item#:13.C.4.</b> |

C. Vacancy.

- (1) In the event of temporary absence of Ward Moderator, the Moderator shall appoint an elected ward official pro tem to serve in the official's place.
- (2) In the event of a permanent vacancy, the City Council shall appoint a registered voter in that ward to serve the remainder of the term, as per Charter § **C2-2**.

D. Qualifications.

- (1) All assistants shall be capable of performing the duties assigned.
- (2) All assistants shall be registered voters and reside in the City of Dover.
- (3) Election assistants (except elected ward officials) are prohibited from also being a candidate for office whose name appears on the ballot during the election they are working.

**3. TAKES EFFECT**

This ordinance shall take effect upon passage. The City Clerk shall cause publication of notice as required by RSA 47:18.

**REQUIRES PUBLIC HEARING**

**TO BE REFERRED TO PUBLIC HEARING ON OCTOBER 11, 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: Patricia Moniello  
Legal Assistant

| <br><b>CITY OF DOVER</b> | CITY OF DOVER - ORDINANCE                                                                                                                                            |                             |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
|                                                                                                           | Ordinance Number: <b>O – 2023.09.27 - 13</b><br>Ordinance Title: Elections<br>Chapter: 17<br>Section: 5 Election assistants; compensation; vacancies; qualifications | <b>Agenda Item#:13.C.4.</b> |

**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 Warach, Ward 2             |     |    |
| Councilor Deborah Thibodeaux, Ward 3        |     |    |
| Councilor Debra Hackett, Ward 4             |     |    |
| Councilor Fergus Cullen, Ward 6             |     |    |
| Councilor Linnea Nemeth, At Large           |     |    |
| Councilor Lindsey Williams, At Large        |     |    |
| Total Votes:                                |     |    |
| Ordinance does   does not pass.             |     |    |

**ORDINANCE BACKGROUND MATERIAL:**

City election workers are responsible for observing and following election laws, as well as ensuring orderly elections in the City. City staff have reviewed the current compensation rates, with input from the City’s Human Resources Director, and compared same against peer communities. City staff ultimately determined the certain of City’s current rates should be increased.