

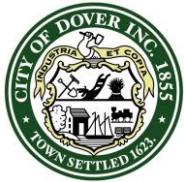
CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, December 13, 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 – CARYS FENNESSY RECOGNITION**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
 - A. **MUNICIPAL STORMWATER UTILITY, CHAPTER 123**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - B. **AUTHORIZATION TO ACCEPT AND EXPEND INVESTNH MUNICIPAL PER UNIT PROGRAM GRANT**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - C. **FISCAL YEAR 2024 BUDGET AMENDMENT FOR ADDITIONAL APPROPRIATION FOR FLEET MAINTENANCE FUND**
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
SPONSORED BY MAYOR CARRIER BY REQUEST
8. **PUBLIC FORUM**

Taxpayers, Business owners, and Residents are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
9. **CITY MANAGER'S REPORT**
10. **APPROVAL OF MINUTES**
 - A. **November 8, 2023 – Regular Meeting**
 - B. **November 15, 2023 – Workshop & Special Meeting**
 - C. **November 29, 2023 – Workshop & Special Meeting**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
 - A. **ORDINANCES IN THE 2ND READING**
 1. **MUNICIPAL STORMWATER UTILITY, CHAPTER 123**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - B. **ORDINANCES IN THE 3RD READING**
 - C. **RESOLUTIONS**



CITY OF DOVER

CITY COUNCIL - AGENDA

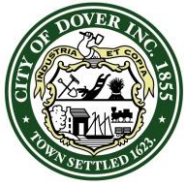
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1. **ADOPTION OF FY2025-FY2030 CAPITAL IMPROVEMENTS PLAN. THIS RESOLUTION REQUIRES A DULY ADVERTISED PUBLIC HEARING.**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **APPROPRIATION FOR FY2025 CAPITAL IMPROVEMENTS PROGRAM AND AUTHORIZATION FOR BONDING. THIS 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.**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **APPROPRIATION FOR FY2025 CAPITAL IMPROVEMENTS PROGRAM – NON – DEBT FINANCED PROJECTS. THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A 2/3 MAJORITY VOTE ACCORDING TO C6-6 OF THE CHARTER.**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **AUTHORIZATION TO ACCEPT AND EXPEND INVESTNH MUNICIPAL PER UNIT PROGRAM GRANT**
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **FISCAL YEAR 2024 BUDGET AMENDMENT FOR ADDITIONAL APPROPRIATION FOR FLEET MAINTENANCE FUND (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
SPONSORED BY MAYOR CARRIER BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **SETTING VOTING HOURS FOR THE JANUARY 23, 2024 PRESIDENTIAL PRIMARY, SPECIAL STATE PRIMARY, AND SPECIAL STATE ELECTION**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **CANVASS OF VOTES – NOVEMBER 7, 2023 MUNICIPAL ELECTION**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **ADDITIONAL SCOPE OF WORK FOR DREDGE CELL CLOSURE – VERDANTAS LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **AUTHORIZATION TO AWARD ARPA CHAPEL ST RAVINE STORMWATER TREATMENT SYSTEM PROPERTY ASSESSMENT TO KLEINFELDER NORTHEAST INC.**
SPONSORED BY MAYOR CARRIER BY REQUEST



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5. **B13052 EMULSION POLYMER EXTENSION WITH SOLENIS LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST
6. **B20026 ADDITIONAL SCOPE OF WORK DESIGN-BUILD CUSTOM IN-CAST CONCRETE SKATE PARK**
SPONSORED BY MAYOR CARRIER BY REQUEST
7. **B21048-RFP24-002 MILL STREET PUMP STATION EVALUATION**
SPONSORED BY MAYOR CARRIER BY REQUEST
8. **B24020 REPLACEMENT OF BOILERS AT LIBRARY**
SPONSORED BY MAYOR CARRIER BY REQUEST
9. **B24025 PROFESSIONAL CONSULTING SERVICES – CONSERVATION AND OPEN SPACE CHAPTER OF THE MASTER PLAN**
SPONSORED BY MAYOR CARRIER BY REQUEST
10. **B24029 WINTER SAND AS NEEDED**
SPONSORED BY MAYOR CARRIER BY REQUEST
11. **2024 FORD F-150 LIGHTNING – SOURCEWELL CONTRACT 091521-NAF**
SPONSORED BY MAYOR CARRIER BY REQUEST
12. **2024 FORD TRANSIT CARGO VAN – SOURCEWELL CONTRACT 091521-NAF**
SPONSORED BY MAYOR CARRIER BY REQUEST
13. **PROFESSIONAL SUPPORT SERVICES FOR (SCADA) SUPERVISORY CONTROL AND DATA ACQUISITION – WOODARD & CURRAN**
SPONSORED BY MAYOR CARRIER BY REQUEST
14. **ACCEPTANCE OF DRAINAGE EASEMENT FROM OWNER OF TAX MAP J2, LOT 4 (136 GARRISON ROAD)**
SPONSORED BY MAYOR CARRIER BY REQUEST
15. **B23024 ADDITIONAL DESIGN SERVICES – WATERFRONT PARK BUILDING**
SPONSORED BY MAYOR CARRIER BY REQUEST
16. **B23078 ADDITIONAL SCOPE OF WORK FOR DESIGN BUILD FOR INSPECTION SERVICES BUILDING**
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

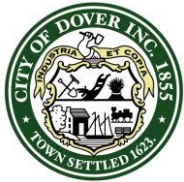
1. School Board (Muffett-Lipinski)
2. Planning Board (Cullen)
3. Appointments Committee (Williams)

16. Ordinance Committee (Shanahan)
17. Parking Commission (Warach)
18. Pool Advisory Committee (Hackett)

Document Created by: Jerrica Vansylyvong-Bizier, City Clerk

Document Posted on: December 5, 2023

2023.12.13 City Council Agenda
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CITY OF DOVER

CITY COUNCIL - AGENDA

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- | | |
|---|--|
| 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 Advisory Committee (Nemeth) | 26. Cocheco Waterfront Development Advisory Committee (Carrier) |
| 12. Heritage Commission (Nemeth) | 27. Dover Main Street (Carrier) |
| 13. Legislative Liaison (Shanahan) | 28. Strafford Regional Planning Commission (Williams) |
| 14. Library Board of Trustees (Thibodeaux) | 29. Government Affairs (Carrier) |
| 15. McConnell Center Advisory Committee (Thibodeaux) | |

B. RESOLUTIONS

1. **FY2025 BUDGET GUIDANCE**

SPONSORED BY MAYOR CARRIER BY REQUEST

2. **RECOGNIZING TRADITIONAL FORAGING RIGHTS ON CITY OF DOVER PUBLIC CONSERVATION LANDS**

SPONSORED BY COUNCILOR NEMETH AND COUNCILOR WILLIAMS BY REQUEST

3. **B24005 AWARD OF CONSTRUCTION MANAGEMENT SERVICE FOR DOVER LIBRARY**

SPONSORED BY MAYOR CARRIER BY REQUEST

4. **AUTHORIZATION TO ACCEPT AND EXPEND THE FHWA NATIONAL CULVERT REMOVAL, REPLACEMENT & RESTORATION GRANT**

(TO BE REFERRED TO A PUBLIC HEARING AND VOTE TO OCCUR ON JANUARY 10, 2024)

SPONSORED BY MAYOR CARRIER BY REQUEST

5. **AUTHORIZATION TO ACCEPT AND EXPEND LWCF COCHECO RIVER PARK II SUB-RECIPIENT GRANT**

(TO BE REFERRED TO A PUBLIC HEARING AND VOTE TO OCCUR ON JANUARY 10, 2024.)

SPONSORED BY MAYOR CARRIER BY REQUEST

6. **AUTHORIZATION TO ACCEPT AND EXPEND MASS GENERAL BRIGHAM WENTWORTH-DOUGLASS HOSPITAL COMMUNITY BENEFIT GRANT**

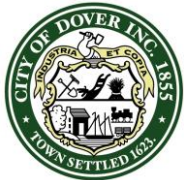
(TO BE REFERRED TO A PUBLIC HEARING AND VOTE TO OCCUR ON JANUARY 10, 2024)

SPONSORED BY MAYOR CARRIER BY REQUEST

7. **REPROGRAM UNEXPENDED BOND PROCEEDS FROM RIVER ST PUMP STATION PROJECT TO AERATION BLOWER PROJECT**

(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 10, 2024 AND VOTE TO OCCUR ON JANUARY 24, 2024)

SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

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C. ORDINANCES IN 1ST READING

1. VEHICLES AND TRAFFIC, CHAPTER 141, SECTION 30

SPONSORED BY MAYOR CARRIER BY REQUEST

14. COUNCIL CORRESPONDENCE

A. Letter from Comcast, dated November 6, 2023

B. Letter from Xfinity, dated November 17, 2023

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN



PROCLAMATION

- WHEREAS:** The City of Dover takes immense pride in recognizing and celebrating exceptional achievements of its residents; and
- WHEREAS:** We are delighted to acknowledge the extraordinary accomplishments of Carys Fennessy, a shining example of dedication and excellence in the realm of golf; and
- WHEREAS:** Carys Fennessy has showcased unparalleled skill and prowess, securing victory in the 2023 State Girls Golf Championship for the third consecutive time with a remarkable two-day total of even par; and
- WHEREAS:** She further demonstrated her prowess by triumphing in the 2023 New England Girls High School Championship, achieving a phenomenal 5-under-par 67; and
- WHEREAS:** Carys Fennessy's dedication and hard work are evident in her outstanding performance throughout the year, clinching victory in a total of 8 tournaments; and
- WHEREAS:** Her scoring average of 73.5 across all events attests to her consistent excellence and unwavering commitment to the sport; and
- WHEREAS:** The City of Dover is elated to learn that Carys Fennessy has committed to attending the College of Charleston in South Carolina, where she will continue to showcase her talents as a collegiate golfer;

NOW, THEREFORE, I, Robert Carrier, Mayor of the City of Dover, New Hampshire, and the entire Dover City Council, do hereby proclaim that the City of Dover extends its heartfelt congratulations and commendation to Carys Fennessy for her exceptional achievements in the field of golf. We recognize and celebrate her as an inspiration to our community, embodying the values of hard work, dedication, and sportsmanship. May her success serve as a beacon of pride for the City of Dover.

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Dover to be affixed this 13th Day of December, 2023.

Robert Carrier, Mayor
City of Dover, New Hampshire

CITY MANAGER'S REPORT

December 13, 2023

Reporting On:
November 2023

By: J. Michael Joyal, Jr.
City Manager

Legal Department

Joshua Wyatt, City Attorney

The Office of General Legal Counsel provides legal support to the City Council, City Manager, city staff and volunteers on boards, commissions and committees of the City of Dover to assist efforts in providing services to constituents and/or customers. In addition, legal support is also provided to the Dover School Board and Superintendent of Schools as requested.

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

TRACKED UTILIZATION DATA FOR THE MONTH OF November 2023

	For Month	FY24 FYTD	FY23	FY22	FY21	FY20	FY19
Legal Matters/Questions Handled	103	455	1,061	790	703	466	342
Review Existing Legal Contracts & Draft Memo	12	66	153	161	-	-	-
Legal Contracts/Memo Created	18	71	201	214	350	256	269
Right to Know Requests Processed	1	27	100	78	51	49	41
Resolutions	2	26	70	74	73	75	53
Ordinances	1	9	17	24	19	10	18
Leases	1	1	4	14	-	-	-
Primex Auto Claims Handled	4	14	80	46	-	-	-
Primex Liability Claims Handled	3	29	67	70	-	-	-
Primex Property Claims Handled	3	21	54	68	-	-	-

Right to Know Requests

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

- Stachowske Law, PLLC – Request for any and all documentation regarding Eric Minutelli and permits or construction inquiries that he is involved with.

Goals & General Activities

Stormwater utility/incentivize conversion of impervious surfaces: In November 2023, the Deputy City Attorney assisted with planning and presenting the proposed stormwater utility ordinance to the City Council, as well as generating proposed amendments to same in response to feedback from members of the public.

Recreational activities and awareness: The City Attorney participated in researching and drafting an ordinance enacted in November 2023 allowing limited bow hunting on one City-owned parcel. The Deputy City Attorney worked to create a license agreement to assist Great Bay Rowing with operational needs.

Water system security: Continued work with Community Services, the City Engineer, the City's Chief Information Officer, and others to analyze and improve security and confidentiality of water/sewer utility infrastructure and, specifically, processes for handling third-party requests for information (e.g., contractors).

City Council Goals (Adopted April 27, 2022):

- Goal #1 City Inclusivity/Welcoming: City Attorney assisted with preparing orientation materials for new elected City Council and School Board.
- Goal #2 Volunteers Engaged: City Attorney is preparing an annual update to City Council on activities of the Municipal Records Committee.
- Goal #4 Collaborative Budget: City Attorney reviewed upcoming budget process, City financial policies, and budget guidance resolution for same.
- Goal #5 City Residents Engaged: The Office of City Attorney has now developed a working draft written strategic plan, which includes public outreach and communication elements, and expects to circulate same to other departments for review/comment as the next step in the plan's development process.
- Goal #6 City Resiliency: The Deputy City Attorney assisted with the stormwater utility ordinance presentation sessions in November 2023.
- Goal #7 Diversity/Attainability: City Attorney assisting with several development/housing initiatives aimed at creating attainable housing in the City of Dover.

Goals and General Activities of the Office of the City Attorney:

The Office reviewed decisions of the New Hampshire Supreme Court, the United States District Court for the District of New Hampshire, and the United States First Circuit of Appeals. The Office also reviewed case highlights by the International Municipal Lawyers Association.

The Office receives and reviews professional journals, as well as undertakes periodic review of federal legal developments in the field of education, labor, and other matters.

The Office has completed its first draft strategic plan, which is being distributed for comment and edited with a goal of adoption by end of 2023.

In addition to the regular duties of the Office, the City Attorney serves as the chair of the City's Records Committee (as the City Manager appointee). The Office of the City Attorney assists the Ordinance Committee as staff liaison. The Office of the City Attorney also serves as staff liaison for the Ethics Committee.

Other activities of potential interest in November 20231:

Dover School District: Assistance with responding to Department of Education inquiry into library book acquisitions. Assistance with employment matters. Assistance with records requests. Research compliance issues.

Executive Department: Reviewed and addressed human resources matters as requested. Assisted with preparing orientation materials.

Community Services: Assisted with drainage easement acquisition. Drafted release for holiday parade float participation. Assisted with determining option for use of developer's escrowed funds. Drafted retaining wall easement. Review of scenic road restrictions on tree cutting. Assisted with reviewing potential cause-based revocation of a license issued by Community Services. Performed research for historic public roads.

Finance Department: Assistance reviewing and addressing large water/sewer (and sewer-only) past due balances. Assistance with special election issues related to vacancy in New Hampshire House of Representatives (Strafford District No. 11). Assisted water/sewer office with multiple deed research projects. Assisted with review of and handling of foreclosure notices. Assisted with ongoing effort to obtain Primex coverage for bridges. Assist with unauthorized use of City seal. Assist with builder's risk coverage for new inspections division building.

Fire and Rescue Department: Assisted with issues related to warming shelter.

Planning: Assisted with CDBG grant inquiry and compliance issues. Assisted inspections division with responding to inquiries. Assisted with enforcement issues. Assisted with reviewing drafts. Assisted ad hoc housing committee with preparing and adopting procedural rules. Assisted with review of alleged open space violation. Assisted with interpreting zoning ordinance provisions. Assisted with addressing Eversource request for assistance with federal permitting matter.

Police: Assisted with contract enforcement matter. Assisted with reviewing noise control ordinance issues.

Recreation: Assisted with Great Bay Rowing storage license.

Pending Civil Litigation Update:

The use of outside counsel to handle specialty matters continues and consists of environmental matters and labor negotiations. There are a small number of attorneys hired on a variety of smaller matters. For clarification, the list below does not include bankruptcy filings or cases filed under seal.

Most recent developments bolded.

Maloney v. City of Dover –

Case is pending with Rockingham Superior Court. In July 2023, the trial court granted the City summary judgment. Plaintiff thereafter filed a motion for reconsideration, which the Court has now denied. Plaintiff filed an appeal, which is currently undergoing scheduling.

Opioid Epidemic Litigation –

Retained services of Robbins Geller of Boca Raton, Florida for fraudulent marketing practices of pharmaceutical manufacturers. Suit filed in USDC in Concord. Case has been transferred to federal court in Ohio as part of a multi-district litigation consolidation. In 2021, the City received its first payment from the State of New Hampshire pursuant to RSA 126-A:83, II, by virtue of an opioid-related settlement entered into by the State of New Hampshire. A national settlement as to certain defendants was accepted in January 2022. Settlements or other payments in satisfaction of City claims may be forthcoming from other defendants, but would be required to be tendered to the State's Opioid Abatement Trust Fund per RSA 126-A:83, I. Certain of the City's opioid claims have become part of bankruptcy proceedings. Following is a list of remaining defendants with a brief note about status of each case:

- Purdue companies: Claims in bankruptcy; following a Second Circuit appeal ruling, the United States trustee has filed a motion to stay while seeking a writ of certiorari (i.e., acceptance of a discretionary appeal) to appeal the bankruptcy plan to the United States Supreme Court;
- Endo companies: Claims in bankruptcy, though a potential settlement may be underway.
- Mallinckrodt: Claims in bankruptcy, but money appears to have been distributed to the State of New Hampshire in January 2023.
- Sacklers (Individuals): See Purdue update above.
- Rite-Aid: Has now filed bankruptcy and this Office is working with the City's outside counsel to determine response options.

Mary Hebbard v. City of Dover, John & Karen Brough and Ryan Colbath -

Complaint and counterclaims concerning Old Garrison Road and Sprue Lane. Partial summary judgment rulings received in February 2021. Following trial in 2021, a final trial order was issued by the Court on April 1, 2022, finding in favor of the City on the width of Spruce Lane, the location of Old Garrison Road, several disputed issues of law concerning allowable uses on public roads, and issuing an injunction requiring remedial action. The Hebbards filed a motion for reconsideration, which the Court denied. The case was then appealed by Mr. and Mrs. Hebbard. The Hebbards filed an appeal brief in June 2023. The City and other parties submitted opposing briefs in August 2023. The Hebbards have filed a reply brief, which the City moved to strike portions of and the Court has not yet ruled upon. **No appeal decision has been received. Case has still not yet been scheduled for oral argument.**

City of Dover v. Mary and Rick Hebbard -

Complaint filed in October 2019 concerning drainage in the Tanglewood Subdivision. Partial summary judgment rulings were received in February 2021. Case was tried by City Attorney, Deputy City Attorney, and outside counsel on April 7, 8 and 9 of April 2021. The post-trial briefing was divided into two areas: (1) injunctive relief concerning removal of a berm, and (2) remaining issues, including enforcement of a stipulated Court-Order for an underground drainage system. In May 2021, the Court issued an order granting an injunction and requiring removal of the berm and restoration of surface drainage. In September 2021, the

Court issued a final Order on the remaining trial issues, finding the defendants to be in contempt of a prior stipulation and requiring that the defendant's complete construction of the drainage project within 90 days of receiving additional materials from the City. The drainage system is now believed to be constructed and completed. The Court held an evidentiary hearing on September 9, 2022 relating to damages alleged by the defendants. No decision has issued yet on that damages hearing. The Hebbards have filed other post-hearing items since, to which the City has responded to the extent necessary. The parties are or should be in the process of fulfilling the other obligations of the earlier stipulation they entered into, which includes conveyance of an easement and a mutual release. **To summarize, as of end of November 2023, the Hebbards have not yet fulfilled all of their obligations under the earlier stipulation, and the "damages" matter has been briefed and is still awaiting decision, which includes the City's motion requesting an award attorney's fees (and/or used to setoff of any "damages" found to be due to Mr. and Mrs. Hebbard).**

Estate of Stephen Towne -

This is a probate matter concerning administration of estate that includes a bequest to the Dover School District. The City Attorney has filed an appearance and is monitoring the progression of the docket. **In November 2023, the City (and specifically, the "Dover High School Athletic Trust Fund"), received a generous disbursement of \$43,564.39 from the estate, which is in the process of being finally closed.**

Barufaldi v. City of Dover -

In September 2022, a former employee filed a Charge of Discrimination with the New Hampshire Commission for Human Rights alleging age-based disparate treatment. In October 2022, the respondents filed an answer. The City recently filed a motion to dismiss. **The Commission recently granted the motion to dismiss the Complaint with respect to state law (New Hampshire), and transferred the matter/complaint to the U.S. Equal Employment Opportunity Commission ("EEOC") for further administrative agency review under federal law. The EEOC has confirmed receipt of the matter and has requested additional records and information from the City.**

City of Dover v. Secretary of State (House Redistricting) -

On July 26, 2022, a complaint was filed with the Strafford County Superior Court. In October 2022, the defendants filed a Joint Motion to Dismiss. In November 2022, the plaintiffs filed an objection, to which the defendants filed a reply. Plaintiffs filed a brief surreply memorandum. Case has not yet been scheduled for discovery. In June 2023, the Superior Court (Howard, J.) issued an Order denying the defendants' motion to dismiss. Thereafter, the defendants moved for reconsideration, which the Court denied. In August 2023, the defendants filed an answer to the complaint. In October 2023, with the parties unable to agree on case scheduling, the Court conducted a structuring conference and issued a scheduling order. **On November 1, 2023, plaintiffs issued an expert disclosure. The defendants disclosed no expert. A deposition of the plaintiffs' expert is scheduled for December 2023. Other discovery is ongoing Summary judgment briefing on the merits is expected to occur in early 2024. The trial court has scheduled a four-hour summary judgment hearing on February 7, 2024.**

Richard Strahan v. William McNamara -

Declaratory judgment and injunction action filed in U.S. District Court by a citizen against the University of New Hampshire, the Town of Durham, and the City of Dover. In the Complaint, the plaintiff alleges various claims arising out of a no-trespass order related to UNH Wildcats Transit. Outside counsel is defending this matter and has moved to dismiss the claims asserted by the plaintiff against Chief Breault. The Court denied the plaintiff's requests for a preliminary injunction, following the most recent of which the plaintiff filed an interlocutory appeal to the U.S. First Circuit Court of Appeals. The First Circuit later dismissed the interlocutory appeal. Plaintiff moved to amend to assert claim against presiding judge. The United States District Court for New Hampshire has denied the motion to amend and has granted a motion to dismiss Chief Breault as a party. **No appeal has been filed.**

Garry Lane et al v. City of Dover et al. -

In October 2022, abutters filed an appeal of a decision of the Zoning Board of Adjustment granting an equitable waiver of dimensional requirements. The City and other respondent have filed an answer. The City filed a certified record. The final hearing was held on March 22, 2023 and the appellants and the City each filed a memorandum with the Court. The intervenor filed a post-hearing memorandum and the appellants filed a reply to same. In October 2023, the trial court issued an Order on the merits affirming the decision of Dover's ZBA. **Mr. and Mrs. Lane have now appealed to the New Hampshire Supreme Court. A briefing schedule has not yet been established.**

Pamela Leighton et. al. v. City of Dover et al -

In November 2022, representatives of the estates of two decedents filed a tort action in Strafford Superior Court, naming as defendants a former Dover police office and the City of Dover. In December 2022, the City and co-defendant filed answers to the Complaint. Case is now in general discovery. **In October 2023, defendants filed a motion for summary judgment. Plaintiffs have objected. Defendants filed a summary judgment reply memorandum. Plaintiffs are seeking leave to file a surreply to the defendants' reply. No summary judgment hearing has yet been ordered or scheduled.**

Tibbett v. City of Dover -

The City was notified in January 2023 of an appeal to Superior Court of a subdivision approval in November. In February 2023, the City filed a certified record and answer to the complaint. The City filed a memorandum of law and a hearing on the merits was held on May 1, 2023. By Order dated June 27, 2023, the Superior Court (Will, J.) affirmed the decision by the Dover Planning Board. A motion for reconsideration was thereafter filed by the party/petitioner who filed the Court appeal. By Order dated September 20, 2023 the Court denied the motion for reconsideration. **The petitioner has now filed an appeal with the NH Supreme Court. Appeal briefing schedule has not yet been established.**

Liberty Mutual v. City of Dover -

A taxpayer has filed a property tax abatement lawsuit with the Strafford County Superior Court. City has accepted service. **In October 2023, the City filed an answer. Case has now been structured and is in general discovery.**

Franklin Square Apartments, LLC v. City of Dover -

A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. The City Attorney and Deputy City Attorney have filed appearances. **As of October 2023, case is currently within a mandated settlement discussion period lasting into February 2024.**

Essential Properties, LLC v. City of Dover -

A taxpayer has filed a property tax abatement action with the Strafford Superior Court. City has been served with the Court filings and the City Attorney expects to file an appearance and answer in December 2023.

Professional Development:



The Office of the City Attorney places significant importance on professional development in areas germane to the City's needs. In November 2023, the City Attorney attended an online, free continuing legal education class on artificial intelligence. The City Attorney continues to serve on a bar committee investigating generative artificial intelligence and its impact on the practice of law.

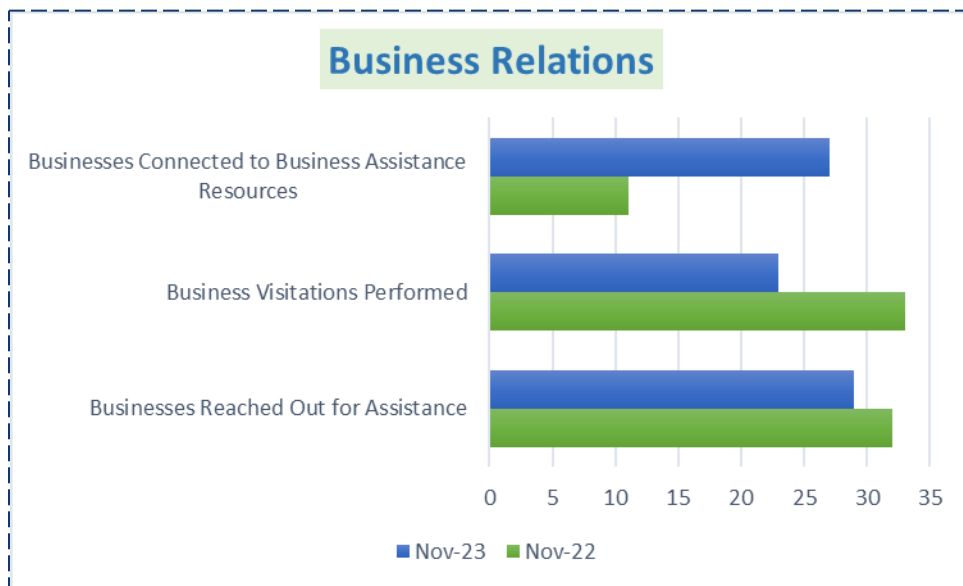
The Deputy City Attorney attends monthly meetings for the bar's Law Related Education Committee. The Deputy City Attorney is a member of the Inns of Court and participates in monthly networking and continuing education meetings.

Concluding Remarks:

The Office continues its efforts to be more forward looking where possible, with the goal of increasing transparency and preventing problems or disagreements to the extent possible. The Office has increased its efforts to develop and use collaboratively created templates, "best practice" checklists, documented workflows, development of information sheets for legal issues of current public concern or attention, and dissemination of decision-making information to City staff and board members. City Code supplements are continuing on a quarterly update schedule. The recodification of the City's zoning ordinance continues—General Code has provided the proposed, recodified version of Chapter 170, and the Office of City Attorney is working with Planning to review that draft and, if in order, to bring it forward in the form of an ordinance in the near future.

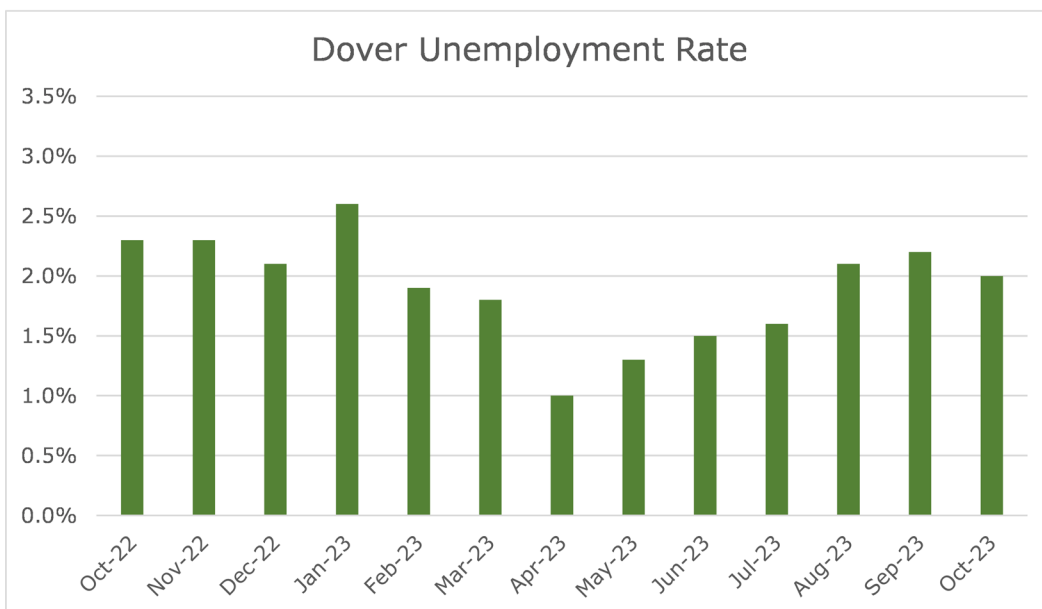
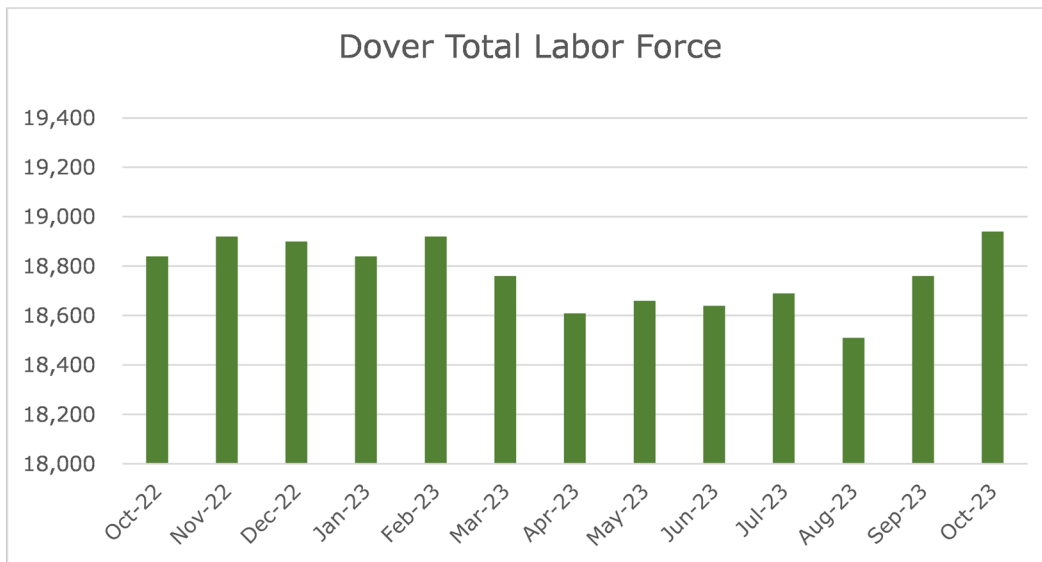
Business Development

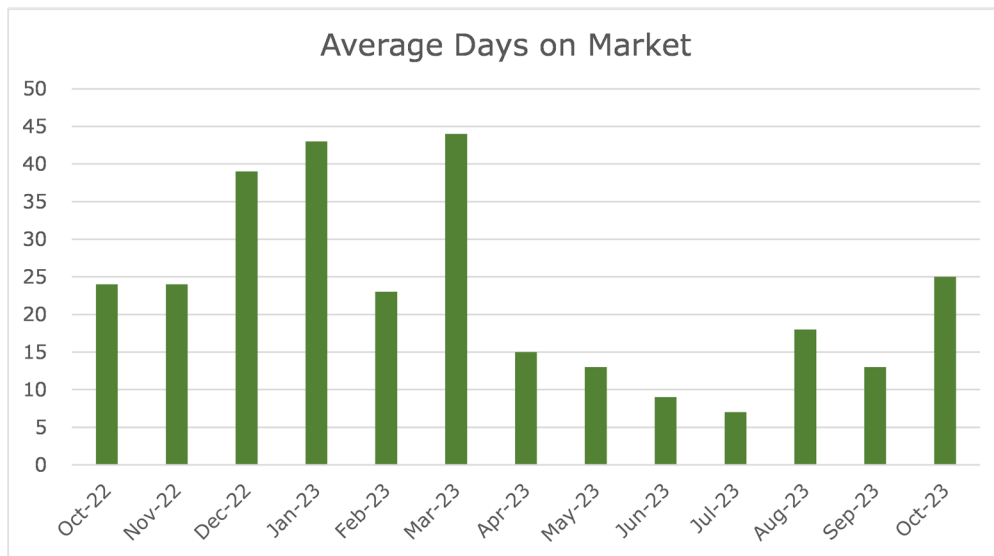
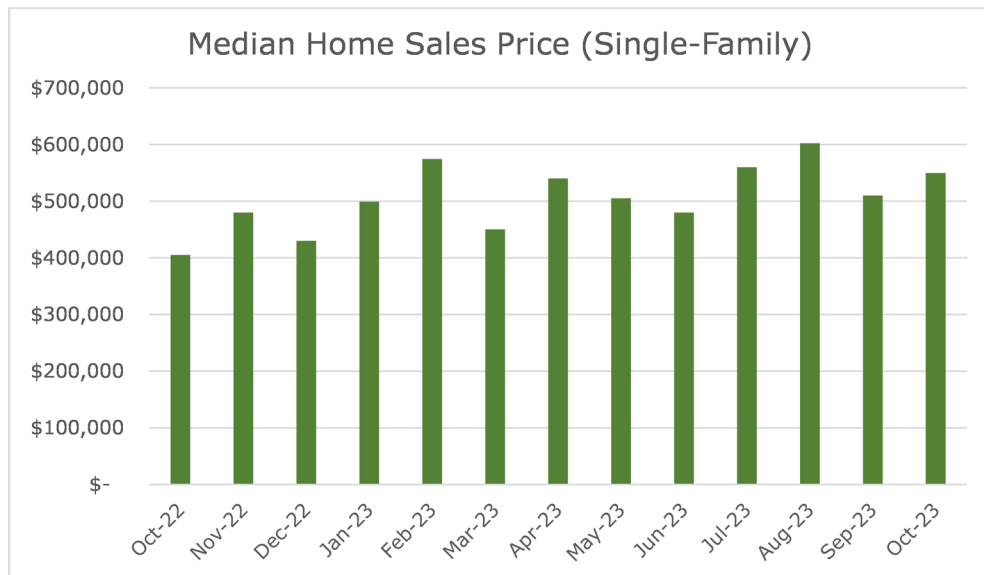
by Christopher Parker, Deputy City Manager



Labor & Home Sales

	October-22	October-23	12-Mo. Avg.
Dover Labor Force	18,840	18,940	18,768
Dover Unemployment Rate	2.3%	2.0%	1.9%
Median Home Sales-Single Family	\$405,000	\$550,000	\$ 515,083
Average Days on Market	24	25	23





New Business / Commercial Development / Downtown Updates

- ★ Reports from retailers in November showed a variable pattern in retail sales. A surge in sales was observed towards the later part of the month, coinciding with the Plaid Friday and Shop Small Saturday events.
- ★ The past few weeks have seen the opening of several new businesses, including a clothing boutique, a retail shop, and an art gallery. The demand for downtown visibility and on street storefront locations remains robust, particularly for smaller commercial spaces within the range of 1,000 1,200 square feet. This ongoing trend signifies a sustained interest in localized and compact business establishments.
- ★ The restaurant sector has demonstrated resilience, with establishments reporting steady sales. Many restaurants have strategically employed deals and incentives for early gift card purchases
- ★ Local art galleries have experienced a notable increase in both event participation and art sales. This upswing suggests a potential shift, possibly indicative of a new generation of art collectors entering the scene. Optimism prevails among local gallery owners as they interpret these trends as positive indicators for the future of the art market.
- ★ The Dover Holiday Stroll, scheduled for December 7th from 4 8 pm, presents a collaborative effort among retailers to foster a festive atmosphere. This event aims to encourage the community to embrace local shopping during the holiday season by offering raffles, snacks, refreshments, and an overall atmosphere of merriment. This cooperative approach reflects a strategic initiative by retailers to boost local commerce during a crucial shopping period.

Economic Activity

- ✚ Research by a NH real estate firm for Q3 2023 indicates a statewide vacancy for industrial properties of 3.1 percent, a figure that has held consistent for eight consecutive quarters. Breakdowns by category indicate the highest demand for manufacturing facilities (1.1 percent vacancy) compared to average demand for warehouse/distribution (3.3 percent vacancy) and lower demand for flex and R&D space (5 percent vacancy). The report indicates that average industrial rents have risen by 13.5 percent year-over-year as a result of this demand. Overall industrial vacancy in the Dover submarket was estimated at 2.1 percent.
- ✚ The same firm issued a Q3 2023 analysis of commercial office properties that indicate an 11 percent vacancy rate statewide. Vacancy rates in Class A office space have risen higher than Class B and C markets, with a 3.9 percent increase in vacancy rates year-over-year. The Dover submarket (consisting of the tri-cities and additional smaller communities) outperformed the rest of the state in Q3 with an office vacancy rate of 3.4 percent, though it was also identified as the smallest submarket analyzed, making data trends vulnerable to larger swings in a small sample as a result.

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

Housing metrics obtained from NHAR-Strafford County.



Waterfront - Update:

During the month of November, Northeast Earth Mechanics continued to mobilize additional equipment and bring construction component materials in support of the project.

While most of the work since June has been below grade, in November overhead utilities were removed along with the associated poles along the water front in preparation for tree removal. This and land clearing continued as all vegetation was removed from the shoreline area in preparation for shoreline stabilization work to proceed. This work must be completed before late March in compliance with permits, and will be the focus for the late fall/winter work. This work will include installation of a coffer dam to dewater a portion of the Cochecho River, with a new crew being mobilized for shoreline restoration work to commence from the Makem bridge towards the existing bulkhead area.

Test pits were proposed from the private residence to identify its drinking water service route, and small quantities of ledge were located. It has been determined that there is a viable route for the service and final plans for execution of this work are expected in early December.

Northeast Earth is also focusing on obstruction removal and backfilling on the northern 60' wastewater treatment clarifier, which was decommissioned, in place, in the late 1980s. Work then proceeded to the Southern 60' clarifier removal and backfill process which was also completed. In December, it's expected that this crew will proceed to the former footprint of the WWTP building first exposing its limits, then developing a plan for reasonable removal attempt. The expectation is that the infrastructure is approximately 25' deep, so staff is coordinating this effort with McPhail (Carthartes' foundation engineer) as its expected to be a challenge.

Finally, on the waterfront site work, a significant effort was expended further adjusting subgrades to allow for continued utility installations. In some cases, 6' of materials was added and compacted to ensure proper cover and installation.

Adjacent to the project and working in conjunction is the closure of the dredge cell area. Work on this project included clearing of vegetation in and around. This work will continue in early December. As part of this work the existing material with in the dredge cell will also be leveled providing much needed space for the city's seasonal snow dump area and provide an area for known contaminated soils to be disposed of as well. The clearing of the outside areas will provide the much-needed temporary storage space for the bluff area can to be cleared of overburden to allow for ledge processing and removal.

Parking Division

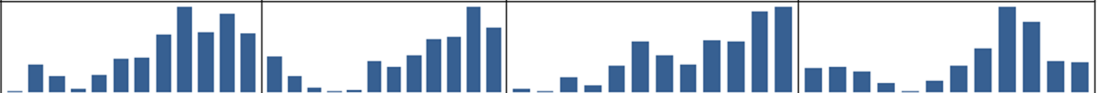
October	Difference October 2023 vs October 2022	Oct-23	Oct-22	Oct-21	Fiscal YTD 2024	FY2023	FY2022
Meter Activity - Total							
Meter Transactions	99.85%	43,073	43,138	38,627	183,004	522,502	485,571
Income at Meters	104.98%	\$89,105	\$84,882	\$71,254	\$368,337	\$1,028,074	\$911,476
Active Meter Days		25	25	25	102	301	301
Average Daily Meter Transactions		1,723	1,726	1,545	1,794	1,736	1,613
Meter Activity - Parking Garage							
Meter Transactions	88.75%	2,786	3,139	2,663	9,625	32,802	31,151
Income from Meters	92.66%	\$7,960	\$8,591	\$7,248	\$27,599	\$92,896	\$89,464
Active Meter Days		31	31	31	123	365	365
Average Daily Meter Transactions		77	101	107	78	109	103
Parking Permit Activity							
Total Parking Permits Issued	101.69%	780	767	836	3,123	9,420	9,232
Permit Income	114.20%	\$24,514	\$21,466	\$22,512	\$156,021	\$362,741	\$344,367
Parking Ticket Activity							
Total Parking Tickets Issued	88.09%	636	722	592	2,447	8,445	8,460
Winter Restriction Tickets Issued		0	0	0	0	525	495
Parking Ticket Income	88.12%	\$12,427	\$14,103	\$13,554	\$54,092	\$207,626	\$197,012
Electric Vehicle Charging Stations							
Number of times Stations Used	94.12%	80	85	28	231	693	316
Charging Station Income	73.73%	\$696	\$944	\$173	\$1,766	\$5,042	\$2,660

Residential permit numbers now fall into the all-inclusive permit totals.

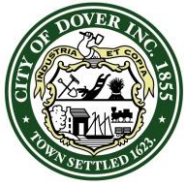
COAST

Ridership Activity

New Coast routes began end of June 2020. Those pertaining to Dover are below:

Coast Ridership	Route 1	Route 13	Route 33	Route 34
	Dover/Somersworth/Berwick	Dover/Somersworth	Downtown Dover/County Complex/Portland Ave	Downtown Dover/Knox Marsh Rd
Oct-22	2,807	3,323	1,204	190
Nov-22	3,350	2,829	1,190	192
Dec-22	3,111	2,532	1,271	183
Jan-23	2,864	2,445	1,227	163
Feb-23	3,152	2,480	1,344	149
Mar-23	3,474	3,222	1,484	168
Apr-23	3,495	3,051	1,403	194
May-23	3,983	3,368	1,351	224
Jun-23	4,547	3,765	1,490	296
Jul-23	4,022	3,823	1,486	269
Aug-23	4,404	4,576	1,663	202
Sep-23	3,997	4,067	1,690	199
Oct-23	4,332	4,539	1,892	205
				

J. MICHAEL JOYAL, JR.
CITY MANAGER



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, November 8, 2023**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Hackett led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Warach

Also Present: City Manager Joyal, City Attorney Wyatt, City Clerk Jerrica Vansylyvong-Bizier

5. PROCLAMATIONS/AWARDS – DOVER HIGH SCHOOL DIVISION 1 FIELD HOCKEY RECOGNITION

Mayor Carrier read the proclamation into the record and Councilor Nemeth made comments as did Head Coach Sarah and Athletic Director Pete.

6. APPROVAL OF AGENDA

Deputy Mayor Shanahan moved to approve the agenda as posted. Seconded by Councilor Thibodeaux. Vote: 8-0.

7. PUBLIC HEARINGS

A. PEACE & GOOD ORDER, CHAPTER 105, SECTIONS 7, 16, 18

SPONSORED BY MAYOR CARRIER BY REQUEST

No comments

B. BICYCLES AND PLAY VEHICLES, CHAPTER 53, SECTION 4

SPONSORED BY MAYOR CARRIER BY REQUEST

No comments

8. PUBLIC FORUM

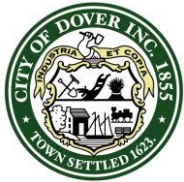
Taxpayers, Business owners, and Residents are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.

Gail Daudelin, Chair of Dover Main Street gave an update on past events and plans for the upcoming holiday season.

John and Maggie Randolph gave an update about their tiny home project and the support of the project by Dover staff.

9. CITY MANAGER'S REPORT

City Manager Joyal noted he submitted his report in writing and highlighted the following: there are a number of vacant positions open for the City.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, November 8, 2023**
Meeting Time: **7:00 pm**

Deputy Mayor Shanahan moved to accept the City Manager's Report. Seconded by Councilor Thibodeaux. Vote: 8-0.

10. APPROVAL OF MINUTES

A. October 25, 2023 – Regular Meeting

Deputy Mayor Shanahan moved to approve the Minutes of October 25th as submitted. Seconded by Councilor Hackett. Vote: 8-0

11. MAYOR'S REPORT

Mayor Carrier highlighted the following events:

- Veterans day ceremony will be at Veterans Park Saturday at 11am
- Spoke to third graders in the classroom
- Nov 8th was dedication of the Teenage Mutant Ninja Turtles
- Nov 9th graduation of Leadership Academy
- St Thomas Aquinas soccer team state champs

Deputy Mayor Shanahan moved to accept the Mayor's Report. Seconded by Councilor Williams. Vote: 8-0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

1. PEACE & GOOD ORDER, CHAPTER 105, SECTIONS 7, 16, 18

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve. Seconded by Councilor Muffett-Lipinski. City Manager Joyal gave an overview of the change to the ordinance related to park hours and bow and arrow hunting at a specific location. Roll Call Vote: 8-0.

2. BICYCLES AND PLAY VEHICLES, CHAPTER 53, SECTION 4

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve. Seconded by Councilor Muffett-Lipinski. City Manager Joyal gave an overview of the change to the ordinance related to skateboarding. Roll Call Vote: 8-0.

B. ORDINANCES IN THE 3RD READING

None

C. RESOLUTIONS

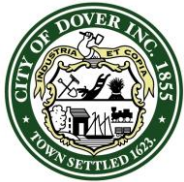
None

13. NEW BUSINESS

A. CONSENT CALENDAR

1. AUTHORIZATION TO ACCEPT AND EXPEND DONATIONS TO DOVER FIRE & RESCUE

SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, November 8, 2023**
Meeting Time: **7:00 pm**

2. B24016 SUPERVISORY CONTROL DATA COLLECTION ACQUISITION WATER SEWER LICENSING UPGRADES

SPONSORED BY MAYOR CARRIER BY REQUEST

3. B24008 CRANE INSPECTIONS & REPAIRS

SPONSORED BY MAYOR CARRIER BY REQUEST

4. B24018 SNOW PLOWING-HAULING SERVICES

SPONSORED BY MAYOR CARRIER BY REQUEST

5. B24022 SEGREGATION AND RECYCLING OF CONSTRUCTION AND DEMOLITION DEBRIS

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the consent calendar. Seconded by Councilor Muffett-Lipinski.

Councilor Cullen asked to remove 13.A.1

Roll Call Vote for items 13.A.2-5: 8-0.

Deputy Mayor Shanahan moved to approve item 13.A.1. Seconded by Councilor Muffett-Lipinski. Councilor Cullen expressed reservations about a City department soliciting donations from area businesses to support this. Either the training is valuable and should be funded through the budget or it's not. He doesn't want to set precedent and encourage more frequent occurrences of this type of process for funding. Roll Call Vote: 7-1 with Councilor Cullen opposed

COMMITTEE REPORTS

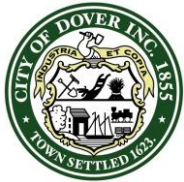
- | | |
|---|--|
| 1. School Board (Warach) | 16. Ordinance Committee (Shanahan) |
| 2. Planning Board (Cullen) | 17. Parking Commission (Hinkel) |
| 3. Appointments Committee (Williams) | 18. Pool Advisory Committee (Hackett) |
| 4. Arena Commission (Hackett) | 19. Committee for Racial Equity and Inclusion (Nemeth) |
| 5. Arts Commission (Nemeth) | 20. Recreation Advisory Board (Shanahan) |
| 6. Board of Health (Warach) | 21. Solid Waste Advisory Commission (Warach) |
| 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 (Warach) | 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. Stafford Regional Planning Commission (Williams) |
| 14. Library Board of Trustees (Warach) | 29. Government Affairs (Carrier) |
| 15. McConnell Center Advisory Committee (Warach) | |

Councilor Nemeth gave an update on the Arts Commission.

Deputy Mayor Shanahan gave an update on Legislative items.

Councilor Thibodeaux gave an update on the Library Board of Trustees.

Gary Bannon, Recreation Director gave an update from McConnell Center.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, November 8, 2023**
Meeting Time: **7:00 pm**

Deputy Mayor Shanahan gave an update from the Ordinance Committee.

Councilor Nemeth gave an update on the Committee for Racial Equity and Inclusion.

B. RESOLUTIONS

1. AUTHORIZATION TO ACCEPT AND EXPEND INVESTNH MUNICIPAL PER UNIT PROGRAM GRANT (TO BE REFERRED TO A PUBLIC HEARING AND VOTE TO OCCUR ON DECEMBER 13, 2023.)

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer to a public hearing. Seconded by Councilor Muffett-Lipinski. Vote: 8-0

2. FISCAL YEAR 2024 BUDGET AMENDMENT FOR ADDITIONAL APPROPRIATION FOR FLEET MAINTENANCE FUND. (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)

(TO BE REFERRED TO A PUBLIC HEARING AND VOTE TO OCCUR ON DECEMBER 13, 2023.)

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer to a public hearing. Seconded by Councilor Muffett-Lipinski. Vote: 8-0

3. GRANTING CHINBURG DEVELOPMENT LLC PERMISSION TO UNDERTAKE IMPROVEMENTS TO OLD OAK STREET AND OBTAIN BUILDING PERMITS ON OLD OAK STREET (A CLASS VI ROAD)

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution. Seconded by Councilor Thibodeaux. City Manager Joyal explained the resolution.

Jase Gregoire, CivilWorks NE answered some questions about the developer's intent with regard to improvements of the road.

Roll Call Vote: 8-0

C. ORDINANCES IN 1ST READING

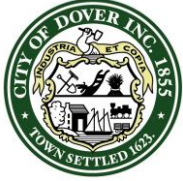
1. MUNICIPAL STORMWATER UTILITY, CHAPTER 123 (TO BE REFERRED TO WORKSHOP ON NOVEMBER 15, 2023 WITH A PUBLIC HEARING TO OCCUR ON DECEMBER 13, 2023.)

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer to a public hearing December 13th and workshop November 15th. Seconded by Councilor Thibodeaux. Vote: 8-0

14. COUNCIL CORRESPONDENCE

None



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, November 8, 2023**
Meeting Time: **7:00 pm**

15. COUNCIL MATTERS OF INTEREST

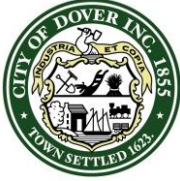
Councilor Thibodeaux congratulated all candidates.

Councilor Nemeth commented on controversial emails about book bans and asked that everyone treat others with respect as there are differing opinions.

City Manager Joyal clarified upcoming meeting dates.

16. ADJOURN

Councilor Muffett-Lipinski moved to adjourn. Seconded by Councilor Thibodeaux. Vote: 8-0



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Special Meeting
Meeting Location: City Hall, City Council Chambers
Meeting Date: **Wednesday, November 15, 2023**
Meeting Time: **6:45 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Warach led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Shanahan, Councilor Hackett, Councilor Nemeth, Councilor Williams, Councilor Thibodeaux, Councilor Cullen, Councilor Warach

Absent: Councilor Muffett-Lipinski

Also Present: City Manager Mike Joyal, City Attorney Joshua Wyatt, City Clerk Jerrica Vanslyvong-Bizier

5. CITIZEN'S FORUM

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

Mary Hebberd, 97 Spruce lane, asked the name of the representative that passed away and if there was any idea when the special election would be held.

6. RESOLUTION: REQUESTING THAT GOVERNOR AND COUNCIL ORDER A SPECIAL ELECTION TO FILL A RECENT VACANCY IN NEW HAMPSHIRE HOUSE OF REPRESENTATIVES, DISTRICT STRAFFORD 11 SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution. Seconded by Councilor Hackett. City Manager gave an overview of the resolution to the Council. He explained that Hoy Menear was the representative that passed away.

City Attorney Joshua Wyatt came to the podium and explained the legislative process to the Council as well as the process of filling a vacancy.

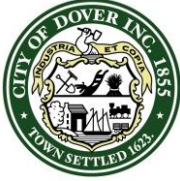
Councilor Nemeth inquired the cost of an election for one ward, City Manager answered that he doesn't expect it would be more than \$2,000.

Councilor Cullen asked if there was a possibility of primary, Attorney Joshua Wyatt said it is possible.

Roll Call Vote: 8-0

7. ADJOURNMENT

Deputy Mayor Shanahan moved to adjourn. Seconded by Councilor Hackett. Vote: 8-0

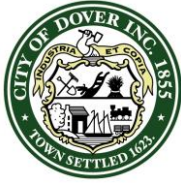


CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Special Meeting
Meeting Location: City Hall, City Council Chambers
Meeting Date: **Wednesday, November 15, 2023**
Meeting Time: **6:45 pm**

DRAFT



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, November 15, 2023**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE- Occurred prior to meeting start

3. PLEDGE OF ALLEGIANCE- Occurred prior to meeting start

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Shanahan, Councilor Cullen, Councilor Hackett, Councilor Nemeth, Councilor Warach, Councilor Williams and Councilor Thibodeaux.

Absent: Councilor Muffett-Lipinski

Also Present: City Manager Joyal, City Attorney Wyatt, City Clerk Jerrica Vansylyvong-Bizier

5. PUBLIC FORUM

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

Joe Merullo, 21 Sandy Ln commented the stormwater utility topic is government overreach and improper timing with other increases to cost of living. He asked, what the residents currently pay and what are the true costs of the proposal; is there any relation to the funds that will be collected and remediation of stormwater runoff; what additional costs for payroll will be incurred by this. He requests the Council reject this proposal which is an added tax to the residents.

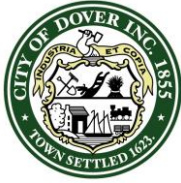
Dan Clark, Farmwood Village is concerned about the added fees for his property. The formula proposed of using square footage will add thousands of dollars fee per month. He would like clarity on how the fees will be determined and what the charges will be.

Alex Cohen, 39 Pine st agrees with Mr. Clark. He is not in favor of the proposed method of an ongoing fee which may result in a slush fund for the City. There are other options that should be done to fix the situation such as all new pavement should be pervious. Special assessments could be done to raise funds for specific solutions such as new piping.

Bill Baber, 5 Gerrys Ln was a member of the committee that looked at the financing for stormwater impacts over a year's time. It was a large, diverse committee who had many discussions and was not unanimous in its deliberations. The evidence is compelling: the City is facing substantial costs in the future and is not currently meeting all of the requirements. The committee determined this is the most equitable method for funding.

Leon Lapierre, 159 Emerald Ln spoke on behalf of his homeowners association. Generally, people are supportive of the initiative, but are concerned about the language regarding credits in relation to pervious/impervious surfaces. He has shared suggestions with various City officials and is willing to do so tonight.

Mary Hebbard, 97 Spruce Ln does not agree that the proposal is equitable. It is government overreach, and the EPA is out of control. The reason impervious surfaces don't work in the Northeast is due to the sand and salt used. The residents don't want this and can't afford it.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, November 15, 2023**
Meeting Time: **7:00 pm**

Deputy Mayor Shanahan moved to suspend the rules to allow a non-resident to speak.
Seconded by Councilor Hackett Roll Call Vote: 8-0.

Melissa Paly, Great Bay Piscataqua Water Keeper with Conservation Law Foundation is in support of the stormwater utility. She has been following the process and admires the thoroughness of the City to understand the costs of managing stormwater and determining this equitable process to fund the restoration of the health of the Great Bay estuary. She referenced the 2023 State of our Estuaries report which she had in-hand. She explained what the report highlights as the greatest contributing pollutant and endorsed the proposed plan noting it is equitable in passing the costs to properties with the most stormwater impact and creates a positive incentive for property owners to reduce their fees by reducing their stormwater impact.

Rick Hebbard, 97 Spruce Ln called this a crock and a way for the Administration of the City to gain more funds to spend unwisely. The City should stand up to the EPA and tell them you're not doing it. This should be done by the consent of the people and he doesn't think the consent of the people is in favor of this. The Council reps should represent the constituents.

6. DISCUSSIONS

A. STORMWATER UTILITY

City Manager Joyal noted this has been a long process of studying stormwater utility and the framework for how to implement it. We are at the stage of the process for the Council to determine if this should be implemented or if another means of addressing stormwater-related costs should be used.

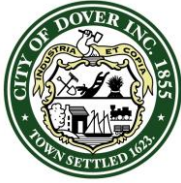
Deputy Mayor Shanahan was part of the committee which studied this with many different experts, engineers, City Staff and property owners.

Deputy Mayor Shanahan explained the City reached an agreement with NHDES, USEPA and CLF which included a stipulation for a committee to be formed to review funding operations for future stormwater and flood resilience efforts. This group met over the course of a 12-month period.

When the committee finished its work, it created a report which was given to Council. The implementation process has been under development. Several public outreach opportunities have occurred and will continue over the coming weeks leading up to an anticipated vote in December.

There are four policy points that the committees are leaving to Council to determine:

- Should the first tier of users start at 1600sq ft rather than the currently proposed 400?
- Order of payment related to at what point of unpayment water would be shut off
- Relates to private roads being exempt
- Relates to the maximum credit available



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, November 15, 2023**
Meeting Time: **7:00 pm**

The slide show presentation is publicly available.

City Engineer Ken Mavrogeorge began the presentation by reviewing the regulations in place for stormwater utilities and the timeline and steps taken thus far. He explained what stormwater is and the reality of current flood risks and consequences.

Kelly Westover, Stantec presented the benefits of a stormwater utility.

Bill Arcieri, VHB, water resource scientist began the phase II presentation by explaining the utility development process using impervious surface cover data.

David Hyder, Stantec presented the financial analysis, fee structure and credits.

Bill Arcieri, VHB presented the public outreach timeline.

Kelly Westover, Stantec presented phase III: 5-step implementation plan.

At the conclusion of the presentation, board members asked questions and discussed the item.

Deputy Mayor Shanahan confirmed there will be no change to the control of the spending (budget/funding process) for the utility. It will still be part of the budgeting process and reviewed as all budgets are and will not exceed the \$4.2M referenced.

City Manager Joyal noted the FY24 budget includes nearly \$4.3M towards stormwater expenditures. He showed a slide with the projected budgeting for the next several years and the increase is not that much even including funding the billing function. The City is not looking to generate more revenue than what is needed to manage stormwater in the City, whether it's paid by taxpayers, or through the utility fee.

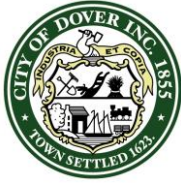
Councilor Thibodeaux wondered how often properties will be reassessed for fees and/or credits as properties are often changing.

David Hyder responded that an appeals process works well.

Councilor Hackett addressed equity in relation to HOAs where there is no option for individual mitigation decisions and wondered which will cost more, the mitigation or the additional fees for a large property like that.

K. Mavrogeorge noted the staff is willing to set up meetings with HOA groups to get these questions answered and gave some options for how an HOA can mitigate fees.

Councilor Nemeth asked if there has been a projection to the number of credits expected to be given and if the funding necessity will be met if those credits (or more) are given. David Hyder addressed this.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, November 15, 2023**
Meeting Time: **7:00 pm**

Councilor Cullen asked some clarifying questions about budget lines and language regarding rate increases and commented that it's not expected to be perfect immediately and future Councils may likely make changes to improve the process.

Additional budget numbers were reviewed and discussed.

Deputy City Attorney Jennifer Perez addressed the policy issues that are open for Council discussion. The Council discussed each policy point.

#1

Councilor Cullen spoke in favor of eliminating the .5 ERU 400-1600 sq ft fee category. These small accounts will add administrative work for staff and won't bring in much revenue.

The consensus of the Council is to exempt the 400-1600 sq ft properties and start tier 1 at 1600.

#2

City Manager Joyal noted that if the City moves forward with the utility, a billing system will have to be researched and details figured out. This point 2 may become moot depending on the system decided upon.

He suggested tabling discussion on this point until the project moves forward and the implementation process is underway.

Councilor Cullen is in favor of restructuring the order of payment to start with stormwater and end with water so there is recourse if bills go unpaid.

The consensus of the Council is to take the staff recommendation for the order of payment to be stormwater, sewer, water.

#3

Councilor Thibodeaux agrees with the attorney's recommendation to leave the ordinance as written. It's not fair for residents to take on the fees of private roads.

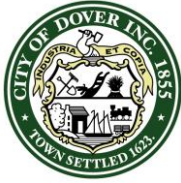
The consensus of the Council is to leave the ordinance as written and not exempt private roads.

#4

Deputy Mayor Shanahan gave some insight to how 100% credit to those who are not treating off-site could lead to an issue. It should be checked about a year after the program starts to see how the credit system is working. He would recommend leaving the ordinance as written for now.

Councilor Cullen commented we want to incentivize people to treat on-site and this is a way of doing that. It's also a path for people who do not want to pay this fee to take steps in that direction.

Councilor Nemeth is in favor of providing a path for residents to receive 100% credit.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, November 15, 2023**
Meeting Time: **7:00 pm**

Councilor Williams agrees to offer the option for 100% credit, though she doesn't believe it will have a significant impact on the revenue stream.

Councilor Warach agrees we should provide the opportunity for the full credit.

Deputy City Attorney Perez presented Additional Considerations 1-3.

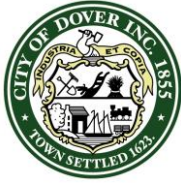
City Manager Joyal noted the proposed ordinance before the Council is to implement a stormwater utility. This will have a public hearing on December 13th.

Deputy City Attorney will draft amendments based on the feedback received tonight which will be prepared prior to that next meeting. The Council will be expected to take a vote at the December 13th meeting.

He wanted to be clear for everyone that though the portion of the property tax bill that goes towards stormwater will decrease (and move to a fee), the property tax bill in total will likely increase due to other factors such as assessments and budget.

7. ADJOURNMENT

Councilor Warach moved to adjourn. Seconded by Councilor Nemeth. Vote: 8-0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, November 29, 2023**
Meeting Time: **6:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Deputy Mayor Shanahan led the Pledge of Allegiance

4. ATTENDANCE

Councilors Present: Mayor Carrier, Deputy Mayor Shanahan, Councilor Cullen, Councilor Hackett, Councilor Nemeth, Councilor Thibodeaux, Councilor Elect Retrosi, Councilor Warach, Councilor Williams

Absent: Councilor Muffett-Lipinski

Planning Board Present: Chair Cruikshank, George DeBoer, Melina Gamino, Ken Mavrogeorge, Johnathan Noury-Elliard

Absent: Mark Speidel, Tom Clark, Erinn Kaspari, Kyle Pimental, Hayley Harmon

Also Present: City Manager Joyal, City Attorney Wyatt, City Clerk Jerrica Vansylvong-Bizier, Recreation Director Gary Bannon, Superintendent Bill Harbron, Director of Finance Dan Lynch, Facilities Project Manager Eric Sanderson, Community Services Director John Storer, Library Director Denise LaFrance, Fire Chief Michael McShane, Director of Planning and Community Development Donna Benton, Deputy City Manager Christopher Parker and Police Chief Bill Breault.

5. CITIZEN'S FORUM

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

None

6. DISCUSSIONS

FISCAL YEARS 2025-2030 CAPITAL IMPROVEMENTS PROGRAM (CIP) PRESENTATION

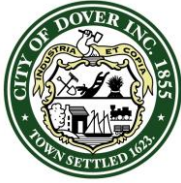
City Manager Joyal noted we are a little later than normal in presenting this proposed Capital Improvements Program for the next six-year cycle.

The process for the plan is: this recommendation by City Manager, vetted by Planning Board, public hearings and input opportunities for public feedback, vetted by City Council and adoption. It directly impacts the budget and informs our plans and projects for the next six years. Part of the adoption includes debt service and allocations of spending from Capital Reserve Funds.

Director of Planning and Community Development Donna Benton presented an overview of the proposal and walked everyone through the book presented this evening.

She addressed:

- Criteria
- Overview pages with categories and key
- Project sheets



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, November 29, 2023**
Meeting Time: **6:00 pm**

- Highlight of new projects

There will be public education and participation opportunities. A video summary will be posted to the website, a podcast has been recorded, and there are several physical copies at municipal locations. There will be public hearings at both Planning Board and City Council meetings.

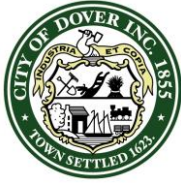
Questions were asked and addressed by appropriate staff members regarding:

- Court st project status
- Fire station traffic light
- Finance Method codes explained
- Grant Funding- page 25/ 32
- Grant funding sources
- Athletic field status
- Reallocation of funds
- Rec pool
- Trust Reserve Funds
- Shaws Ln parking issue/ items not on the list
- Garrison Elementary renovation
- Culvert replacement priorities relating to environmental impacts
- Potential impacts on property tax rate and water/ sewer user fees
- Debt Policies
- Net Assessed Value/ Projections for tax rate estimations

City Manager Joyal relayed the next steps in the process.

7. ADJOURNMENT

Chair Cruikshank moved to adjourn. Seconded by Councilor Warach. Vote: All in favor.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Special Meeting
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, November 29, 2023**
Meeting Time: **8:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE- Occurred prior to meeting start

3. PLEDGE OF ALLEGIANCE- Occurred prior to meeting start

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Shanahan, Councilor Cullen, Councilor Hackett, Councilor Nemeth, Councilor Warach, Councilor Williams and Councilor Thibodeaux.

Absent: Councilor Muffett-Lipinski

Also Present: City Manager Joyal, City Attorney Wyatt, City Clerk Jerrica Vansylyvong-Bizier

5. CITIZEN'S FORUM

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

None

6. RESOLUTIONS

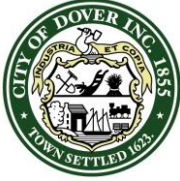
A. ADOPTION OF FY2025-FY2030 CAPITAL IMPROVEMENTS PLAN. THIS RESOLUTION REQUIRES A DULY ADVERTISED PUBLIC HEARING. (TO BE REFERRED TO A PUBLIC HEARING ON DECEMBER 6, 2023, WITH A VOTE TO OCCUR ON DECEMBER 13, 2023)
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer to a public hearing. Seconded by Councilor Thibodeaux.
Vote: 8-0

B. APPROPRIATION FOR FY2025 CAPITAL IMPROVEMENTS PROGRAM AND AUTHORIZATION FOR BONDING. 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. (TO BE REFERRED TO A PUBLIC HEARING ON DECEMBER 6, 2023, WITH A VOTE TO OCCUR ON DECEMBER 13, 2023)
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer to a public hearing. Seconded by Councilor Warach.
Vote: 8-0

C. APPROPRIATION FOR FY2025 CAPITAL IMPROVEMENTS PROGRAM – NONDEBT FINANCED PROJECTS. THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A 2/3 MAJORITY VOTE ACCORDING TO C6-6 OF THE CHARTER. (TO BE REFERRED TO A PUBLIC HEARING ON DECEMBER 6, 2023, WITH A VOTE TO OCCUR ON DECEMBER 13, 2023)
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - MINUTES

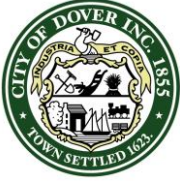
Meeting Type: Special Meeting
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, November 29, 2023**
Meeting Time: **8:00 pm**

Deputy Mayor Shanahan moved to refer to a public hearing. Seconded by Councilor Williams.
Vote: 8-0

7. ADJOURNMENT

Councilor Warach moved to adjourn. Seconded by Councilor Thibodeaux. Vote: 8-0.

DRAFT



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2023.12.13 - 16**
Ordinance Title: Municipal Stormwater Utility
Chapter: 123
Section: 1 Formation and purpose; 2 Scope of responsibility of stormwater management system; 3 Authority; 4 Definitions; 5 Fee Established and Billing; 6 Rates; 7 Fee Credits; 8 Abatements; 9 Appeals and hearings; 10 Liens, enforcement, and violations; and 11 Maintenance and use of stormwater utility funds.

The City of Dover Ordains:

1. PURPOSE

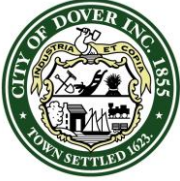
The purpose of this ordinance is to create a Municipal Stormwater Utility for the City of Dover and discharges of stormwater within same, as authorized by RSA 149-I:6, I-a et seq., “for the proper maintenance and operation of the stormwater system or stormwater utility and any appurtenant structures, and to promote flood control and erosion control, water quality management, ecological preservation, management of annual pollutant load contained in stormwater discharge, and municipal compliance with applicable state and federal stormwater laws and regulations.”

2. AMENDMENT

Chapter 123 entitled “Municipal Stormwater Utility” is hereby enacted as follows:

Section. 123-1 Formation and purpose

- A. The City Council finds that, as supported by scientific literature and policies promulgated by environmental regulators, impervious surfaces harm water quality by creating and exacerbating conveyance of pollutants via stormwater runoff. As stormwater travels, stormwater runoff picks up oil, chemicals, bacteria, sediment, and other pollutants and deposits them into local water bodies. Stormwater runoff has contributed to the impairment of Willand Pond and the Bellamy, Cocheco, Salmon Falls, Piscataqua Rivers, and other water bodies, most significantly the Great Bay. Additionally, heavy rainfall can lead to excess stormwater runoff, which can overwhelm the capacity of the City’s storm drains, causing water to inundate roads and public and private property. Reducing stormwater runoff aids public safety and can prevent flooding related traffic disruptions and residential basement flooding. Reducing stormwater runoff also reduces the volume of stormwater that flows directly into streams and rivers and reduces the potential for riverine flooding, which could also result in damages to infrastructure. In addition to improving water quality and reducing flooding, stormwater management can also protect drinking water and reduce drought impacts by allowing stormwater to recharge groundwater supplies.
- B. The City provides stormwater services for the public good, to promote environmental and water quality, and to meet the City’s regulatory and other obligations. The City has constructed and currently owns and operates storm sewers, stormwater drainage infrastructure, stormwater mitigation and treatment, together with other related infrastructure. The future and present usefulness of the City’s stormwater systems depends on the ability of the City to effectively manage, protect, control, use, and enhance stormwater services in the City. This, in turn, requires stable, ongoing funding by users of the stormwater system, in proportion to their use, as well as credits and other efforts aimed at reducing the adverse impacts of stormwater runoff.



CITY OF DOVER

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Agenda Item#: 12.A.1.

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- C. There is hereby created a Dover municipal stormwater utility pursuant to RSA chapter 149-I. The stormwater utility shall be administered by City staff and funded by revenue collected through assessment and collection of fees and such funds as authorized within RSA 149-I:10-a.

Section 123-2 Scope of responsibility of stormwater management system

The City's Community Services Department, under the direction of the Director of Community Services or designee, is empowered to and shall be responsible for all acts necessary for the operation, management, administration, and enforcement of the City's stormwater utility and requirements imposed by law. Specific duties include, but are not limited to, assessment, billing, collection, review and determination of credits, infrastructure system planning and maintenance of City property (i.e., catch basin cleaning, illicit discharge detection and elimination, and responding to emergency resident service calls), inspection of stormwater and related measures, and regulatory compliance.

Section 123-3 Authority

The provisions of this ordinance are adopted pursuant to RSA 149-I:6 et seq., RSA 47:17 XV, RSA 31:39, I(l), and other applicable law.

Section 123-4 Definitions

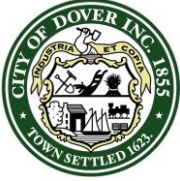
Credit: A reduction in the amount of a stormwater utility user fee to the owner of a particular property for the existence and use of beneficial, privately owned, maintained and operated on-site or off-site stormwater systems or facilities, or continuing provision of services or activities that reduce or mitigate the City's cost of providing stormwater management services for that particular property.

Equivalent Residential Unit (ERU): The statistical median amount of impervious surface area of a detached single-family residential property in the City. It is a measure that serves to compare runoff generated by different types of properties and a means to assess the stormwater utility user fee per property.

Impervious Area: Those areas within a property that stormwater cannot effectively infiltrate, including but not limited to surfaces such as building rooftops, pavement, sidewalks, concrete, paver stones or other stonework coverings, and compacted gravel. The sum of all impervious area on a property shall comprise the total impervious area for that property.

Flood Resilience: The ability of the City to proactively prepare for and recover from hazardous events such as extreme precipitation, coastal storms, and long-term sea level rise and associated flooding.

Non-Single Family Property: A property that is not exclusively used as a single family residential property as defined herein. Non-single family properties include, but are not limited to, such property as commercial and office buildings (mixed use and otherwise), industrial and manufacturing



CITY OF DOVER

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buildings, multi-tenant apartment buildings and other multi-family residential properties, and any other form of use not otherwise mentioned which is not a residential property, including Home Owners Associations (HOA) and other commonly held property.

Single Family Residential Property: A property that is used exclusively to provide a permanent dwelling unit to a single family. Properties with an authorized Accessory Dwelling Unit (ADU) are included in this definition.

Stormwater: Runoff from a storm event, snowmelt runoff, and surface runoff and drainage.

Stormwater Utility: The utility created and existing pursuant to the provisions stated herein, established to create a dedicated funding mechanism for the City's stormwater and to incentivize land uses that reduce stormwater runoff, improve water quality, provide flood resilience, and provide other benefits.

Stormwater Management System: Those natural and man-made channels, swales, ditches, rivers, streams, brooks, creeks, wetlands, branches, reservoirs, ponds, drainageways, drainage structures, conveyances, storm drains, catch basins, inlets, gutters, pipes, culverts, bridges, head walls, lakes, and other physical works, properties, and improvements that collect, transport, transfer, control, pump, treat, convey, detain, retain, dispose of, or otherwise influence the movement of stormwater.

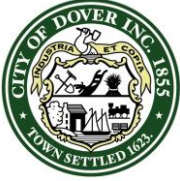
Stormwater Utility User Fee (or User Fee): The periodic user fee imposed pursuant to this ordinance by the City for providing stormwater management services. This term shall exclude special charges or assessments to the owners of particular properties for services, systems or facilities related to stormwater management, including, but not limited to, charges for development plan review, inspection of development projects, on-site stormwater control systems and other stormwater management services provided by the City for which a corresponding fee is collected for the service rendered.

User: Any person or entity liable for the stormwater utility fee on a property (including private, governmental, non-profit, and other public property owners) due to the presence of impervious surfaces.

Undeveloped Land: Land in its unaltered natural condition or which is modified to such a minimal degree as to have a hydrologic response comparable to land in an unaltered natural condition. Undeveloped land shall have minimal impervious surface, which impedes the infiltration of stormwater runoff or causes stormwater runoff to collect, concentrate or flow in a manner materially different from what would occur if the land were in an unaltered natural condition. For purposes of this ordinance, undeveloped land includes property altered from its natural condition by the creation or installation of 1600 square feet or less of impervious surface.

Section 123-5 Fee Established and Billing

- A. General. Any user who has impervious surface in the City of Dover is responsible for, and shall be charged, the stormwater utility user fee payable to the stormwater utility. The stormwater utility user fee amount shall be determined by the Director of Community Services or designee based on the existence of impervious surface, the rate or fee amount set forth in the City



CITY OF DOVER

CITY OF DOVER - ORDINANCE

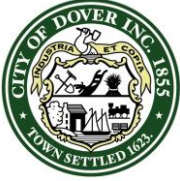
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- Council's Schedule of Fees, and the provisions in § 123-6, and thereafter assessed and billed to the user on a quarterly basis for single family residential properties and monthly for non-single family residential properties. Bills are due and payable within thirty (30) days of receipt. Bills not paid within thirty (30) days of presentation shall be delinquent. Properties that meet the definition of undeveloped land will be exempt from the stormwater utility user fee.
- B. Identifying user. Fee owners of the subject real estate containing impervious surface shall be presumed to be the user, though the fee owner may request and apply to have one or more other persons (e.g., easement holders) recognized as the user of a portion or whole of impervious cover on the property, if and to the extent the fee owner can successfully carry the burden of showing that one or more other persons maintain the impervious cover on the property by right, all as determined within the discretion of the Director of Community Services or designee. In the case of impervious surface within a public highways or right of way, the governmental entity with public ownership and control of the highway shall be regarded as the user.
- C. Impervious surface. In determining if and to the extent any property contains or likely contains impervious area, the Director of Community Services or designee may use and rely on physical inspections, approved site plans, approved subdivision plans, building permits, aerial imagery, software analysis of same, and similar resources, or one or any combination thereof. The amount of impervious area on a property will be rounded down to the nearest 100 square feet for purposes of calculating the number of ERUs located on the property.
- D. Consolidation. Bills for the stormwater utility may be consolidated in the same bill as other City provided utilities, including water and sewer use, if any. Payments on any such consolidated bill shall be applied first to the first to the stormwater utility fee, next to the sewer utility fee, and finally to the water utility fee.
- E. Payment. Checks should be made payable to the "City of Dover". Payment may be made in person or mailed to the Tax Collectors office in City Hall, 288 Central Avenue, Dover, New Hampshire 03820. Users may obtain a receipt for payment by mail by enclosing a self-addressed envelope with a payment made by mail. Credit for payment shall be made upon receipt of the payment by the City of Dover.

Section 123-6 Rates

- A. Basis – The basis for the stormwater utility user fee charged to users shall be the total impervious area of a property, including any share of common property, as measured by ERUs in §123-6 C.
- B. Structure – The stormwater utility user fee will be proportional to the amount of impervious area on the property as measured in equivalent residential units, or ERUs. Dollar rates per ERU shall be set by the City Council on an annual basis as part of the City's Schedule of Fees, based on a forecast of the annual cost of each component of the City's stormwater management program.
- C. Equivalent Residential Unit (ERU) – one ERU is equivalent to 3,200 square feet. The table below depicts the applicable ERU factor per square foot of impervious area:



CITY OF DOVER

CITY OF DOVER - ORDINANCE

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Impervious Area (in sq ft)	ERU Factor
1,601-4,800	1.0
4,801-8,000	2.0
8,001-11,200	3.0
Over 11,200	1.0 per 3,200 sq ft**

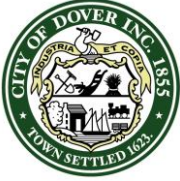
* For properties under common or fragmented ownership, where assessing multiple ERUs would result in an overall assessment greater than the amount of impervious surface on the overall property area, the Director of Community Services or designee may use an alternative apportionment method, including but not limited to dividing the stormwater utility user fee due for the impervious surface on the overall property by the number of City water meters installed and in use on that property. In making an apportionment, the Director of Community Services or designee may also consult and use records determined to be reliable, including but not limited to land use records, Planning records, records on file at the registry of deeds, and Community Services records.

**The number of ERUs for users with over 11,200 square feet of impervious area will be rounded to the closest whole ERU.

Section 123-7 Fee Credits

- A. Pursuant to RSA 149-I:6-c, users may apply to for a credit toward the stormwater utility user fee charged to that user, provided the user carries his or her burden of demonstrating one or more of the authorized measures set forth below to accomplish on-site management of water quality impairment or peak runoff storage, or both.
- B. Credits shall be determined by the Community Services Director or designee.
- C. Single Family Residential Credit Program –All single family residential properties subject to the stormwater utility user fee are eligible for the following credits in the table below, comprising the Single Family Residential Credit Program and found to sufficiently accomplish on-site management of water quality impairment or peak runoff storage, or both.

Credit Type	Resources and Guidelines	Credit Amount
Dripline Infiltration Trench	Stormwater Credit Manual and the NHDES Soak Up the Rain Program for guidance.	Up to 25% credit for Impervious Area Managed per credit type
Driveway Infiltration Trench		
Dry Well		
Porous Pavement, Patio, Walkway		
Intensity of Development		
Rain Garden	Stormwater Credit Manual and/or the NHDES Soak Up the Rain Program for guidance.	10% credit per credit type
Vegetative Buffer		
Public Participation		



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

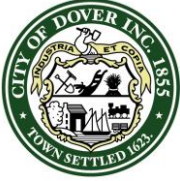
Ordinance Number: **O – 2023.12.13 - 16**
Ordinance Title: Municipal Stormwater Utility
Chapter: 123
Section: 1 Formation and purpose; 2 Scope of responsibility of stormwater management system; 3 Authority; 4 Definitions; 5 Fee Established and Billing; 6 Rates; 7 Fee Credits; 8 Abatements; 9 Appeals and hearings; 10 Liens, enforcement, and violations; and 11 Maintenance and use of stormwater utility funds.

Manage Offsite Stormwater	Must own and maintain a stormwater facility that is fully functioning as designed and permitted that meets local design standards and regulations.	Up to 50% credit for management of offsite impervious area equivalent to or exceeding onsite impervious area
Nitrogen Pledge	Pledge to not use lawn fertilizer or to only use slow-release organic nitrogen.	5% credit during the year of pledge

D. Non-Single Family Credit Program. All Non-Single Family Properties that are subject to the stormwater utility user fee are eligible for the following credits in the table below, comprising the Non Single Family Credit Program and found to sufficiently accomplish on-site management of water quality impairment or peak runoff storage, or both.

Credit Type	Resources and Guidelines	Credit Amount
Stormwater BMP	Management of stormwater with BMPs that meet local stormwater regulations and design standards.	Up to 50% credit for Impervious Area Managed per credit type
Offsite Stormwater Management		
Stormwater BMP Volume	Exceed local stormwater regulations with a minimum reduction of volume of 20% following development of redevelopment.	Up to 20% credit for Impervious Area Managed
Education	Stormwater Credit Manual	25% Credit per credit type
Intensity of Development		
Landscape Maintenance Plan	Stormwater Credit Manual and site plan regulations found at Dover Code §153-14 G (1) (H).	5% credit during the year of pledge

E. Limitations, conditions, and other requirements. Users may use one or a combination of any credits. The maximum credit eligible per user for each year is 100% of the stormwater utility user fee that would otherwise be assessed to that user. For users who manage stormwater off-site, the maximum credit eligible per user for each year is 100% of the stormwater utility user fee that would otherwise be assessed to that user for users that manage off-site stormwater. Users may not accumulate credits in excess of 100% or trade credits to other users. Credits may only be claimed once per stormwater management effort, and may not be duplicated or shared, unless



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

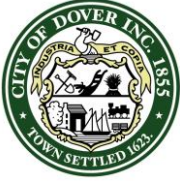
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applied for through an Home Owners Association or other community property association. Users receiving any credit will be required to provide periodic reports on credit compliance as requested by the City. Unless otherwise stated, any stormwater utility fee credits, once awarded, will be valid for three (3) years, after which the credit shall expire and the user may seek to renew any applicable credits.

- F. Disqualification; fraud. Any person who has successfully received a credit and is later found by the Director of Community Services or designee to have breached a condition of that credit and/or to have supplied the City material misinformation and/or fails to update a prior representation to the City upon change in material information, may be back-charged the credit amount for up to one year. Users applying for and receiving any credit are deemed to consent to periodic inspection of the users' property for purposes of verifying compliance with this ordinance.

Section 123-8 Abatements; waivers

- A. In the event the user disputes the stormwater utility user fee assessed, or the denial in part or in whole of a credit, the user may, within one hundred eighty (180) days of the date of the billing, apply for an abatement through the abatement review team within the Community Services Department. Any application for abatement submitted after the payment due date will begin to accrue interest in accordance with RSA and may only be submitted after payment is made. Abatements shall be filed with the Utility Billing Office. All claims or arguments for abatement beyond one hundred eighty (180) days of the date of billing are irrevocably waived. The abatement review team shall consist of staff members of the Community Services Department appointed by the Community Services Director or designee.
- B. To prevail on any request for abatement on the basis of inaccurate impervious area, the user carries the burden of demonstrating that the impervious area is less than the amount used in calculating the billed stormwater utility fee. To prevail on any asserted entitlement to a credit, the user carries the burden of demonstrating that the user qualified for the credit at all applicable times. The user seeking abatement must provide all necessary information to make a determination, as reasonably requested by the abatement review team.
- C. The abatement review team shall review the abatement request and, issue a decision, in writing, within thirty (30) calendar days. If it is found that the impervious area is less than the amount used to calculate the stormwater utility fee, the sole remedy for the user shall be an abatement of the stormwater utility fee to the extent of any demonstrated accuracy, together with a refund to the account of any amounts improperly assessed and collected.
- D. The Community Services Director or designee may, for good cause, waive or vary the provisions of this chapter if, and only to the extent, the Community Services Director or designee finds such waiver to be in the interests of justice, consistent with the spirit of this chapter, and consistent with applicable law. Any person seeking a waiver may apply in writing with the Community Services Director (or designee) setting forth the provisions sought to be waived and



CITY OF DOVER

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the reasons for the requested waiver. Waivers will be granted or denied in whole or in part at the discretion of the Community Services Director or designee. A user aggrieved by a decision of the Community Services Director or designee concerning a requested waiver may appeal by following the appeals process in Section 123-9.

Section 123-9 Appeals and hearings

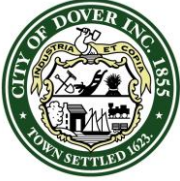
- A. The user may appeal the decision of the abatement review team or the Community Services Director or designee, as the case may be, in writing to the Dover Utilities Commission within fifteen (15) days of a written decision by the abatement review team or the Community Services Director or designee, and not thereafter. The Dover Utilities Commission shall schedule a public hearing for the appeal, following any rules of procedure established by the Dover Utilities Commission. The Dover Utilities Commission shall issue a final decision no later than thirty (30) days after the close of the appeal hearing to the Dover Utilities Commission.
- B. After a decision has been reached by the Dover Utilities Commission, an aggrieved user may ask the City Council to review the proceedings for errors of law within thirty (30) days of the decision of the Dover Utilities Commission, and not thereafter. In the event the user is dissatisfied with the City Council's review, then, the user may seek to appeal to a Superior Court pursuant to RSA 149-I:15, within the requirements stated therein.

Section 123-10 Liens, enforcement, and violations

- A. In accordance with RSA 149-I:11, in the collection of stormwater utility fees, the City shall have the same liens and use the same collection procedures as authorized by RSA 38:22.
- B. Interest on overdue charges shall be assessed in accordance with RSA 76:13. Inspections – Application for any credits or abatement is deemed as consent by the user for Community Service Department employees to enter the premises at a reasonable time for the purpose of inspecting the impervious area or asserted basis or bases for any credit.

Section 123-11 Maintenance and use of stormwater utility funds

- A. All funds received from stormwater utility fees shall be kept and used as required by RSA 149-I:10-a.
- B. Annually, if and only to the extent authorized by vote of the City Council, all or part of any surplus in the stormwater utility fund may be placed in one or more capital reserve funds and placed in the custody of the trustees of trust funds pursuant to RSA 35:7. In the event such a reserve fund is created, then the City Council may expend such funds on stormwater capital projects pursuant to RSA 35:15 without prior approval or appropriation.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

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3. TAKES EFFECT

This ordinance shall take effect as of July 1, 2024, following passage and publication of notice as required by RSA 47:18.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

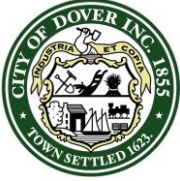
Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert 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.		



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2023.12.13 - 16**
Ordinance Title: Municipal Stormwater Utility
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ORDINANCE BACKGROUND MATERIAL:

This ordinance was originally presented to the Dover City Council on November 8, 2023 and reviewed at a workshop meeting on November 15, 2023. At the workshop policy points and additional concerns were discussed. In response to public feedback and staff input the Council requested changes to the originally proposed ordinance as further detailed below

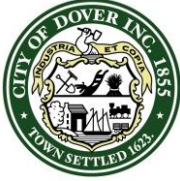
The first policy point discussed at the workshop meeting concerned the first tier of users. The proposed change would eliminate billing for the .5 ERU tier. Billing will begin at 1.0 ERU. Public feedback raised issue with credit applicability to properties, HOAs specifically, that own less than 1600 SqFt of property but would otherwise qualify for credit for its members. This change was made by changing the definition of “Undeveloped Land” from improvements “of 400 square feet or less of impervious surface” to improvements “of 1600 square feet or less of impervious surface” (see Section 123-4). Additionally, the first tier of billing at .5 ERU has been eliminated and billing will start at 1 ERU for Impervious Area of 1,601 through 4,800 SqFt (see Section 123-6 part C). Finally, the credit applicability has been adjusted to reflect the elimination of the .05 ERU tier and not states that all properties “subject to the stormwater utility user fee” are eligible for credits (see Section 123-7 parts C and D).

The second policy point discussed at the workshop concerned the order of payment. As the ordinance was originally the order of payment was first to the sewer utility, next to the water utility and finally to the stormwater utility. This order effects the enforceability of the ordinance making the only “enforcement” mechanism is liening the property. This will become costly to the city quick. Liens only last for six years (RSA 38:22 II(c) and will need to be enforced by suit. The requested change was to make the order of payment be first to the stormwater utility, next to the sewer utility, and finally to the water utility. This change has been made in Section 123-5 part D.

The third policy point concerned the inclusion of private roads. The proposed edit was not supported by statute and no change has been made.

The fourth policy point discussed was to make 100% credit available for users even without off-site management (on-site only). This change was made by adjusting the available credit to 100% in Section 123-7 part E.

Finally, staff presented an additional concern relating to the inclusion of a variance and waiver provision to allow staff to grant waivers or variances if necessary to accomplish both the funding and stormwater management purposes of the utility. This change would provide staff with the discretion to address any unique situations that are not currently addressed in this ordinance. This change was made by adding Section 123-8 part D. Section 123-8 was renamed to Abatements; waivers, and Section 123-9 was updated to include appeals for decisions on variances or waivers.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2023.11.29 - 183**

Resolution Re: Adoption of FY2025-FY2030 Capital Improvements Plan

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

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

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

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

The Proposed Capital Improvements Program for Fiscal Year 2025-2030 reflected in the attached document is hereby adopted.

NOTE: This resolution requires a duly advertised public hearing.

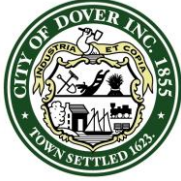
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2023.11.29 - 183**

Resolution Re: Adoption of FY2025-FY2030 Capital Improvements Plan

DOCUMENT HISTORY:

First Reading Date:

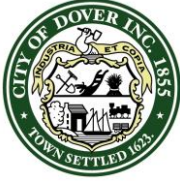
Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert 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#: 12.C.1.

Resolution Number: **R – 2023.11.29 - 183**

Resolution Re: Adoption of FY2025-FY2030 Capital Improvements Plan

RESOLUTION BACKGROUND MATERIAL:

This resolution establishes the attached FY2025 through FY2030 Capital Improvements Program.

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

The FY2025 – FY2030 CIP projects and their anticipated schedule for funding are reflected in the attached document.

proposed 29-Nov-23

* = Multi Category Project
ITALIC = \$ Change

UNDERLINED = Change in Schedule	ITALIC = \$ Change		Fiscal Year				Finance	
PROJECT DESCRIPTION	2025	2026	2027	2028	2029	2030	Total	Method
GENERAL GOVERNMENT								
Transfer to Capital Reserve - Infrastructure & Equip	1,575,000	1,725,000	1,955,000	2,025,000	2,175,000	2,275,000	11,730,000	OB
Transfer to Capital Reserve - Cemetery	150,000	175,000	200,000	225,000	250,000	275,000	1,275,000	OB
General Facility Improvements	50,000	50,000	50,000	75,000	75,000	75,000	375,000	RF
General Vehicle Replacement	30,000	35,000	40,000	45,000	50,000	55,000	255,000	OB
Chapel Restoration	250,000			1,850,000			2,100,000	RF/GR
Transportation Center Improvements	100,000			65,000			165,000	RF
Cemetery Equipment & Improvements			250,000		250,000		500,000	RF
City Hall Renovation				375,000	375,000		750,000	OB/RF
TOTAL GENERAL GOVT.	2,155,000	1,985,000	2,495,000	4,660,000	3,175,000	2,680,000	17,150,000	
POLICE								
Police Cruiser Replacement Program	144,000	144,000	144,000	144,000	144,000	144,000	864,000	RF
Public Safety Communications/Security Improvements	150,000	150,000	150,000	150,000	150,000	150,000	900,000	OB/RF
Radio Console System		437,220					437,220	GR
TOTAL POLICE	294,000	731,220	294,000	294,000	294,000	294,000	2,201,220	
FIRE & RESCUE								
Ambulance Replacement	450,000		525,000		613,000		1,588,000	RF
Calls for Service Analysis	50,000						50,000	RF
Facilities Renovations	125,000			500,000		450,000	1,075,000	RF
SCBA Gear	987,000						987,000	GR
Command/Staff Vehicle Replacement		115,000		125,000			240,000	RF
North End Traffic Control		350,000					350,000	RF
Pumper/Quint Replacement		1,400,000					1,400,000	RF
Heavy Rescue Replacement			1,400,000				1,400,000	DF
Aerial Platform Replacement				2,800,000			2,800,000	DF
Personal Protective Gear				450,000			450,000	RF
Mobile and Portable Radio Replacement					530,000		530,000	RF
TOTAL FIRE & RESCUE	1,612,000	1,865,000	1,925,000	3,875,000	1,143,000	450,000	10,870,000	
COMMUNITY SERVICES - PUBLIC WORKS								
Bridge Improvements	250,000	250,000	250,000	300,000	350,000	400,000	1,800,000	OB
Drainage System Improvements	350,000	400,000	450,000	500,000	550,000	600,000	2,850,000	OB
General Streets Improvements	2,532,513	2,633,814	2,739,166	2,848,733	2,962,682	3,081,189	16,798,097	OB
General Sidewalk Improvements	137,000	200,000	250,000	300,000	350,000	400,000	1,637,000	OB
PW Heavy Equipment	550,000	600,000	650,000	700,000	750,000	800,000	4,050,000	RF
Traffic Signal Upgrades/Traffic Calming	90,000	95,000	100,000	105,000	110,000	115,000	615,000	OB
Bouchard PW Facility Improvements	50,000						50,000	RF
Bridge Replacement - Sixth Street	400,000						400,000	EF
Outfall Replacement - Cochecho Storm Drain	500,000						500,000	DF
Retaining Wall - Portland Avenue*	600,000	500,000					1,100,000	DF
Street Reconstruction - Fifth/Grove	1,600,000	2,400,000					4,000,000	DF
Street Reconstruction - Lower Central Avenue		4,000,000	800,000	800,000	1,550,000		7,150,000	GR/DF
Street Reconstruction - Oak Street (Former Oak St. Bridge)		8,000,000					8,000,000	GR
Culvert Reconstruction - Portland Avenue			600,000	1,250,000			1,850,000	DF
TOTAL COMM SERV - PW	7,059,513	19,078,814	5,839,166	6,803,733	6,622,682	5,396,189	50,800,097	
CULTURE & RECREATION								
Transfer to Capital Reserve - Arena	100,000	100,000	100,000	100,000	100,000	100,000	600,000	OB
Transfer to Capital Reserve - Park/Playground Imprv.	135,000	140,000	140,000	140,000	140,000	140,000	835,000	OB
Park Infrastructure Replace/Maintenance	75,000	75,000	75,000	75,000	75,000	75,000	450,000	RF
Community Trail Phase IV-B & Phase V	500,000	500,000			600,000	1,000,000	2,600,000	RF/GR
Indoor Pool Solar Panel Purchase	150,000						150,000	RF
Outdoor Pool Improvements	2,000,000						2,000,000	GR/EF
Indoor Pool Locker Room Lobby Renovations		40,000					40,000	OB
Applevale Park Renovations					175,000		175,000	RF
Arena HVAC					585,000		585,000	RF
TOTAL CULTURE & RECREATION	2,960,000	855,000	315,000	315,000	1,675,000	1,315,000	7,435,000	
PUBLIC LIBRARY								
Library Books and Collections	137,112	141,225	145,462	149,826	154,320	158,950	886,895	OB
Library Facility Upgrades	2,300,000	2,400,000	2,000,000				6,700,000	DF
TOTAL PUBLIC LIBRARY	2,437,112	2,541,225	2,145,462	149,826	154,320	158,950	7,586,895	
TOTAL CITY DEPARTMENTS	16,517,625	27,056,259	13,013,628	16,097,559	13,064,002	10,294,139	96,043,212	
EDUCATION								
Transfer to Capital Reserve - Athletics	20,000	20,000	20,000	20,000	20,000	20,000	120,000	OB
Transfer to Capital Reserve - Curriculum	150,000	150,000	150,000	150,000	150,000	150,000	900,000	OB
Transfer to Capital Reserve - Info. Technology	20,000	20,000	20,000	20,000	20,000	20,000	120,000	OB
Transfer to Capital Reserve - Facilities	250,000	250,000	250,000	250,000	250,000	250,000	1,500,000	OB
Curriculum Replacement and Upgrade	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
Facilities/School Maintenance and Repairs District Improv.	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
Furniture Replacement	25,000	25,000	25,000	25,000	25,000	25,000	150,000	OB
Information Technology Replacement and Upgrade	485,000	485,000	485,000	485,000	485,000	485,000	2,910,000	OB

Capital Improvements Program - FY2025-2030

proposed 29-Nov-23

All Projects

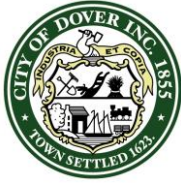
BOLD = New Project

* = Multi Category Project

UNDERLINED = Change in Schedule

ITALIC = \$ Change

PROJECT DESCRIPTION	2025	2026	2027	2028	2029	2030	Total	Finance Method
DHS Equip Storage, Bleacher, Turf/Track Replacement	2,500,000						2,500,000	DF
Garrison Elementary School Renovations		6,500,000					6,500,000	DF
DHS Solar Panel Purchase		600,000	100,000	100,000	200,000		1,000,000	RF
TOTAL EDUCATION	3,650,000	8,250,000	1,250,000	1,250,000	1,350,000	1,150,000	16,900,000	
TOTAL GENERAL FUND	20,167,625	35,306,259	14,263,628	17,347,559	14,414,002	11,444,139	112,943,212	
SPECIAL REVENUE FUNDS								
Conservation Funding	250,000	250,000	250,000	250,000	250,000	250,000	1,500,000	OB
<i>DoverNet Client System Replacement</i>	62,195	62,195	62,195	62,195	62,195	62,195	373,170	OB
<u>McConnell Center Building Improvements</u>	10,000	266,500	300,000	200,000	200,000	200,000	1,176,500	OB
School Athletic Improvements	30,000	30,000	30,000	30,000	30,000	30,000	180,000	OB
School Cafeteria Maintenance/Repair/Upgrade	40,000	40,000	40,000	40,000	40,000	40,000	240,000	OB
School Light Vehicle Replacement	50,000	50,000	50,000	50,000	50,000	50,000	300,000	OB
Building Access Control and CCTV Systems	100,000	100,000					200,000	GR
Business Development Funding	100,000	100,000	200,000				400,000	OB
<u>Parking Facility - Downtown</u>			8,100,000				8,100,000	DF
Enterprise Park Road						1,216,655	1,216,655	GR
TOTAL SPECIAL REVENUE FUNDS	642,195	898,695	9,032,195	632,195	632,195	1,848,850	13,686,325	
TIF FUNDS								
Street Reconstruction Henry Law Avenue/River Street		3,300,000	3,300,000				6,600,000	DF/GR
Park Improvements - Waterfront		100,000	2,000,000				2,100,000	DF/GR
Cocheco Commercial Incubators						440,824	440,824	GR
Downtown Pedestrian Improvements						12,000,000	12,000,000	GR
TOTAL TIF FUNDS	0	3,400,000	5,300,000	0	0	12,440,824	21,140,824	
COMMUNITY SERVICES - WATER FUND								
Transfer to Capital Reserve	500,000	500,000	500,000	500,000	500,000	500,000	3,000,000	OB
Water Exploration	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
Water Heavy Equipment Replacement	40,000	40,000	40,000	40,000	40,000	40,000	240,000	RF
Water Light Vehicle Replacement*	15,000	15,000	15,000	15,000	15,000	15,000	90,000	OB
Water Main Replacement - City Wide	175,479	182,498	189,798	197,390	205,286	213,497	1,163,948	RF
Water Meter Replacement	175,000	175,000	175,000	175,000	175,000	200,000	1,075,000	OB
Water Treatment Plant & Well Equipment	87,740	91,250	94,900	98,696	102,643	106,749	581,978	RF
Wellhead Protection	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
<u>Rehabilitate Garrison Hill Water Storage Tank</u>	80,000	1,600,000	420,000				2,100,000	DF
Water Main Replacement - Elliot Park *	1,000,000						1,000,000	DF
<u>Water Main Replacement - Fifth/Grove*</u>	525,000						525,000	DF
Water System Model and Asset Management	450,000						450,000	RF
New Supply Source Development		300,000	4,000,000	4,000,000			8,300,000	RF/DF
<i>Water Main Replacement - Central Avenue</i>			300,000	5,700,000			6,000,000	DF
Water Main - Littleworth, Columbus, French Cross			2,000,000	2,000,000	2,000,000	2,000,000	8,000,000	DF
<u>Water Main Replacement - Lower Central Avenue*</u>			1,920,000				1,920,000	DF
Well Upgrades - Hughes Well			2,000,000	2,000,000	1,000,000		5,000,000	DF
<u>Water Main Replacement - Littleworth Road</u>						7,300,000	7,300,000	DF
TOTAL WATER FUND	3,248,219	3,103,748	11,854,698	14,926,086	4,237,929	10,575,246	47,945,926	
COMMUNITY SERVICES - SEWER FUND								
Transfer to Capital Reserve	500,000	500,000	500,000	500,000	500,000	500,000	3,000,000	OB
Inflow/Infiltration Study/Mitigation	300,000	300,000	300,000	300,000	300,000	300,000	1,800,000	RF
Pump Station Equipment Replace-Maintenance	87,740	91,250	94,900	98,696	102,643	106,749	581,978	OB
<i>Sewer Heavy Equipment Replacement</i>	40,000	50,000	60,000	75,000	75,000	75,000	375,000	RF
<i>Sewer Light Vehicle Replacement*</i>	15,000	20,000	30,000	35,000	35,000	35,000	170,000	OB
Sewer Main Replacements - City Wide	175,475	182,494	189,794	197,386	205,281	213,492	1,163,922	RF
WWTP General Permit Compliance	400,000	400,000	400,000	400,000	400,000	400,000	2,400,000	OB
<u>Phase C Inflow & Infiltration Removal*</u>	1,000,000						1,000,000	DF
<u>Sewer Main Replacement - Court/Union*</u>	800,000	600,000					1,400,000	DF
Pump Station Upgrade - Charles Street		900,000	600,000				1,500,000	DF
<i>WWTP - Capacity Upgrades, Treatment</i>		300,000	1,200,000	1,800,000	1,785,000	1,680,000	6,765,000	DF
Sanitary Sewer Model					300,000		300,000	RF
TOTAL SEWER FUND	3,318,215	3,343,744	3,374,694	3,406,082	3,702,924	3,310,241	20,455,900	
TOTAL OTHER FUNDS	7,208,629	10,746,187	29,561,587	18,964,363	8,573,048	28,175,161	103,228,975	
TOTAL ALL PROJECTS	27,376,254	46,052,446	43,825,215	36,311,922	22,987,050	39,619,300	216,172,187	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2023.11.29- 184**

Resolution Re: **Appropriation For FY2025 Capital Improvements
Program and Authorization for Bonding**

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

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The following capital projects are appropriated, with estimated useful lives in excess of the length indicated, as part of the FY2025 Capital Improvements Program:

Item #	Description	Proposed	Life/Yrs	Department	Fund
		Appropriations			
1	Outfall Replacement - Cochecho Storm Drain	\$ 500,000	20	Comm Serv - PW	General
2	Retaining Wall - Portland Avenue	1,100,000	20	Comm Serv - PW	General
3	Street Reconstruction - Fifth/Grove	4,000,000	20	Comm Serv - PW	General
4	Library Facility Upgrades	6,700,000	20	Public Library	General
5	DHS Equip Storage, Bleacher, Turf/Track Replacement	2,500,000	20	Education	General
6	Rehabilitate Garrison Hill Water Storage Tank	2,100,000	20	CS - Water	Water
7	Water Main Replacement - Elliot Park	1,000,000	20	CS - Water	Water
8	Water Main Replacement - Fifth/Grove	525,000	20	CS - Water	Water
9	Phase C Inflow & Infiltration Removal	1,000,000	20	CS - Sewer	Sewer
10	Sewer Main Replacement - Court/Union	1,400,000	20	CS - Sewer	Sewer
	Total	\$20,825,000			

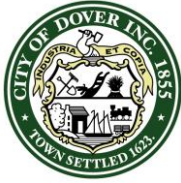
AND FURTHER BE IT RESOLVED THAT:

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

AND FURTHER BE IT RESOLVED THAT:

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

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 – 2023.11.29- 184**
Resolution Re: **Appropriation For FY2025 Capital Improvements
Program and Authorization for Bonding**

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

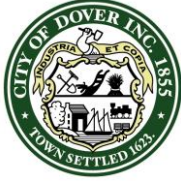
Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert 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#: 12.C.2.

Resolution Number: **R – 2023.11.29- 184**

Resolution Re: **Appropriation For FY2025 Capital Improvements Program and Authorization for Bonding**

RESOLUTION BACKGROUND MATERIAL:

This resolution makes appropriations for the projects of the FY2025 Capital Improvements Program financed by debt and authorizes the sale of bonds and/or participation in the CWSRF or DWSRF.

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

Debt Authorization versus Debt Retirement

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

Description	City	School	Water	Sewer	Waterfront TIF	Total
FY2025 Authorization	12,300,000	2,500,000	3,625,000	2,400,000	0	20,825,000
FY2025 Retirement	3,836,039	3,544,466	1,605,691	1,793,736	857,542	11,637,474
Net Change	8,463,961	(1,044,466)	2,019,309	606,264	(857,542)	9,187,526

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2023 and this authorization, against the legal debt limits.

Description	City	School	Water	DBIDA-IP	Waterfront TIF	Exempt	Total
Debt Outstanding	45,981,697	79,439,386	21,979,817	0	19,563,542	27,879,970	194,844,412
Authorized - Unissued	16,397,195	6,661,100	26,108,287	0	16,212,500	17,973,965	83,353,047
Total Issued & Unissued	62,378,892	86,100,486	48,088,104	0	35,776,042	45,853,935	278,197,459
This Authorization	12,300,000	2,500,000	3,625,000	0	0	2,400,000	20,825,000
Grand Total	74,678,892	88,600,486	51,713,104	0	35,776,042	48,253,935	299,022,459
Legal Debt Limit	173,691,511	405,280,193	578,971,704	4,000,000	NA	NA	
Unused Capacity	99,012,619	316,679,707	527,258,600	4,000,000			
Percent Unused	57.0%	78.1%	91.1%	100.0%			

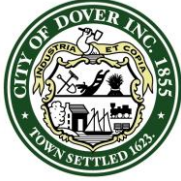
Notes: Legal debt limits are based on a percent of equalized assessed value. City 3%, School 7%, Water 10%.

DBIDA limits are set by special legislation.

IP = Industrial Park projects

IB = Industrial Building projects

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2023.11.29- 184**

Resolution Re: **Appropriation For FY2025 Capital Improvements
Program and Authorization for Bonding**

Multi-Year Projects Proposed Bonding Schedule

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

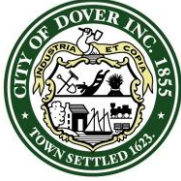
Item #	Description	Proposed							Proof
		Appropriations	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	
1	Outfall Replacement - Cochecho Storm Drain	\$ 500,000	500,000						500,000
2	Retaining Wall - Portland Avenue	1,100,000	600,000	500,000					1,100,000
3	Street Reconstruction - Fifth/Grove	4,000,000	1,600,000	2,400,000					4,000,000
4	Library Facility Upgrades	6,700,000	2,300,000	2,400,000	2,000,000				6,700,000
5	DHS Equip Storage, Bleacher, Turf/Track Replaceme	2,500,000	2,500,000						2,500,000
6	Rehabilitate Garrison Hill Water Storage Tank	2,100,000	80,000	1,600,000	420,000				2,100,000
7	Water Main Replacement - Elliot Park	1,000,000	1,000,000						1,000,000
8	Water Main Replacement - Fifth/Grove	525,000	525,000						525,000
9	Phase C Inflow & Infiltration Removal	1,000,000	1,000,000						1,000,000
10	Sewer Main Replacement - Court/Union	1,400,000	800,000	600,000					1,400,000
		20,825,000	10,905,000	7,500,000	2,420,000	-	-	-	20,825,000

Financial Policy Considerations

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

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

Water Fund debt will exceed the 5% policy limit in FY2024 and continue through FY2030 as a result of the funding appropriated in this resolution and the funding for New Water Storage Tank in the FY2023 CIP and Water System Facilities Upgrade in the FY2017 and FY2018 CIP. The Water Fund debt service as a percentage of budget is projected to exceed the 40% policy level in FY2026 and continue through FY2030. This is the result of the funding appropriated for the New Water Storage Tank in FY2023 CIP and Water System Facilities Upgrade in FY2017 and FY2018 CIPs, as well as the \$3,625,000 proposed for debt financing in this resolution.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2023.11.29- 184**

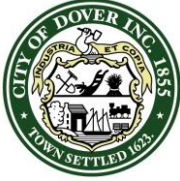
Resolution Re: **Appropriation For FY2025 Capital Improvements
Program and Authorization for Bonding**

Rate Impacts

The following tables summarize the change from year to year on the Property Tax Rate and the Utility Rates, net of existing debt service and aid, related to the projects proposed to be bonded in FY2025. The top table reflects the impact of the new CIP projects only; the second set reflects the combined impact of the new CIP projects and anticipated debt related to prior year authorizations. The rate changes have been adjusted for any amendments to projects from the proposed CIP.

CIP Only					CIP Only				
Net Change in Property Tax Rates					Net Change in Utility Rates				
	2025	2026	2027			2025	2026	2027	
City	0.11	0.19	0.25		Water	0.20	0.56	1.67	
School	0.07	0.15	0.14		Sewer	0.24	0.42	0.60	
Total Change	0.18	0.34	0.39		Total Change	0.44	0.98	2.27	
Est Tax Rate	18.94	19.28	19.67		Est Utility Rate	17.29	18.27	20.54	
% Change City	1.63%	2.77%	3.61%		% Change Water	3.03%	8.25%	23.36%	
% Change School	0.78%	1.66%	1.53%		% Change Sewer	2.34%	4.00%	5.62%	
% Change Total	0.96%	1.80%	2.04%		% Change Total	2.61%	5.67%	12.73%	
Including Prior Year Authorizations					Including Prior Year Authorizations				
Net Change in Property Tax Rates					Net Change in Utility Rates				
	2025	2026	2027			2025	2026	2027	
City	0.00	0.14	(0.03)		Water	0.54	1.95	0.70	
School	0.06	0.12	(0.06)		Sewer	0.40	1.28	0.43	
Total Change	0.06	0.26	(0.09)		Total Change	0.94	3.23	1.13	
Est Tax Rate	18.82	19.08	18.99		Est Utility Rate	17.79	21.02	22.15	
% Change City	0.00%	2.08%	-0.44%		% Change Water	8.19%	27.35%	8.20%	
% Change School	0.67%	1.33%	-0.66%		% Change Sewer	3.90%	12.01%	3.73%	
% Change Total	0.32%	1.38%	-0.47%		% Change Total	5.58%	18.16%	5.63%	
Rate per \$1,000 of Assessed Value					Rate per 100 Cubic Feet of Water Consumption				

The table below reflects the net change from year to year, and the total change after 3 years, for an average single-family home for taxes and user fees, based on the FY24 assessed value at \$513,892 with 75 HCF of average water usage.



CITY OF DOVER

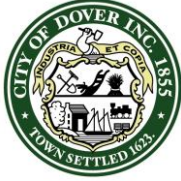
CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2023.11.29- 184**

Resolution Re: **Appropriation For FY2025 Capital Improvements
Program and Authorization for Bonding**

Impact to Average Single Family Home				
				Change
				After
Description	Yr1	Yr2	Yr3	3 Years
CIP Only				
Property Tax	57	98	128	283
Water Fees	15	42	125	182
Sewer Fees	18	32	45	95
Total Avg SFH Impact	90	171	299	559
Including PY Authorizations				
Property Tax	-	72	(15)	57
Water Fees	41	146	53	239
Sewer Fees	30	96	32	158
Total Avg SFH Impact	71	314	69	454



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2023.11.29 - 185**
Resolution Re: **Appropriation For FY2025 Capital Improvements
Program – Non-Debt Financed Projects**

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

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL, THAT:
The following capital outlays are appropriated as part of the FY2025 Capital Improvements Program for the purposes so designated and the Finance Director is authorized to transfer the funds from the respective Reserve Funds in the amounts listed.

Item	Description	Appropriation	Funding	Fund
1	General Facility Improvements	\$50,000	General Fund Capital Reserve	Trust
2	Transportation Center Improvements	\$100,000	General Fund Capital Reserve	Trust
3	Police Cruiser Replacement Program	144,000	General Fund Capital Reserve	Trust
4	Ambulance Replacement	450,000	General Fund Capital Reserve	Trust
5	Facilities Renovations - Fire & Rescue	125,000	General Fund Capital Reserve	Trust
6	Public Works Heavy Equipment	550,000	General Fund Capital Reserve	Trust
7	Bouchard Public Works Facility Improvements	50,000	General Fund Capital Reserve	Trust
8	Indoor Pool Solar Panel Purchase	150,000	General Fund Capital Reserve	Trust
9	Chapel Restoration	250,000	Cemetery Maintenance Reserve	Trust
10	Community Trail Phase IV-B & V	100,000	Transportation Improvements Reserve	Trust
11	Park Infrastructure Replace/Maintenance	75,000	Park Improvements Reserve	Trust
12	Public Safety Communication/Security Improv.	50,000	Police Facilities Capital Reserve	Trust
13	Calls for Fire & Rescue Service Analysis	50,000	Fire & Rescue Facilities Capital Reserve	Trust
14	Facilities/School Maintenance and Repairs	100,000	School Facilities Reserve	Trust
15	Curriculum Replacement and Upgrade	100,000	School Curriculum Reserve	Trust
16	Water Main Replacement - City Wide	175,479	Water Fund Capital Reserve	Trust
17	Water Exploration	100,000	Water Fund Capital Reserve	Trust
18	Wellhead Protection	100,000	Water Fund Capital Reserve	Trust
19	Water Heavy Equipment Replacement	40,000	Water Fund Capital Reserve	Trust
20	Water Treatment Plant & Well Equipment	87,740	Water Fund Capital Reserve	Trust
21	Water System Model and Asset Management	450,000	Water Fund Capital Reserve	Trust
22	Inflow/Infiltration Study/Mitigation	300,000	Sewer Fund Capital Reserve	Trust
23	Sewer Heavy Equipment Replacement	40,000	Sewer Fund Capital Reserve	Trust
24	Sewer Main Replacement - City Wide	175,475	Sewer Fund Capital Reserve	Trust
		\$3,812,694		

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

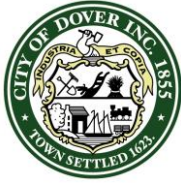
AUTHORIZATION

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: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

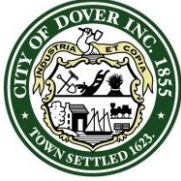
Resolution Number: **R – 2023.11.29 - 185**
Resolution Re: **Appropriation For FY2025 Capital Improvements
Program – Non-Debt Financed Projects**

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#: 12.C.3.

Resolution Number: **R – 2023.11.29 - 185**

Resolution Re: **Appropriation For FY2025 Capital Improvements
Program – Non-Debt Financed Projects**

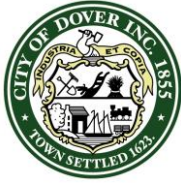
RESOLUTION BACKGROUND MATERIAL:

This resolution appropriates capital reserve funds to finance a portion of the FY2025 Capital Improvements Program as presented in the FY2025 to FY2030 Capital Improvements Program book. In addition, this resolution authorizes the transfer of Capital Reserve Fund moneys.

The following table reflects the amount to be appropriated from the various funds and their projected balances as of 6/30/2024:

	Proposed	Balance	
Description	Appropriation	6/30/2024	Notes
Capital Reserve Funds CIP			
General Fund Capital Reserve	\$1,619,000	\$775,743	(1)
Cemetery Maintenance Reserve	\$250,000	\$147,188	(2)
Transportation Improvements Reserve	\$100,000	\$441,936	
Parks Improvements Reserve	\$75,000	\$128,723	
Police Facilities Capital Reserve	\$50,000	\$175,848	
Fire & Rescue Facilities Reserve	\$50,000	\$419,365	
School Facilities Reserve	\$100,000	\$1,677,631	
School Curriculum Reserve	\$100,000	\$556,251	
Water Fund Capital Reserve	\$953,219	\$3,408,325	
Sewer Fund Capital Reserve	\$515,475	\$870,363	
Total	\$3,812,694		

1. The General Fund Capital Reserve will have sufficient funds for the appropriations as a transfer from the General Fund of \$1,575,000 into the reserve is proposed in the FY2025-2030 CIP to be budgeted during FY2025 as part of the City's General Fund Operating Budget.
2. The Cemetery Maintenance Reserve will have sufficient funds for the appropriations as a transfer from the General Fund of \$150,000 into the reserve is proposed in the FY2025-2030 CIP to be budgeted during FY2025 as part of the City's General Fund Operating Budget.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R – 2023.11.08 - 178**
Resolution Re: Authorization to Accept and Expend the InvestNH
Municipal Per Unit Award Grant MPU22-121 from NH
Business and Economic Affairs

WHEREAS: The City has received notice from the NH Department of Business and Economic Affairs (BEA) of an award of the InvestNH Municipal Per Unit Award Grant in the amount of \$120,000.00 for the purpose of assisting with the project with the old Strafford Court House located at 10 Second St Dover; and

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

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

In accordance with NH RSA 31:95-b and RSA 21-P:43, the City Manager is authorized to apply for, accept, and expend grant funds allocated to the City of Dover on behalf of the NH Department of Business and Economic Affairs from InvestNH Municipal Per Unit Award Grant MPU22-121 and any funding received is hereby appropriated for said purposes. The City Council, in a majority vote, accepts the terms and requirements of the Grant, and authorizes the City Manager to sign all necessary paperwork for the grant as well as contract(s) with a vendor, consistent with the authority herein.

AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
TBD	InvestNH Municipal Per Unit Award Grant	120,000.00	120,000.00

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

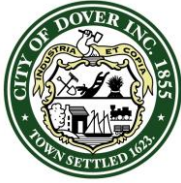
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R – 2023.11.08 - 178**
Resolution Re: Authorization to Accept and Expend the InvestNH
Municipal Per Unit Award Grant MPU22-121 from NH
Business and Economic Affairs

DOCUMENT HISTORY:

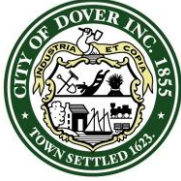
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

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:

The InvestNH Fund, established in 2022 through the Governor's Office for Emergency Relief and Recovery, made \$100 million available to municipalities and developers to accelerate the approval and construction of affordable workforce housing in the State of New Hampshire. The initiative includes provisions for municipalities to receive \$10,000 for each qualifying unit approved and permitted. The City of Dover has approved and permitted several projects meeting the program criteria, and has submitted applications for 62 qualified units, for an award totaling \$620,000. The application for the Old Court House project, which includes 12 of these units (\$120,000), has been reviewed and conditionally approved by the grant administrators at the New Hampshire Department of Business and Economic Affairs. There are no restrictions on the use of these funds.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

Resolution Number: **R – 2023.11.08 - 179**

Resolution Re: **FY2024 Budget Amendment for Additional Appropriation
for Fleet Maintenance Fund**

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

WHEREAS: The City budgets for vehicle fleet maintenance costs in the Fleet Maintenance Fund, to account for the expenditures and revenues associated with the upkeep of City's vehicle fleet; and

WHEREAS: Recent economic events and a more pro-active approach to vehicle preventative maintenance has increased the cost and volume of parts required for maintaining the City's vehicle fleet; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The amount of Four Hundred Thousand Dollars (\$400,000.00) is hereby appropriated in the Fleet Maintenance Fund as part of the FY2024 City operating budget for the purposes noted in the table below:

Account Number	Account Description	Adopted Budget	Budget Amendment	Revised Budget
REVENUE				
6310.1.550.49200.3410.00000.00.000.000.R40	Fleet Maint. - Sales & Service Charges	59,130.00	30,000.00	89,130.00
6310.1.550.49200.3471.00000.00.000.000.R40	Fleet Maint. - Sale of Parts	587,501.00	300,000.00	887,501.00
6310.1.550.49200.3471.00000.00.000.000.R40	Fleet Maint. - Vehicle Labor Charges	661,452.00	70,000.00	731,452.00
		1,308,083.00	400,000.00	1,708,083.00
APPROPRIATIONS				
6310.1.550.49200.4895.00000.00.000.000.800	Fleet Maint. - Cost of Parts/Goods Sold	400,445.00	400,000.00	800,445.00
		400,445.00	400,000.00	800,445.00

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

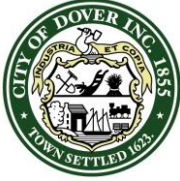
AUTHORIZATION

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: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

Resolution Number: **R – 2023.11.08 - 179**

Resolution Re: FY2024 Budget Amendment for Additional Appropriation
for Fleet Maintenance Fund

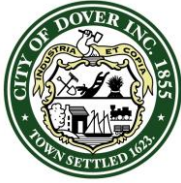
DOCUMENT HISTORY:

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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

Resolution Number: **R – 2023.11.08 - 179**

Resolution Re: FY2024 Budget Amendment for Additional Appropriation
for Fleet Maintenance Fund

RESOLUTION BACKGROUND MATERIAL:

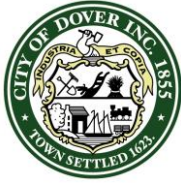
In accordance with City Charter C6-6 *Appropriations After Adoption of the Budget*, the City is requesting that the City Council adopt a FY2024 Fleet Maintenance Fund Budget Amendment to appropriate \$400,000.00 in additional Sales & Service Charges revenue to be charged to City departments through an allocation of parts and labor costs identified in this resolution. The Fleet Maintenance Fund is an Internal Service Fund established to account for the expenditures necessary for the upkeep of the City's vehicle fleet, and in turn revenue into the Fund is achieved through internal charges levied against the various City departments' budgets. In addition the Fleet Maintenance division in Community Services department also performs work on vehicles of neighboring governmental entities. This helps to augment the need for the City departments to fund 100% of the Fleet Maintenance division budget.

The budget amendment is being requested to address the need for additional appropriations to fully fund the remainder of FY2024 projected costs for vehicle parts and maintenance items.

Post pandemic and more recent economic events have resulted in an increase in the costs of vehicle parts, and in some sectors the costs of parts increasing as much as 45%.

The Fleet Maintenance division is being more strategic with having parts in inventory to mitigate the challenges that exist with obtaining vehicle parts in a timely manner to keep the City's fleet of vehicles operational and properly maintained.

The Fleet Maintenance division is also being more pro-active and pre-emptive in its approach for preventative vehicle maintenance. This approach requires having certain items in stock such as diesel filters and transmission fluid as examples. When a vehicle is in for repair service the Fleet Maintenance division is also checking items such as filters and fluids with the goal of preventing more costly vehicle repairs in the future.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2023.12.13 - 186**

Resolution Re: Setting Voting Hours for the January 23, 2024 Presidential Primary, Special State Primary, and Special State Election

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

WHEREAS: On January 23, 2024, the New Hampshire Presidential Primary will occur; and

WHEREAS: Also, on January 23, 2024, a Special State Primary election is currently scheduled to occur related to filling a vacancy in District Strafford 11 of the New Hampshire House. However, the Special Election itself may occur on January 23, 2024 depending on candidate filings; otherwise the Special Election will occur on March 12, 2024.

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

The voting hours at all Wards in the City of Dover shall be from 7:00 a.m. to 7:00 p.m. for the Presidential Primary, any Special State Primary to be held on January 23, 2024, and any Special Election (to be held either January 23, 2024 or March 12, 2024).

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

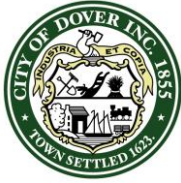
Approved as to Compliance
and Legal Form: Joshua M. Wyatt
City Attorney

Recorded by: Jerrica Vanslyvong-Bizier
City Clerk

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2023.12.13 - 186**

Resolution Re: Setting Voting Hours for the January 23, 2024 Presidential Primary, Special State Primary, and Special State Election

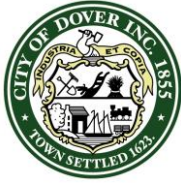
DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote: 01/08/2020	YES	NO
Mayor Robert Carrier		
Deputy 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 hours proposed in this resolution have been successfully used in recent past elections. Rules regarding absentee voting will allow people who work during these hours and who qualify pursuant to applicable law to vote via absentee ballot.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2023.12.13 – 187**

Resolution Re: Canvass of Votes-November 7, 2023 Municipal Election

WHEREAS: In accordance with City Charter Section 2-11.A, the City's Board of the Supervisors of Elections met in session on November 14, 2023 to canvass the votes cast at the Municipal Election on November 7, 2023 and have declared and certified the results.

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

A summary of votes cast in all wards of the City of Dover is shown in the attached Canvass of the Votes for the Municipal election 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: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

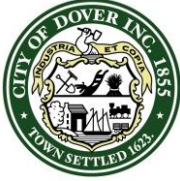
Public Hearing Date:
Effective Date:

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.		

Document Created by: City Clerk
Document Posted on: December 8, 2023

R-2023.12.13 Canvass of Votes-November 7, 2023
Municipal Election
Page 1 of 2



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2023.12.13 – 187**

Resolution Re: Canvass of Votes-November 7, 2023 Municipal Election

RESOLUTION BACKGROUND MATERIAL:

See attached. In addition, Section C2-11 of the City Charter provides as follows in relevant part:

C2-11 Contested Elections/Recounts.

- A. Within seven days after an election, the Board of Supervisors of Elections shall canvass the votes cast, and the candidates receiving the highest number of votes for the offices to be filled shall be declared elected, and the Board shall forthwith certify the results of the election to the City Council.

...

**CITY OF DOVER, NH
CANVASS OF VOTES
MUNICIPAL ELECTION
NOVEMBER 7, 2023**

A recap of votes cast in all wards of the City of Dover as declared by all six (6) Ward Moderators of the City of Dover is shown below for the Municipal Election held on November 7, 2023.

TOTAL NUMBER OF REGISTERED VOTERS PER WARD

	Current	New Registrations	Total Voters
Ward One (1):	3195	43	3238
Ward Two (2):	2959	25	2984
Ward Three (3):	3712	10	3722
Ward Four (4):	3406	13	3419
Ward Five (5):	2734	17	2751
Ward Six (6):	3079	<u>17</u>	<u>3096</u>
TOTAL	19085	125	19210

TOTAL VOTES CAST

<u>Ward</u>	<u>REGULAR</u>	<u>ABSENTEE</u>	<u>TOTALS</u>
1	689	17	706
2	599	30	629
3	871	42	913
4	758	40	798
5	423	9	432
6	<u>687</u>	<u>21</u>	<u>708</u>
TOTALS:	4027	161	4186

Turnout Percentage

Ward 1: 22%

Ward 2: 21%

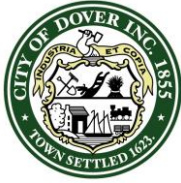
Ward 3: 25%

Ward 4: 23%

Ward 5: 16%

Ward 6: 23%

TOTAL VOTER TURNOUT: = 22%



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2023.12.13 – 188**

Resolution Re: Additional Scope of Work for Dredge Cell Closure with Verdantas LLC.

WHEREAS: After going through a request for proposal in 1999, GeoInsight, Inc. of Londonderry NH was hired to provide professional consulting services relative to the Cocheco River Dredge Cell project; and

WHEREAS: Several resolutions have been approved by City Council through the years allowing continued services from GeoInsight, Inc. for the ever changing and expanding scope of work including the completion of the lengthy permitting application process; and

WHEREAS: GeoInsight, Inc. was purchased by Verdantas LLC in 2020 and is offering additional engineering services for the planned final filling and closure of the Dover Landing Dredge/Cocheco River maintenance Dredge Cell in the amount of \$112,300.00; and

WHEREAS: Per Dover Purchasing Code: 5-28b Formal Bidding may be waived by majority vote of the city Council which may be done at the time of making the award.; 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 Verdantas LLC of Wilmington DE in the amount of \$112,300.00 for additional engineering services related to Dover Landing Dredge/Cocheco River maintenance Dredge Cell. 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
4325.1.300.43230.4757.03190.17	Cocheco Dredge Cell Closure	300,000.00	300,000.00

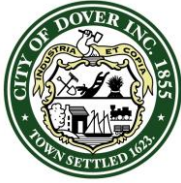
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

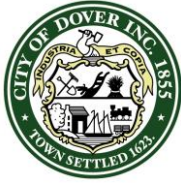
Resolution Number: **R – 2023.12.13 – 188**
Resolution Re: Additional Scope of Work for Dredge Cell Closure with
Verdantas LLC.

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 – 2023.12.13 – 188**
Resolution Re: Additional Scope of Work for Dredge Cell Closure with Verdantas LLC.

RESOLUTION BACKGROUND MATERIAL:

GeoInsight, Inc. is the engineering firm that designed and provided oversight during the construction and operation of the dredge facility. The City is requesting Verdantas LLC (firm that purchased GeoInsight) to provide the engineering oversight of the disposal of the urban soils and complete the design of the final cap and closure of the facility.

Most recently, the City received an additional scope of work in the amount of \$112,300.00. The engineering services to be provided are for the planned final filling and closure of the Dover Landing Dredge/Cochecho River Maintenance Dredge Cell (cell). In addition, services associated with the redevelopment of the area above the cell and certain areas immediately adjacent to the cell will be provided. The City has been filling and monitoring the cell in many phases over an approximately 16-year period, and it is expected that following a final addition of a relatively small amount of the material, the capping and closure will be coordinated with proposed redevelopment of the Waterfront Redevelopment Project.

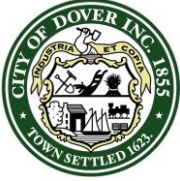
Task 2b	Meetings with City and NHDES	6,500.00
Task 3a	Design Services – Cell Closure	47,000.00
Task 3b	Narrative Preparation	7,000.00
Task 3c	Closure Design Plan Set	20,000.00
Task 3d	Design Construction Specifications	4,000.00
Task 4e	Wetland Evaluation	6,000.00
Task 5b	Capping/Closure/Park Redevelopment	6,800.00
Task 6	Project Management	15,000.00
Total C/O		112,300.00

Bid Information:

A sealed bid solicitation was issued in 1999 and awarded by council to GeoInsight, Inc. now Verdantas LLC

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	As needed
Recommended Award to:	Verdantas LLC	Fund:	Cochecho Dredge Cell
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R - 2023.12.13 - 189**
Resolution Re: Authorization to Award Chapel St Ravine Stormwater Treatment System Property Assessment to Kleinfelder Northeast, Inc

WHEREAS: The City of Dover Community Services Department has applied and was awarded the (ARPA) American Rescue Plan Act Chapel Street Ravine Stormwater Treatment Property Assessment Grant in the amount of \$100,000.00. The grant has been approved via Resolution [R-2023.07.12-114](#); and

WHEREAS: In March 2022, the City of Dover approved via [R-2020.02.12-016](#) and its consulting engineer (Kleinfelder) completed a study (the Chapel Street Ravine Stormwater Treatment System Study), which was financed by a \$75,000 Stormwater Planning Loan from the Clean Water State Revolving Fund (CWSRF) administered by the New Hampshire Department of Environmental Services (NHDES) CWSRF Loan Program; and

WHEREAS: The City has received a new scope of work which represents the next critical phase of securing the necessary land and/or easements to allow the project to move towards implementation. The goals of this proposed phase of this project is to have secured, or taken substantial steps towards securing, land acquisition and easements that will allow the city to confidently proceed with the subsequent phases of preliminary design and implementation (design and construction) of the new Chapel Street Ravine Stormwater Treatment System totaling \$100,000, and it is the recommendation to award to Kleinfelder Northeast Inc; and

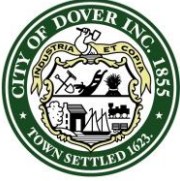
WHEREAS: Per 5-28B, Exemptions to Competitive Bidding, Formal Bidding may be waived by majority vote of the City Council, which may be done at time of making the awarded; and

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 in the amount of \$100,000.00 to Kleinfelder Northeast, Inc as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with vendors consistent with the Purchase Order authorized herein.

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

Financing Account	Description	Appropriation	Balance
2110.1.300.43155.4339.01155.24	ARPA Chapel St Ravine Stormwater Treatment System Property Assessment	100,000.00	100,000.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R - 2023.12.13 - 189**
Resolution Re: Authorization to Award Chapel St Ravine Stormwater Treatment System Property Assessment to Kleinfelder Northeast, Inc

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

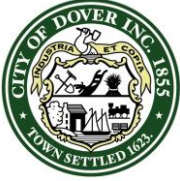
Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert 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.4.

Resolution Number: **R - 2023.12.13 - 189**
Resolution Re: Authorization to Award Chapel St Ravine Stormwater Treatment System Property Assessment to Kleinfelder Northeast, Inc

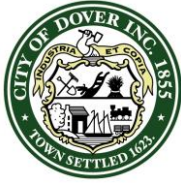
RESOLUTION BACKGROUND MATERIAL:

In March 2022, the City of Dover and its consulting engineer (Kleinfelder) completed a study (the Chapel Street Ravine Stormwater Treatment System Study), which was financed by a \$75,000 Stormwater Planning Loan from the Clean Water State Revolving Fund (CWSRF) administered by the New Hampshire Department of Environmental Services (NHDES) CWSRF Loan Program.

The study concluded that the existing Chapel Street Ravine holds considerable potential as a location for a green infrastructure-based stormwater treatment system. Due to the relatively few numbers of properties affected, the lack of physical access to the ravine, the current limited use of the ravine as a corridor for existing utilities, the presence of wetlands, the geometry/configuration of the ravine, and the lack of realistic potential for future development within the ravine; the level of effort and cost to either acquire portions of the existing properties or obtain large easements to construct and maintain a new stormwater treatment system are expected to be reasonable.

Upon review of the prior study, the City and NHDES agreed that one of the next key steps in the overall project was to initiate discussions with the property owners of the parcels located within the ravine to gauge potential interest in the City acquiring portions of those properties as needed to construct and maintain a new stormwater treatment system.

The proposed stormwater treatment system is a significant component of a larger long-term plan to improve the drainage system within a 270-acre drainage basin that extends to Central Avenue to the west, Garrison Hill to the north, and ultimately discharges to the Cocheco River near the marina at Cocheco Street. The improvements are focused on upgrading the aging drainage system to provide sufficient capacity to convey larger design storms and alleviate existing flooding that occurs throughout the system.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2023.12.13 - 190**

Resolution Re: B13052 Emulsion Polymer Extension with Solenis LLC

WHEREAS: A sealed request for bid [#B13052](#) was issued and received for Emulsion Polymer on April 16, 2013 at 2:00 p.m.; and

WHEREAS: Four bids were received with varying products and rates. After several months of testing each product, the recommendation, based on performance and cost, was to award to Hercules Inc, Ashland Water Tech Division for the Ashland FLX 274 emulsion polymer at the rate of \$1.37/lb. In 2015, Solenis LLC purchased Hercules, Inc. offering the same pricing of \$1.37/lb. with no issued price increases between the years of 2013 and 2021; and

WHEREAS: In June 2022 based on the past success with this product since July 2013, it was the recommendation, and council approved, to remain with this product and company at the new rate of \$1.59/lb. plus a tote surcharge in the amount of \$0.04/lb. and raw material surcharge of 9%. In December 2022 council approved a new rate of \$1.72/lb to be held from January 1, 2023 to December 31, 2023. Solenis LLC has agreed to offer the same pricing of \$1.72/lb for 2024 and;

WHEREAS: The city has would like to remain with this product and company with the same rate for one-year rate of \$1.72/lb. and no other fees or surcharges. It is the recommendation to remain with same product and vendor as outlined herein; 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 Solenis LLC at the rate of \$1.72/lb. for the Praestol K274 FLX IBC emulsion polymer. 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
5320.1.300.43256.4612.00000.00	CS - Sewer - WWTP -Operating Supplies, FY23	90,569.93	42,172.03

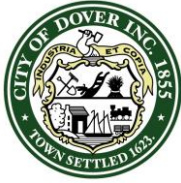
AUTHORIZATION

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: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2023.12.13 - 190**

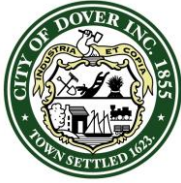
Resolution Re: B13052 Emulsion Polymer Extension with Solenis LLC

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.5.

Resolution Number: **R – 2023.12.13 - 190**

Resolution Re: B13052 Emulsion Polymer Extension with Solenis LLC

RESOLUTION BACKGROUND MATERIAL:

After a lengthy polymer trial in 2013, the WWTP facilities supervisor has found that the Ashland FLX 274 is the product that is most advantageous to the City. The low bid was received from Polydyne Inc. at \$1.08 per pound. The second low bid was received from Atlantic Coast Polymers at \$1.19 per pound. Neither of these products performed as well as the Ashland FLX 274. Therefore, it was the recommendation that the City award the bid to Hercules Inc., Ashland Water Tech Division (now under the new vendor, Solenis LLC) for the FLX 274 based on the overall cost and performance.

A product trial has previously been conducted using one of Solenis' largest competitors where double the amount of neat Polymer had to be used and it still did not meet the same performance standards as the FLX 274.

The City Council approved the request to continue with the same product and vendor for the contracted pricing schedule for the period of January 1, 2023 to December 31, 2023. The City received a one-year rate of \$1.72 and is recommending award for January 1, 2024 - 12/31/2024.

Bid Information:

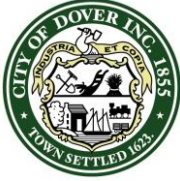
A sealed bid #B13052 was issued and received on April 16, 2013 at 2:00 p.m.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	51	Number of Responses:	4 and 2 no bids
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One year	Estimated Delivery:	As Needed
Recommended Award to:	Solenis LLC	Fund:	WWTP, Sewer Fund
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2023.12.13 - 191**
Resolution Re: B20026 Design and Build Custom In-Cast Concrete Skatepark

WHEREAS: A sealed Request for Qualifications #B20026 was issued and received for professional design/build services for the design and construction of a custom in-cast concrete skatepark on January 28, 2020 at 2:00 PM; and

WHEREAS: Three proposals were received and Artisan Concrete Services, Inc. d/b/a Artisan Skateparks of Kitty Hawk, NC was selected and approved by council [R-2021.08.11-145](#) to design and build the custom concrete skatepark, not to exceed \$500,000. The skatepark construction was to be done in Three (3) phases. Phase I – Schematic Design, Phase II – Construction Documentation and Phase III – Construction Services, and;

WHEREAS: In the summer of 2022, The Rotary Club donated a picnic shelter and as it needs to be placed on the same type of concrete slab as the rest of the skatepark. Artisan has proposed an additional \$29,850.62 for installation of the new concrete slab, 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 Artisan Concrete Services, Inc. d/b/a Artisan Skateparks of Kitty Hawk, NC for the construction and build services of the custom in-cast concrete skatepark in the amount not to exceed \$29,850.62. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement 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
4022.1.350.45220.4715.05318.22	Skate Park Relocation	171,513.00	6,229.19
4023.1.350.45220.4741.05201.23	Machinery & Equipment	6,186.89	4,921.69
4024.1.350.45220.4741.05201.24	Machinery & Equipment	75,000.00	27,951.78

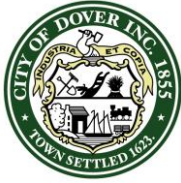
AUTHORIZATION

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: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2023.12.13 - 191**
Resolution Re: B20026 Design and Build Custom In-Cast Concrete
Skatepark

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.		

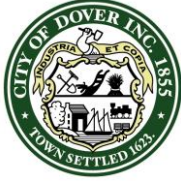
RESOLUTION BACKGROUND MATERIAL:

The City issued a Request for Qualifications #B20026 for professional design/build services for the design and construction of a 15,000-20,000 square foot, poured in place, custom concrete skatepark facility.

On April 23, 2020, a purchase order was issued to Artisan Concrete Services, Inc. for Phase I – Schematic Design in the amount of \$8,995.00.

On November 20, 2020, the City received Additional Scope of Work #1 in the amount of \$2,500.00 for services including the customization of the base bid skatepark within the new site and proposed budget, show spectator viewing areas and connection sidewalks, show future skatepark and pump track amenities, show lighting layout and 3D images and Video Fly Through of entire master plan.

On August 3, 2021, the City received the Scope of Work for Phase II – Construction Documentation and Phase III – Construction Services from Artisan Concrete Services, Inc. d/b/a Artisan Skateparks in the amount not to exceed \$500,000.00. The objectives are to define the scope of work, establish a working relationship with all team members, finalize construction documents in technical detail, submit a 90% construction documents package to the City for review and approval, submit an 100% construction documents package for construction purposes, and lastly to construct the skatepark per plan and within budget.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2023.12.13 - 191**
Resolution Re: B20026 Design and Build Custom In-Cast Concrete Skatepark

On December 1, 2023, the City received Scope of Work #2 for additional work to Phase III – Construction Services for adding concrete slab approximately 18 feet wide by 47 feet long (846 sqft) and 6 inches thick. The additional concrete slab will house a picnic shelter, donated by the Rotary Club in 2022, and will also provide an area for teaching and skills practice.

Bid Information:

A sealed Request for Qualifications #B20026 was issued and received for professional design/build services for the design and construction of a custom in-cast concrete skatepark on January 28, 2020 at 2:00 PM.

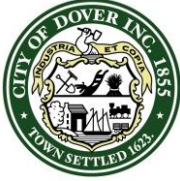
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	114	Number of Responses:	3
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Completion	Estimated Delivery:	Spring 2024
Recommended Award to:	Artisan Concrete Services, Inc. d/b/a Artisan Skateparks	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B20026 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2023.12.13 - 192**

Resolution Re: B21048-RFP24-002 Mill Street Pump Station Evaluation

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

WHEREAS: A project was identified meeting the criteria of RFQ #B21048 and a sealed Request for Proposal #B21048-RFP24-002 Mill Street Pump Evaluation was solicited and received on October 26, 2023 at 2:00 p.m. from one pre-approved firm, Woodard & Curran, for the amount of \$93,925.00; and

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

The Purchasing Agent is hereby authorized to issue a purchase order to Woodard & Curran, Andover, MA, for Mill Street Pump Station Evaluation in the amount of, not to exceed, \$93,925.00. 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
5320.1.300.43250.4741.04564.24	Machinery & Equipment	3,800,000	3,800,000

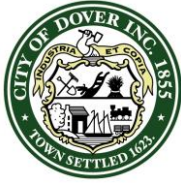
AUTHORIZATION

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: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2023.12.13 - 192**

Resolution Re: B21048-RFP24-002 Mill Street Pump Station Evaluation

DOCUMENT HISTORY:

First Reading Date:

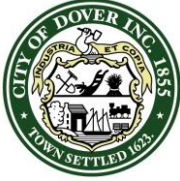
Public Hearing Date:

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 – 2023.12.13 - 192**

Resolution Re: B21048-RFP24-002 Mill Street Pump Station Evaluation

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requested proposals from its three pre-qualified wastewater engineering firms for consulting services for an evaluation of the City's Mill Street sanitary sewer pumping station in preparation for a major station upgrade. While two firms did respond, one firm respectfully declined to bid due to their existing workload.

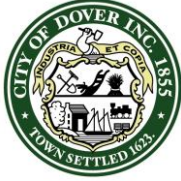
The pump station, located on Mill Street in Dover, NH, was built in the 1957, and was upgraded in the early 1980's with 2 Gorman Rupp pumps and fiberglass hut. A new standby power unit was installed during the early 1990's but all other components are original to the station including the motor control center and force main. The pumps are experiencing major cavitation issues and a major station upgrade is anticipated. The evaluation of the pump station is expected to result in the basis of design for the station upgrade under a future proposal.

The City of Dover anticipates that a full replacement of the Mill Street Pump Station is required as part of a future project and is seeking an evaluation of the pump station and surrounding infrastructure that would likely be impacted by the station's replacement. The project is expected to include the following:

- Pump Station Reconstruction
- Replacement of the existing force main from the Mill Street Pump Station to the Charles St Pump Station.
- Replacement of water main from Mill Street Pump Station to dead end on Mill Street, with water service to the Mill Street PS
- Replacement of water main from Charles Street to Central Ave
- Replacement of closed drainage system from Central Ave to Mill Street Pump Station
 - Add offline deep sump basins with hoods
 - Add stormwater treatment where possible
- Replacement of gravity sanitary sewer from Central Ave to Charles Street pump station
- Pavement Improvements to Mill and Charles Street
- Metes & bounds survey required for reconstruction

Woodard & Curran will be expected to attend kick off meeting, present a proposed project approach, which includes project equipment, software, and methodology to be used in the evaluation of the pump station. They will collect and use available data to provide finding and submit an Evaluation that will be summarized in Technical Memorandum that will be incorporated into the Basis of Design Report. The Memorandum will identify limits of survey needed to complete the full pump station reconstruction project.

The Alternatives Analysis section will compare at least two (2) design alternatives for pump station and force main improvements as well as improvements to the surrounding infrastructure. Opinions of Cost should be evaluated under the Alternatives Analysis.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2023.12.13 - 192**

Resolution Re: B21048-RFP24-002 Mill Street Pump Station Evaluation

The Proposed Recommendations section will identify which of the alternatives would help the City meet their long-term goals in accordance with their Asset Management Program. One Alternative that the City would like to be considered includes the elimination of the Charles Street Pump Station and expansion of the Mill Street Pump Station.

Bid Information:

A sealed Request for Proposal #B21048-RFP24-002 was solicited and received from two firms selected under the Wastewater Collection Treatment Engineering services as approved via resolution [R-2021.07.28-135](#) for Mill Street Pump Evaluation on October 26, 2023 at 2:00 p.m.

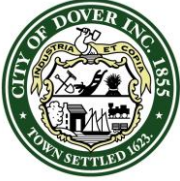
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	3	Number of Responses:	2 (one no bid)
Warranty:	No	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	asap
Recommended Award to:	Woodard & Curran	Fund:	Sewer
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000

[B21048-RFP24-002 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R - 2023.12.13 - 193**
Resolution Re: B24020 Replacement of Boilers at Library

WHEREAS: Sealed bid B24020 for Replacement of Boilers at Library, that included a mandatory pre-bid meeting on 10/6/23, was received on 10/31/2023 @ 2:30 p.m.; and

WHEREAS: The City of Dover New Hampshire is seeking a qualified vendor to replace and discard the existing two boilers and install two new boilers located at the Dover Library at 73 Locust Street and;

WHEREAS: Two (2) bid submittals were received and the proposal most advantageous came from Alliance Mechanical, Essex Junction, VT 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 Alliance Mechanical Essex Junction, VT for a total not to exceed \$82,673.15. 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
4022.1.390.45500.4725.01109.22.000.000.700	Library Renovations/Upgrades	1,296,080.31	579,631.67

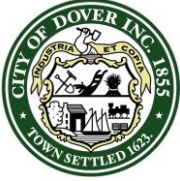
AUTHORIZATION

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: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

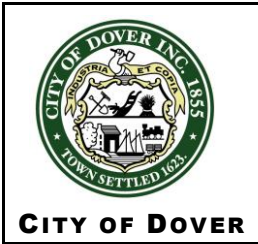
Resolution Number: **R - 2023.12.13 - 193**
Resolution Re: B24020 Replacement of Boilers at Library

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 - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R - 2023.12.13 - 193**
Resolution Re: B24020 Replacement of Boilers at Library

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requires replacement of two boilers at the Dover Public Library. The current cast iron section boilers are cracked and need to be replaced as soon as possible.

The contractor will supply all material and labor for the installation of two new Lochinvar-FTX400 boiler Systems (no substitutes). The new boilers are High Efficiency condensing boilers, that have the ability to fire at a lower combustion rate when outdoor temperature is elevated and higher when the temperature drops below freezing. Along with the boilers circulator pumps will be replaced which are controlled by a variable frequency drive, allowing the pumps to operate at multiple speeds depending on building demand. Scope of work will be to remove and dispose of existing boilers, circulator pumps, expansion tank, any other piping as indicated in the demolition plan and replaced. A new expansion tank will be installed, as well as lining the chimney to handle the new boilers exhaust. If equipment pad is not adequately sized or located correctly for the new boilers, they will be removed and a new pad will be installed.

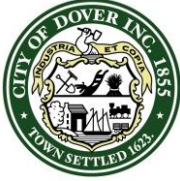
The installation of this new equipment will allow the library to have a heating system that is far more efficient than the existing equipment. This upgrade should allow the building to heat better in the fall and spring as temperatures are varying from cold to warm during the day, while providing more than enough heat during the winter months. It is expected that the new equipment will have a significant savings for the library during their peak heating season.

Boilers will be test fired and combustion adjusted to factory specifications with report to Facilities Project Manager. As-builts in digital form will be submitted to city staff at the completion of project.

Includes a manufacturer's 10 year warranty.

Type:	Purchase order	Advertised:	Yes
Invitations Mailed:	292	Number of Responses:	2
Warranty:	Yes	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	March 2024
Recommended Award to:	Alliance Mechanical	Fund:	General
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval

[B24020 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2023.12.13 - 194**

Resolution Re: B24025 Professional Consulting Services – Conservation and Open Space Chapter of the Master Plan

WHEREAS: A Sealed Request for Proposal #B24025 was issued and received for Professional Consulting Services for the Conservation and Open Space Chapter of the Master Plan on October 31, 2023 at 2:00 pm; and

WHEREAS: The City of Dover, New Hampshire, with a population of approximately 33,000, is in the process of updating and amending the existing Master Plan. The City of Dover recognizes the importance of preserving its natural resources and enhancing the quality of life for its residents through thoughtful conservation and open space planning.

WHEREAS: Two (2) responses was received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services. Resilience Planning & Design LLC was selected for this project in the amount of \$35,000.00; and

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

The Purchasing Agent is hereby authorized to issue a purchase order to Resilience Planning & Design LLC of Plymouth, NH at rates provided in conjunction with #B24025, not to exceed \$35,000.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.180.41910.4339.00000.00	Planning - Consulting Services	40,000.00	40,000.00

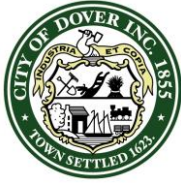
AUTHORIZATION

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: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2023.12.13 - 194**
Resolution Re: B24025 Professional Consulting Services – Conservation and Open Space Chapter of the Master Plan

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert 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:

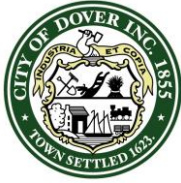
The City of Dover, New Hampshire, with a population of approximately 33,000, is in the process of updating and amending the existing Master Plan. The City of Dover recognizes the importance of preserving its natural resources and enhancing the quality of life for its residents through thoughtful conservation and open space planning.

The current Conservation and Open Space Chapter of the Master Plan was adopted by the Planning Board in 2012 and the City of Dover seeks to review and update the chapter to reflect evolving priorities and best practices in land use management. The purpose of this project is to ensure that the City's vision for conservation and open space is aligned with current environmental and community needs.

Dover has a long history of placing a priority on environmental protection and management that can be found in the Open Space and Recreation Plans that were developed in 1973, 1978, and 1988. The 2012 Conservation and Open Space Chapter served as an update to the 1988 Master Plan and integrated the information and recommendations contained in previous plans with the most recent needs that had been identified in Dover.

The consultant will be responsible for, but not limited to, evaluating the existing Conservation and Open Space Chapter of the Master Plan, identify opportunities for improvement, organize and conduct public engagement efforts, and collect and analyze data. In addition, identify and provide action items that align with city goals, provide recommendations for land preservation, recreational use and sustainable development.

All information will be prepared for public view and feedback.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2023.12.13 - 194**

Resolution Re: B24025 Professional Consulting Services – Conservation and Open Space Chapter of the Master Plan

Bid Information:

A Sealed Request for Proposal #B24025 was issued and received for Professional Consulting Services for the Conservation and Open Space Chapter of the Master Plan on October 31, 2023 at 2:00 pm.

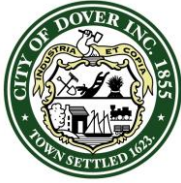
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	208	Number of Responses:	2
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Complete	Estimated Delivery:	As needed
Recommended Award to:	Resilience Planning & Design LLC	Fund:	General Fund
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2023.12.13 -195**
Resolution Re: **B24029 Winter Sand As Needed**

WHEREAS: A sealed Request for Bid #B24029 was received for Winter Sand on November 16, 2023 at 2:00 p.m. Pricing was requested by the City from qualified vendors to provide winter sand on an as-needed basis; and

WHEREAS: The City received no bid responses, and subsequently received a price quote from last year's vendor, Brox Industries. Brox has proven the necessary qualifications, experience in the ability to deliver and provide product as requested and cost. It is the recommendation to accept the proposal submitted by Brox Industries, Inc. of Dracut, MA for washed stone sand to be delivered at \$19.00 per ton or picked up at the rate of \$24.25 per ton.

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 Brox Industries, Inc. of Dracut, MA for the delivery and or pick up of winter sand at rates provided in conjunction with Bid #B24029. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.300.43125.4612.00000.00	CS Snow Removal Operating Supplies	285,060.00	31,276.84

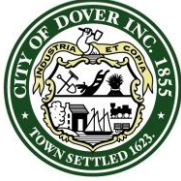
AUTHORIZATION

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: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2023.12.13 -195**
Resolution Re: **B24029 Winter Sand As Needed**

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.		

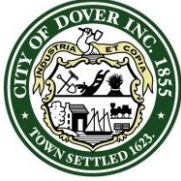
RESOLUTION BACKGROUND MATERIAL:

During a winter season, the City may use as much as 2,000 cubic yards of sand to increase traction on icy roads and sidewalks. Winter sand as specified shall be clean, dry and of hard, durable, sharp-grained particles and free from vegetable or organic matter, lumps, balls of clay or other deleterious substances.

The vendor will also supply, as requested, a sieve analysis that demonstrates proposed material meets the gradation requirements noted. The gradation shall meet the grading requirements as follows:

- 3/8 inch 100%
- #4 80-100%
- #50 0-35%
- #200 0-3%

Historical pricing for the delivery of winter sand in Fiscal Year 2023 was \$23.75/ton and in Fiscal Year 2022 the pricing was \$22.00/ton. The price of \$24.25/ton delivered for Fiscal Year 2024 represents a 2.0% increase over the prior fiscal year.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2023.12.13 -195**

Resolution Re: **B24029 Winter Sand As Needed**

The City received no formal bids and subsequently reached out to last year's vendor to see if they would continue supplying material. In the three prior years the City received only one response for this commodity item.

Bid Information:

A Sealed Request for Bid #B24029 was issued, but none received, for winter sand, delivered or picked up, and as needed on November 16th 2023 at 2:00 pm.

As reflective of the response to this bid, many municipalities throughout NH, including Rochester, Nashua and Manchester have seen a drastic decrease in the number of responses to bids, up to 60% reduction. The Purchasing Agent sent a survey out in May of 2023 to the 3415 vendors signed up to receive our bids for feedback and received minimal response. We are in the process of implementing an online bidding system with the hopes this will increase participation.

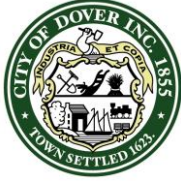
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	163	Number of Responses:	1
Warranty:	None	Terms:	Net 30, FOB Dover
Work Bonded:	N/A	Contract:	Yes
Prices will hold for:	Winter FY24	Estimated Delivery:	As Needed
Recommended Award to:	Brox Industries, Inc.	Fund:	Operating/Snow Removal
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B24029 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2023.12.13 - 196**

Resolution Re: 2024 Ford F-150 Lightning – Sourcewell Contract 091521-NAF

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 September 2021, Sourcewell solicited RFP#091521 relative to Automobiles, SUVs, Vans, and Light Trucks with Related Equipment and Accessories. Percentage discount off manufactures suggested retail price (MSRP) must be identified off list price; and

WHEREAS: On 11/4/2021, 72 Hour LLC dba, National Auto Fleet Group selected and awarded Contract 091521-NAF. It is the recommendation to accept the proposal submitted by National Auto Fleet for a 2024 Ford F-150 Lightning; and

WHEREAS: Per 5-29A, 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 cooperative buying groups, in this case, Sourcewell, 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 72 Hour, LLC dba National Auto Fleet for the purchase of 2024 Ford F-150 Lightning and related accessories in the amount of \$55,449.25 which includes the extended warranty. 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
5300.1.300.43320.4742.00000.00	Water - Light Vehides	15,000.00	15,000.00
5300.1.300.43320.4742.00000.23	Light Vehides	11,810.00	11,810.00
5320.1.300.43250.4742.00000.00	Sewer - Light Vehides	15,000.00	15,000.00
5320.1.300.43250.4742.00000.23	Light Vehides	8,810.00	8,810.00
6310.1.550.49200.4742.00000.00	Fleet Maint - Light Vehides	57,725.00	29,305.31

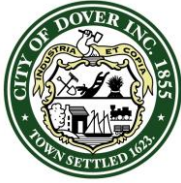
AUTHORIZATION

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: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2023.12.13 - 196**
Resolution Re: 2024 Ford F-150 Lightning – Sourcewell Contract 091521-NAF

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:

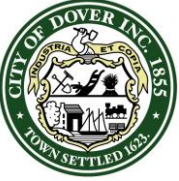
A recommendation of the Energy Commission and the City's Stewardship of Resources Master Plan is to "update the vehicle replacement program to include strategies for a city vehicle fleet powered by alternative energy sources."

Community Services seeks to acquire a pickup truck for its Water & Sewer Superintendent, as the current assigned vehicle will be transferred to water treatment and pump station operations staff. The current vehicle is unit #06, a Ford F-250, and it will get equipped with a plow for winter snow removal.

Electric vehicles have been considered for Community Services, but due to the potential for snow plowing, or extended emergency related work like a water main break, it has been determined that electric vehicles can't sustain sufficient charge during the expected operational demands a plowing event or emergency might require. To date, electric vehicles have been limited for engineering or inspections use.

The intent is to advance the use of electric vehicles by providing a front-line supervisor with a pickup truck. The vehicle will not be expected to plow snow, and will house basic water & sewer response tools and equipment like Dig-Safe location devices, gate wrenches, marking equipment, and curb stop wrenches. This

Document Created by: Purchasing	2024 Ford F150 Lightning Sourcewell Contract
Document Posted on: December 8, 2023	091521-NAF
	Page 2 of 3

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.11. Resolution Number: R – 2023.12.13 - 196 Resolution Re: 2024 Ford F-150 Lightning – Sourcewell Contract 091521-NAF
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will allow the City to experiment with a larger and heavier duty electric vehicle than currently assigned to inspectors, which are Nissan Leaf vehicles.

An extra vehicle is required for operational staff assigned to both Water Treatment and Sewer Pump Stations.

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.

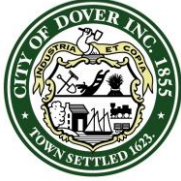
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Emailed:	N/A	Number of Responses:	N/A
Warranty:	Extended	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Delivered	Estimated Delivery:	2 nd or 3 rd QTR 2024
Recommended Award to:	72 Hour LLC; dba National Auto Fleet	Fund:	Water, Sewer & Fleet
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed \$25,000

[B24037 – Sourcewell #091521](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2023.12.13 - 197**
Resolution Re: 2024 Ford Transit Cargo Van – Sourcewell Contract
091521-NAF

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 September 2021, Sourcewell solicited RFP#091521 relative to Automobiles, SUVs, Vans, and Light Trucks with Related Equipment and Accessories. Percentage discount off manufactures suggested retail price (MSRP) must be identified off list price; and

WHEREAS: On 11/4/2021, 72 Hour LLC dba, National Auto Fleet Group selected and awarded Contract 091521-NAF. It is the recommendation to accept the proposal submitted by National Auto Fleet for a 2024 Ford Transit Cargo Van; and

WHEREAS: Per 5-29A, 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 cooperative buying groups, in this case, Sourcewell, 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 72 Hour, LLC dba National Auto Fleet for the purchase of a 2024 Ford Transit Cargo VAN and related accessories in the amount of \$56,647.21, which includes the extended warranty. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.300.41951.4742.00000.00	Cemetery - Light Vehicles	9,000.00	9,000.00
1000.1.300.43180.4742.00000.00	Facilities & Grounds -Light Vehicle	9,000.00	9,000.00
1009.1.300.41951.4742.00000.23	Light Vehicles	7,300.15	7,300.15
1009.1.300.43180.4742.00000.23	Light Vehicles	90,000.00	90,000.00
6310.1.550.49200.4742.00000.00	Fleet Maint - Light Vehicles	550,205.00	41,855.00

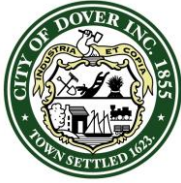
AUTHORIZATION

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: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

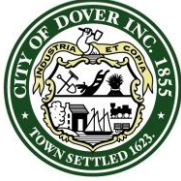
Resolution Number: **R – 2023.12.13 - 197**
Resolution Re: 2024 Ford Transit Cargo Van – Sourcewell Contract
091521-NAF

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.12.

Resolution Number: **R – 2023.12.13 - 197**
Resolution Re: 2024 Ford Transit Cargo Van – Sourcewell Contract
091521-NAF

RESOLUTION BACKGROUND MATERIAL:

The intent is to replace a 2008 Chevy cargo van, City Unit #29, that is assigned to the Facilities & Grounds Division and has accumulated over 200,000 miles and will no longer pass State Inspection. The van will be assigned to a maintenance specialist and the van is preferred over an open-body pickup truck to keep cargo secure and safe from elements.

The Fleet Manager did also reach out to dealerships, some that have vehicles listed as part of the State of NH Contracts Dealers list, i.e. McFarland Ford, Irwin, Grappone, and it was deemed that the quote received from National Auto Fleet Group was the most advantageous.

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.

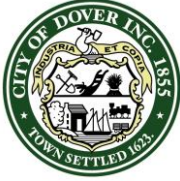
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Emailed:	N/A	Number of Responses:	N/A
Warranty:	Extended	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Delivered	Estimated Delivery:	2 nd or 3 rd QTR 2024
Recommended Award to:	72 Hour LLC; dba National Auto Fleet	Fund:	General Funds, Fleet Maintenance
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed \$25,000

[B24036 – Sourcewell #091521](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R – 2023.12.13 - 198**
Resolution Re: Professional Support Services for (SCADA) Supervisory Control and Data Acquisition - Woodard & Curran

WHEREAS: The City of Dover Community Services Department seeks to retain Woodard & Curran for (SCADA) Supervisory Control and Data Acquisition emergency support services; or for periodic control system maintenance on “as Requested” basis; and

WHEREAS: The City of Dover and Woodard & Curran has successfully engaged SCADA design, installation and upgrades since 1998 when the sealed Request for Proposal was released and awarded to Woodard & Curran. In the short-term, the City continues to require expert advice and services on matters involving the SCADA which can be procured in the form of support services from an outside consultant; and

WHEREAS: The “as requested” support services were approved [R-2022.08.24-181](#) at a locked in rate per hour as listed in the SCADA Service Program ranging from \$110-\$263 per hour depending on staff type and service for the FY2023 fiscal year; and

WHEREAS: The City would like to continue to use Woodard & Curran for various “as requested” consulting services with rates ranging from \$ 90 - \$ 265.00 per hour depending on staff type and service for the FY2024; and

WHEREAS: Per 5-28.B, Competitive Bidding Purchase; Waiver: Competitive bidding may be waived by a majority vote of the City Council.

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 Woodard & Curran of Portland, ME in the amount not to exceed \$25,000.00 for support services at hourly rates outlined in this resolution. 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
5300.1.300.43320.4341.00000	CS - Sewer - Technical Services	291,692	91, 487.05
5300.1.300.43320.4339.00000.00	CS - Water - Consulting Services	27,644	5,000

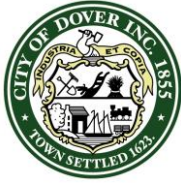
AUTHORIZATION

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: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

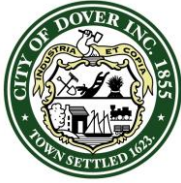
Resolution Number: **R – 2023.12.13 - 198**
Resolution Re: Professional Support Services for (SCADA) Supervisory
Control and Data Acquisition - Woodard & Curran

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.13.

Resolution Number: **R – 2023.12.13 - 198**
Resolution Re: Professional Support Services for (SCADA) Supervisory Control and Data Acquisition - Woodard & Curran

RESOLUTION BACKGROUND MATERIAL:

The City of Dover relies on a computer-based supervisory control and data acquisition (SCADA) system to monitor, regulate and control its drinking water and sanitary sewer systems. SCADA allows for real-time monitoring of all operational parameters, and can be used for remotely controlling pumps, setpoints, and other critical operating parameter. SCADA capability eliminated the need for critical facilities to be staffed on a 24/7 basis.

Woodard & Curran (W&C) was the original outside consulting firm that guided the implementation and development of a SCADA system for the City's water and sewer systems. This dated back to 1998. W&C stayed engaged over the years, helping the City with subsequent improvements and upgrades. W&C last provided SCADA system as-built drawings and line diagrams in 2005, with updates in 2008. W&C has detailed institutional knowledge of the SCADA system architecture and function.

The City had retained an in-house SCADA administrator to help oversee the systems and provide for immediate emergency support services if any issues arose. However, that position is now vacant creating a need to rely on outside consultants to provide critical emergency support services. While our water and sewer operators can respond to any alarm conditions, there is highly technical specialized computer programming skills required to trouble-shoot and diagnose some of the computer systems. This support expertise is required to ensure the water and sewer system remain fully functional at all times and through all conditions.

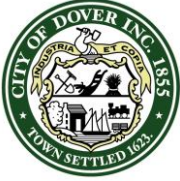
W&C is the desired consultant to provide service given their familiarity and expertise with Dover's SCADA system, and they are also recognized as industry experts and maintain a 24/7 emergency on-call network in order to provide immediate after-hours support.

Bid Information:

Per 5-28.B, Competitive Bidding Purchase; Waiver: Competitive bidding may be waived by a majority vote of the City Council.

Award Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R - 2023.12.13 - 199**
Resolution Re: Acceptance of Drainage Easement from Owner of Tax
Map J2, Lot 4 (136 Garrison Road)

WHEREAS: The City of Dover's Community Services Department planned certain work to better channelize and direct drainage flowing by gravity from Garrison Road, across a portion of Tax Map J2, Lot 4 (136 Garrison Road), and to nearby wetlands; and

WHEREAS: City staff believe the City already holds a prescriptive drainage easement, but in any event would like to formalize same in an express easement conveyance of record in the Strafford County Registry of Deeds; and

WHEREAS: The owner of Tax Map J2, Lot 4 has agreed to execute an express easement (permanent and temporary) and formalize an express, recorded drainage easement to the City in connection with the planned work.

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

The City Manager is hereby authorized to negotiate, finalize, sign, acquire, and accept an express drainage easement (permanent and temporary) from the owner of Tax Map J2, Lot 4 (136 Garrison Road), and to take any necessary steps to record said deed at the Strafford County Registry of Deeds.

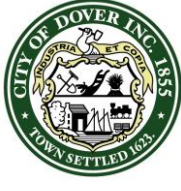
AUTHORIZATION

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: Jerrica Vanslyvong-
Bizier
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.14. Resolution Number: R - 2023.12.13 - 199 Resolution Re: Acceptance of Drainage Easement from Owner of Tax Map J2, Lot 4 (136 Garrison Road)
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DOCUMENT HISTORY:

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

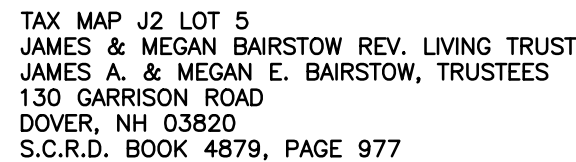
DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert 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.		

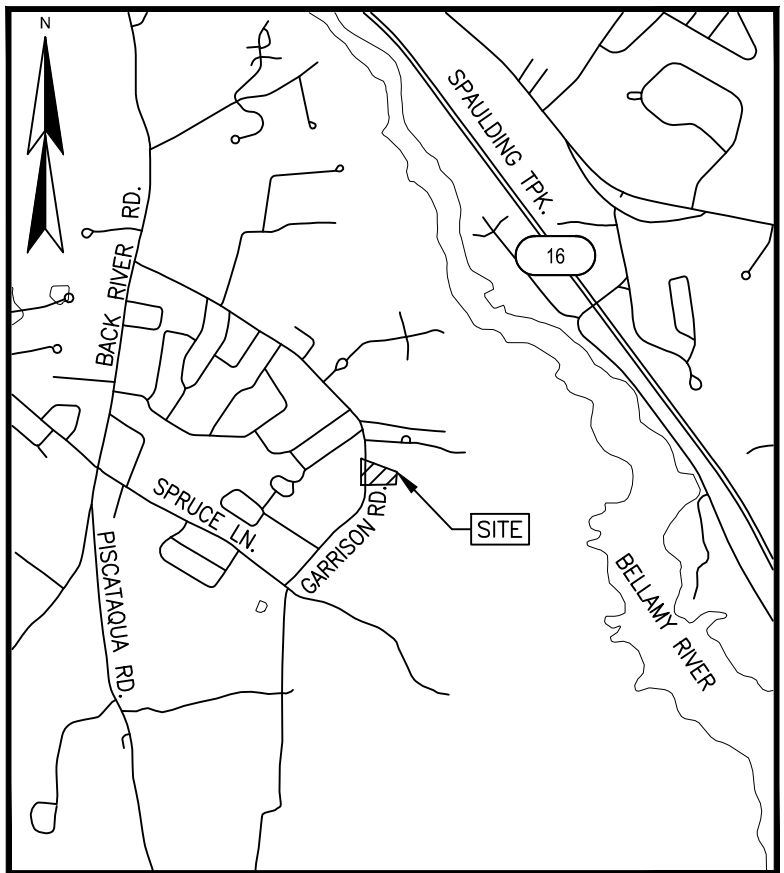
RESOLUTION BACKGROUND MATERIAL:

A copy of the final easement plan is attached, showing the “Proposed Permanent Drainage Easement Over Tax Map J2, Lot 4” and the “Proposed Temporary Construction Easement Over Tax Map J2, Lot 4”.

Document Created by: Legal Department	R-2023.12.-13 Acceptance of Drainage Easement from
Document Posted on: December 8, 2023	Owner of Tax Map J2, Lot 4 (136 Garrison Road)
	Page 2 of 2



TAZ MAP J2 LOT 6
MICHAEL D. & CHRISTIANA C. RUNEY
3 SEABORNE DRIVE
DOVER, NH 03820
S.C.R.D. BOOK 4650, PAGE 963



LOCATION MAP (1"=2000')

LEGEND

-  ——— APPROXIMATE LOT LINE PER PLAN REF. 1
 - - - APPROXIMATE ABUTTERS LOT LINE
 - - - - - PROPOSED EASEMENT LINE
 ——— D DRAIN LINE
 - - - - - DRAIN CULVERT
 ——— S SEWER LINE
 EDGE OF DELINEATED WETLAND
 WETLAND AREA
 ○ PIPE/ROD FOUND
 (S) SEWER MANHOLE
CONC. CONCRETE
EP EDGE OF PAVEMENT
SGC SLOPED GRANITE CURB
VGC VERTICAL GRANITE CURB



EASEMENT PLAN

FOR THE

CITY OF DOVER

LAND OF

DEBORAH L. AVERILL

TAX MAP J2 LOT 4
136 CARRISON ROAD

136 GARRISON ROAD
AND

AMES & MEGAN BAIRSTOV

REVOCABLE LIVING TRUST

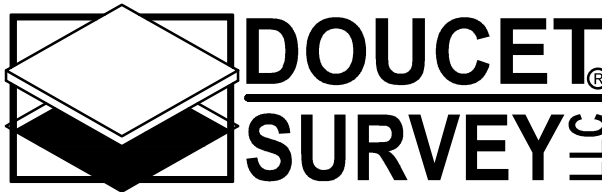
TAX MAP J2 LOT LOT 5

130 GARRISON ROAD

DOVER, NEW HAMPSHIRE

1	11/21/23	REVISE EASEMENTS PER CITY	MWF
NO.	DATE	DESCRIPTION	BY

DRAWN BY: A.K.H.	DATE: AUGUST 3, 2023
CHECKED BY: M.W.F.	DRAWING NO. 8167A
JOB NO. 8167	SHEET 1 OF 1



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<http://www.doucetsurvey.com>

NOTES

1. REFERENCE: TAX MAP J2 LOT 4
DEBORAH L. AVERILL
136 GARRISON ROAD
DOVER, NEW HAMPSHIRE
S.C.R.D. BOOK 3777, PAGE 743
- TAX MAP J2 LOT 5
JAMES & MEGAN BARTSTOW REV. TRUST
130 GARRISON ROAD
DOVER, NEW HAMPSHIRE
S.C.R.D. BOOK 3783, PAGE 641
2. FIELD SURVEY PERFORMED BY M.A.W. & A.E.K. (DOUCET SURVEY) ON JULY 5, 2023 USING A TOTAL STATION AND A SURVEY GRADE GPS WITH A DATA COLLECTOR AND AN AUTO LEVEL. TRAVERSE ADJUSTMENT BASED ON LEAST SQUARE ANALYSIS.
3. HORIZONTAL DATUM BASED ON NAD83(2011) NEW HAMPSHIRE STATE PLANE COORDINATE ZONE (2800) DERIVED FROM REDUNDANT GPS OBSERVATIONS UTILIZING THE KEYNET GPS VRS NETWORK.
4. THE INTENT OF THIS PLAN IS TO SHOW THE LOCATION OF PROPOSED DRAINAGE AND CONSTRUCTION EASEMENTS ACROSS CITY OF DOVER TAX MAP J2, LOTS 4 & 5.
5. DOUCET SURVEY DID NOT COMPLETE A FULL BOUNDARY SURVEY OF THE PARCELS SHOWN. APPROXIMATE LOT LINES ARE SHOW BASED ON AN ALIGNMENT OF THE LISTED REFERENCE PLAN TO MONUMENTS FOUND IN THE FIELD.
6. ALL UNDERGROUND UTILITIES (ELECTRIC, GAS, TEL. WATER, SEWER DRAIN SERVICES) ARE SHOWN IN SCHEMATIC FASHION, THEIR LOCATIONS ARE NOT PRECISE OR NECESSARILY ACCURATE. NO WORK WHATSOEVER SHALL BE UNDERTAKEN USING THIS PLAN TO LOCATE THE ABOVE SERVICES. CONSULT WITH THE PROPER AUTHORITIES CONCERNED WITH THE SUBJECT SERVICE LOCATIONS FOR INFORMATION REGARDING SUCH. CALL DIG-SAFE AT 1-888-DIG-SAFE.

REFERENCE PLAN:

SUBDIVISION OF LAND PREPARED FOR BUSINESS PARTNERS, INC. OF LAND OWNED BY JENSEN'S, INC. TAX MAP J LOT NO. 2 GARRISON ROAD AND SEABORNE DRIVE DOVER, STRAFFORD COUNTY NEW HAMPSHIRE DATED JANUARY 28, 2003 BY MCENEANEY SURVEY ASSOCIATES, INC. S.C.R.D. PLAN 69-4 & 69-5.

TAX MAP J2 LOT 3
STEPHEN C. & JENNIFER D. MONE
142 GARRISON ROAD
DOVER, NH 03820-4589
S.C.R.D. BOOK 3271, PAGE 782

TAX MAP J2 LOT C-0
PORTSMOUTH CHRISTIAN ACADEMY
20 SEABORBN DR.
DOVER, NH 03820
S.C.R.D. BOOK 2077, PAGE 595

PURSUANT TO RSA 676:18, III:

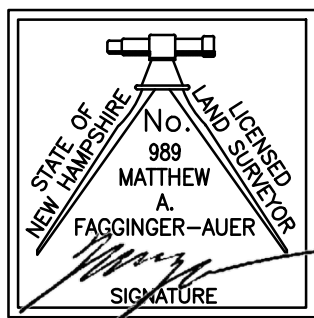
I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN.

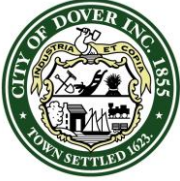
I CERTIFY THAT THIS SURVEY AND PLAN WERE PREPARED BY ME OR BY THOSE UNDER MY DIRECT SUPERVISION AND FALLS UNDER THE URBAN SURVEY CLASSIFICATION OF THE NH CODE OF ADMINISTRATIVE RULES OF THE BOARD OF LICENSURE FOR LAND SURVEYORS. I CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND AND IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. RANDOM TRAVERSE SURVEY BY TOTAL STATION, WITH A PRECISION GREATER THAN 1:15,000."

L.L.S. #989

DATE _____

THE CERTIFICATIONS SHOWN HEREON ARE INTENDED TO MEET REGISTRY OF DEED REQUIREMENTS AND ARE NOT A CERTIFICATION TO TITLE OR OWNERSHIP OF PROPERTY SHOWN. OWNERS OF ADJOINING PROPERTIES ARE ACCORDING TO CURRENT TOWN ASSESSORS RECORDS.





CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.15.

Resolution Number: **R - 2023.12.13 - 200**
Resolution Re: B23024 – Architectural Design Services – Waterfront Park Building

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

WHEREAS: The city received four (4) replies, including a proposal from CJ Architects and it was approved by council [R-2023.01.11-003](#) and awarded to CJ Architects of Portsmouth, NH in the amount of \$86,100.00; and

WHEREAS: As a result of the City's Waterfront Committee requesting changes the original design, the City received a change order in the amount of \$34,750.00 from CJ Architects.

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

The Purchasing Agent is hereby authorized to issue a change order to CJ Architects of Portsmouth, NH at rates in conjunction with B23024, not to exceed \$34,750.00. The City Manager, or designee, is hereby authorized to contract with the vendor consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4024.1.180.41910.4715.02513.24	Cochecho River Park Improv	10,000,000.00	2,107,000.00

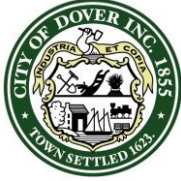
AUTHORIZATION

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: Jerrica Vansylyvong-
Bizier
City Clerk

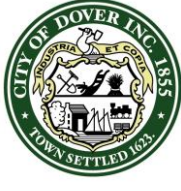
 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.15.	
Resolution Number: R - 2023.12.13 - 200 Resolution Re: B23024 – Architectural Design Services – Waterfront Park Building		

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.		

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.15. Resolution Number: R - 2023.12.13 - 200 Resolution Re: B23024 – Architectural Design Services – Waterfront Park Building
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RESOLUTION BACKGROUND MATERIAL:

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

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

On 11/2/2023, CJ Architects, in response to changes requested from the City Waterfront Committee, submitted a Proposal in the amount of \$34,750.00 relative to changes to the Concept Review, Schematic Design, Design Development, Construction Documents and Structural Engineering.

Bid Information:

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

Award Information:

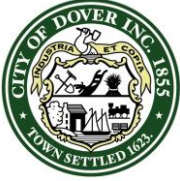
A purchase order will be issued to the vendor selected to authorize future expenditures.

Purchasing Information:

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

[B23024 Bid Documents](#)

Document Created by: Purchasing Document Posted on: December 8, 2023	R-2023.12.13 B23024 Additional Scope of Work for Architectural Design Services Cochecho Waterfront Park Building (1) Page 3 of 3
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.16.

Resolution Number: **R - 2023.12.13 - 201**
Resolution Re: B23078 –Additional Scope of Work for Design Build for Inspection Services Building

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 received two (2) submittals and the proposal most advantageous was received by Martini Northern, and was approved by council [R-2023.09.27-158](#);

WHEREAS: On 12/4/2023, The City received a Change Order for additional design and pre-construction services to modify the Inspections Building to accommodate for future expansion of the Community Services Building in the amount of \$38,665.00, and;

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

The Purchasing Agent is hereby authorized to issue a Change Order to Martini Northern for rates and scope of work, not to exceed \$38,665.00. 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	72,395.52	72,392.52

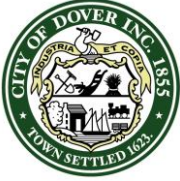
AUTHORIZATION

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: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.16.

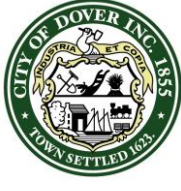
Resolution Number: **R - 2023.12.13 - 201**
Resolution Re: B23078 –Additional Scope of Work for Design Build for
Inspection Services Building

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert 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.16. Resolution Number: R - 2023.12.13 - 201 Resolution Re: B23078 –Additional Scope of Work for Design Build for Inspection Services Building
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RESOLUTION BACKGROUND MATERIAL:

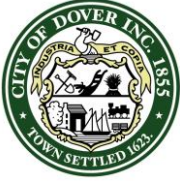
The additional Scope of work includes the following:

Item:	Description:	Trade:	Cost:
#1	The additional design and pre-construction services completed for the Inspections Building per changes requested by the City of Dover from the start of the project on 11/8/23 to 11/30/2023.	Warrenstreet Architects: Martini Northern:	\$6,500 \$2,800
#2	The additional design and pre-construction services to modify the Inspections Building to accommodate for the future expansion of the CS Building. This includes increasing MEP & FP infrastructure in the Inspections Building to accommodate for the future expansion of the CS addition, but does <u>not include</u> the additional cost of these systems	Warrenstreet Architects: Martini Northern:	\$8,500 \$2,350
#3	The additional design and pre-construction services to design the CS Building Addition	Warrenstreet Architects: Martini Northern:	\$11,500 \$3,500
SUB TOTAL COST:			\$35,150
	Fee Mark-up:	10%	\$3,515
TOTAL COST:			\$38,665

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

[B23078 Bid Documents](#)

Document Created by: Purchasing Document Posted on: December 8, 2023	R-2023.12.13 B23078 Additional Scope of Work for Design Build for Inspections Building (1) Building Page 3 of 3
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2023.12.13 - 202**
Resolution Re: **FY2025 Budget Guidance**

- WHEREAS: The Dover School District and City Manager are beginning to assemble the recommended budget for submission to the Dover City Council for Fiscal Year 2025; and,
- WHEREAS: A comprehensive series of financial policies have been established for the municipality to strengthen and sustain the financial health and long-term operational needs of the community; and,
- WHEREAS: In accordance with the City of Dover's adopted financial policies, the City Manager has provided to the City Council a preliminary budget estimate for FY 2025; and,
- WHEREAS: Following submission of the preliminary budget estimate, the adopted financial policies require the City Council to review and approve a preliminary budget resolution giving budgetary guidance to the City Manager and the School Department for development of the budget for the forthcoming fiscal year; and,
- WHEREAS: The three-year average in the Consumer Price Index for all consumers is projected as 4.5%, resulting in a preliminary tax cap analysis for the FY2025 budget estimating an allowed increase in the overall FY 2025 City and Local School tax levies of \$5,740,940.

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

The City Manager and School Board shall submit their recommended budgets for Fiscal Year 2025 pursuant to State law and the Dover City Charter and in accordance with the City of Dover's adopted Financial Policies.

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

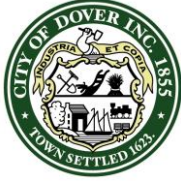
Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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

Document Created by: Legal
Document Posted on: December 8, 2023

R-2023.12.13 FY2025 Budget Guidance
Page 1 of 2

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.1. Resolution Number: R - 2023.12.13 - 202 Resolution Re: FY2025 Budget Guidance	

DOCUMENT ACTIONS:

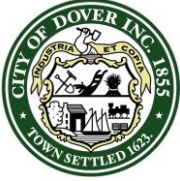
VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Warach, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth,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

RESOLUTION BACKGROUND MATERIAL:

This resolution requires the City Manager and School Board to submit their recommended budgets for FY2025 to the City Council in accordance with State Law, the City Charter and Dover’s adopted financial policies.

The CPI figure used above, and in the current tax cap analysis, is in part projected, as the final figure for the 2023 year has not yet been published. In addition, the net construction/demolition permit value is not finalized as end-of-December 2023 values are not complete at this time.

A preliminary tax cap analysis and a preliminary budget estimate were provided at the Joint Meeting of City Council and School Board on December 6, 2023.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2023.12.13 - 203**
Resolution Re: Recognizing Traditional Foraging Rights on City of Dover
Public Conservation Lands

WHEREAS: The lands on which the City of Dover, New Hampshire, now sit are the ancestral lands of the Pennacook-Abenaki-Wabanaki peoples, with history of use by other Indigenous peoples as well who hunted and gathered upon the lands;

WHEREAS: The City has promulgated a Land Acknowledgment, most recently on June 22, 2022 ([R-2022.06.22 – 135](#)), in order to recognize and identify the first people who inhabited Dover, to show respect, and to honor the land that is, and was, their homeland; and

WHEREAS: Both Indigenous leaders and the Conservation Commission recognize that foraging rights must respect the contemporary state of the natural landscape; and

WHEREAS: On November 13, 2023, the Conservation Commission adopted a foraging policy with support from the Committee for Racial Equity and Inclusion. The adopted policy and guidelines are attached to this resolution.

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

The foraging policy adopted by the Conservation Commission on November 13, 2023 and attached to this resolution, which is intended to recognize and support Indigenous foraging rights as outlined in the guidelines presented in attached policy, is hereby acknowledged and approved.

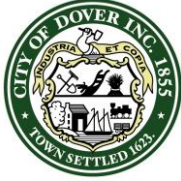
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Linnea Nemeth
Councilor Lindsey Williams

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

Recorded by: Jerrica Vansylyvong-
Bizier, City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.2.	
Resolution Number: R - 2023.12.13 - 203 Resolution Re: Recognizing Traditional Foraging Rights on City of Dover Public Conservation Lands		

DOCUMENT HISTORY:

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

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert 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:

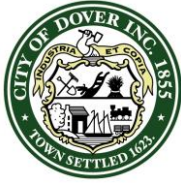
See attached.

RESOLUTION BACKGROUND MATERIAL:

It shall be the policy of the Dover Conservation Commission to recognize and support Indigenous foraging rights on City owned conservation lands, subject to the following guidelines:

- a) This policy applies to shrubs, flowers, grasses, fungi and other productive non-animal species. Plants and fungi should never be gathered more than the species can support, and such gathering should be done with reverence and respect. Foraging must be done in a non-destructive manner.
- b) Endangered species, threatened species, and species of conservation concern, whether plant, animal, fungi, or any other type of organism, shall remain within the natural landscape.
- c) Hunting, trapping, fishing and timber harvesting are not “foraging” within the meaning of these guidelines and are not authorized by this policy.
- d) In recognition that Indigenous peoples have incorporated use of non-native species into their cultural practices as part of adaptation to a changing landscape, this policy supports use of those species. Care should be taken to prevent the spread of those species by way of proper handling and storage.
- e) In order to facilitate a better understanding of ongoing Indigenous connections with the landscape by the City, identify educational opportunities, and support inventory of natural resources on City lands, Indigenous peoples acting on these rights are invited to notify the Chair of the Conservation Commission of their intent to forage and of any species collected.
- f) This policy does not convey an exclusive right to forage on City owned conservation lands. The policy does not supersede or modify any existing agreements, designations, or regulations concerning land within the City of Dover. Anyone foraging should first review the source of the City’s rights in the conservation land, as some conveying instruments or deeds contain use limitations or conditions. Foraging should not be undertaken if, and to the extent, doing so is inconsistent with the City’s property rights in any given conservation land.

The Conservation Commission shall periodically review and revise this policy as needed in consultation with Indigenous communities, City bodies, state and federal agencies, and the public at large.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2023.12.13 - 204**

Resolution Re: B24005 Award of Construction Management Service for
Dover Library

WHEREAS: Sealed request for qualifications for B24005 were requested and received on September 14, 2023 at 2:00 pm for Construction Management Services for the Dover Library; and

WHEREAS: The City received seven (7) submittals from firms for qualifications. Four (4) of the firms were selected and interviews were conducted on October 10th and 12th of 2023. The evaluation committee selected two (2) firms to submit a cost proposal which was received on 10/27/23 @ 2:00 p.m. Upon review, by unanimous vote of the committee, Bonnette Page & Stone, Laconia, NH, was selected as the low bidder and also due to their experience with historical buildings and;

WHEREAS: Bonnette, Page & Stone (BP &S) will include, but not be limited to, managing the Planning and Construction of the Dover Public Library.

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 Bonnette, Page & Stone, Laconia, NH at rates provided in conjunction with RFQ B24005, not to exceed \$351,922.64. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
4022.1.390.45500.4725.01109.22.00	Library - Renovations/Upgrades	1,296,080.31	848,881.16

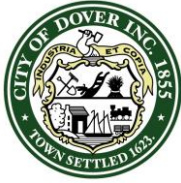
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

Approved for Legal Compliance: Joshua Wyatt
City Attorney

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2023.12.13 - 204**
Resolution Re: B24005 Award of Construction Management Service for
Dover Library

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:

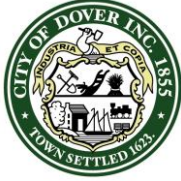
Sealed request for qualifications were solicited and received on September 14, 2023 at 2:00pm for Construction Management Services for the Dover Library. Seven (7) responses were received and ranked by the Dover Library Committee and city personnel.

Four firms were selected to interview and those were conducted on October 10th and 11th, 2023. Two firms were selected to submit a cost proposal which was received on 10/27/23 @ 2:00 p.m. Upon review, by unanimous vote of the committee, Bonnette Page & Stone, Laconia, NH, was selected as the low bidder but this was also based on their experience with historical buildings, and;

Work to be conducted by Bonnette, Page & Stone (BP &S) will include, but not be limited to, managing the Planning and Construction of the Dover Public Library, which includes renovating existing space as well as an addition containing new restrooms and elevator.

BP&S will work in in cooperation with City Officials, the City's contracted Architect and Engineer, to administer the construction of the Dover Public Library. The construction management services will also include management and scheduling of the building construction. BP&S will work in coordination with City Staff, be responsible for constructability review, cost estimating, bidding and establishment of construction schedules.

The City has completed the preliminary designs and will issue a schematic set of documents to BP&S to identify project phasing and develop the construction budget by January 2024 to be complete by June 2025.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2023.12.13 - 204**

Resolution Re: B24005 Award of Construction Management Service for
Dover Library

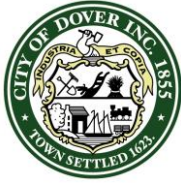
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	610	Number of Responses:	7
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	Spring/Summer 2024
Recommended Award to:	Bonnette, Page & Stone	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B24005 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2023.12.13 - 205**

Resolution Re: Authorization to Accept and Expend the FHWA National Culvert Removal, Replacement & Restoration Grant

WHEREAS: The City has received notice from the Federal Highway Administrations (FHWA) and the State of New Hampshire Department of Transportation of an award in the amount of \$553,350 in grant funds for the purpose of funding the advance of the restoration project and development for the upgrades to the Bellamy Road Culvert; and

WHEREAS: This federal pass through assistance grant requires a city match of \$26,350 and non-city match of \$105,400 to come from the State of NH Charitable Foundation. The FHWA amount is \$421,600 for a total project of \$553,350; and

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

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

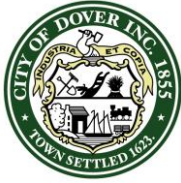
In accordance with NH RSA 31:95-b and RSA 21-P:43, the City Manager is authorized to apply for, accept, and expend grant funds allocated to the City of Dover on behalf of the Federal Highway Administrations (FHWA) and the State of New Hampshire Department of Transportation, and any funding received is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

AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The amount of this authorization shall be limited so as not to exceed available funding.

Financing			
Account	Description	Appropriation	Balance
TBD	FHWA Bellamy Rd Culvert AOP Program	421,600.00	421,600.00
City Payroll	City Match In Kind City Staff Time	26,350.00	26,350.00
TBD	NH Charitable Foundation	105,400.00	105,400.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2023.12.13 - 205**

Resolution Re: Authorization to Accept and Expend the FHWA National
Culvert Removal, Replacement & Restoration Grant

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

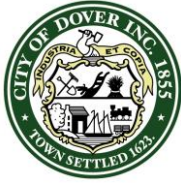
Recorded by: Jerrica Vansylyvong-
Bizier, City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert 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.4.

Resolution Number: **R – 2023.12.13 - 205**

Resolution Re: Authorization to Accept and Expend the FHWA National Culvert Removal, Replacement & Restoration Grant

RESOLUTION BACKGROUND MATERIAL:

The City of Dover partnered with the New Hampshire Department of Environmental Services to apply to the FHWA National Culvert Removal, Replacement, and Restoration Grant Program (Culvert AOP Program) for the design and permitting of the replacement of the Bellamy Road Bridge that conveys the Bellamy River.

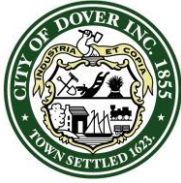
The existing crossing was constructed in 1967 and consists of corrugated metal plate (CMP) culvert. The New Hampshire Department of Transportation (NHDOT) issued a Critical Bridge Deficiency letter in July 2003 to the City recommending the culvert be posted to restrict loading to a maximum of 6 tons as a result of the culvert's severe deterioration. In the fall of 2004, a temporary reinforced concrete liner was constructed along the invert of the culvert to improve the bridge's structural capacity and avoid the change in load classification. The concrete invert contributes to the structure being perched above downstream water surface elevation, which is prohibitive to aquatic organism passage. In 2007, the Bellamy Road was overtopped by flood flows produced during the Patriots Day storm, which caused significant scour along the downstream embankment and road profile. While the structure was not affected, emergency action was required to re-build the road embankment slope on the downstream side with rip rap.

Over the past 20 years, NH Restoration partners have completed 3 dam removal projects along the lower Bellamy River, which has restored aquatic connectivity from Great Bay to an additional 1 mile of freshwater riverine habitat. In order to restore an additional 5.2 miles of stream habitat connectivity for anadromous River Herring, NH Restoration Partners are now focused on resolving a series of stream barriers that contribute to poor aquatic organism passage from river mile 5.1 to 5.3, including the Bellamy Road Culvert (river mile 5.2). The requested funding from the FHWA Culvert AOP Grant will enable the City of Dover to partner with NH Department of Environmental Services - Coastal Program (NHCP) and NH Fish and Game Department – Marine Division (NHF&G) to advance critical next steps of Bellamy River Fish Passage Restoration Project.

The design process will be guided by the following design objectives:

- to meet transportation needs, including accommodating anticipated vehicles and loadings.
- to optimize fish passage conditions through project reach for anadromous fish
- to safely accommodate flood flows with adequate freeboard
- to incorporate climate change considerations in all design elements
- to adhere to regulatory guidance and rule

The City will use the requested grant funding to hire a consulting engineer to perform design, engineering, and permitting with the abject of achieving 'shovel ready status' within the proposed 3-year grant duration.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2023.12.13 - 206**

Resolution Re: Authorization to Apply and Accept LWCF Cochecho River
Park II Sub-Recipient Grant

WHEREAS: The City has received notice from the Federal Land and Water Conservation Fund (LWCF) and the State of New Hampshire Department of Natural and Cultural Resources Division of Parks and Recreation of the opportunity of a \$500,000 grant for the purpose of supporting preservations, access to, and development of land to be dedicated to outdoor recreations use; and

WHEREAS: This federal pass through assistance grant requires a 50% city match which is reflected in the FY25 CIP and is contingent upon Governor and Council Approval; and

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

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

In accordance with NH RSA 31:95-b and RSA 21-P:43, the City Manager is authorized to apply for and accept grant funds allocated to the City of Dover on behalf of the Federal Land and Water Conservation Fund received is hereby appropriated for said purposes. The City Council, in a majority vote, accepts the terms and requirements of the Grant, and authorizes the City Manager to sign all necessary paperwork for the grant.

Financing			
Account	Description	Appropriation	Balance
TBD	LWCF Grant Cochecho River Park II	500,000.00	500,000.00
TBD	City Match Cochecho River Development	500,000.00	500,000.00

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

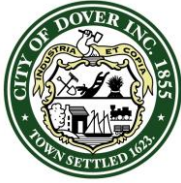
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier, City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2023.12.13 - 206**
Resolution Re: Authorization to Apply and Accept LWCF Cochecho River
Park II Sub-Recipient Grant

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:

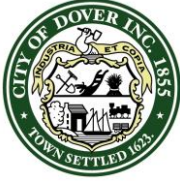
In 2015, the City of Dover applied for and received a \$150,000.00 grant through the Federal Land and Water Conservation Fund (“LWCF”) Program. This program is intended for the procurement, preservation, access to and development of land which will be kept in recreation use for perpetuity. Grant opportunities are available annually and is locally administered by through the State of New Hampshire Parks and Recreation Division. More information about the LWCF program can be found at this link:

<https://www.nhstateparks.org/about-us/community-recreation/land-water-conservation-fund-grant>

The purpose of the grant referenced in this resolution was for the purchase and installation of a Park Pavilion on the Cochecho River specifically to provide a covered space for visitors to the new Waterfront Park to enjoy views of the river. The pavilion will be a centerpiece of the park and will provide shelter and a space for information kiosks, be the focal point for social gatherings, and be tied into the overall park and walkway network which will stretch from Henry Law Park through Maglaras Park.

The pavilion will be located on property owned by the City of Dover along the Cochecho River and adjacent to the waterfront development project currently underway. The pavilion will be adjacent to and support the paddle sports dock.

Document Created by: Finance	R-2023.12.13 Authorization to Apply and Accept a LWCF
Document Posted on: December 8, 2023	Cochecho River Park II Sub-Recipient Grant (3)
	Page 2 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

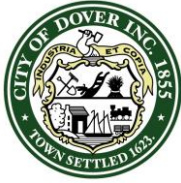
Agenda Item#: 13.B.5.

Resolution Number: **R – 2023.12.13 - 206**

Resolution Re: Authorization to Apply and Accept LWCF Cochecho River
Park II Sub-Recipient Grant

One significant requirement of the LWCF grant program is that property improvements and projects funded will be required to designate an agreed upon area to remain as public park land for recreational use in perpetuity. In this instance, the new waterfront park, proposed to be called Cochecho River Park, is to be substantially designated as the parkland that is protected under what is called the 6(f)(3) provision of the Land and Water Conservation Fund Act of 1965.

In order to close out the grant agreement with the State of New Hampshire and the Federal government the City has to provide documentation of that designation being officially approved with a signed property map and a signed and recorded notice of grant requirements for the registry of deeds. City staff have engaged a land surveyor and coordinated with State representatives to arrive at final, proposed versions of the property map and notice of grant requirements being provided with this resolution.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2023.12.13 - 207**

Resolution Re: Authorization to Accept and Expend the Mass General Brigham Wentworth-Douglass Hospital Community Benefit Grant

WHEREAS: The City has received notice from the Mass General Brigham Wentworth-Douglass Hospital Community Benefit Grant of an award of \$150,000 of grant funds for the purpose of funding City of Dover Police Department community outreach and substance misuse prevention programs for healthier youth and families in Dover; and

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

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

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

AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The amount of this authorization shall be limited so as not to exceed available funding.

Financing			
Account	Description	Appropriation	Balance
TBD	Mass General Brigham Wentworth-Douglass Hospital Community Benefit Grant	150,000.00	150,000.00

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

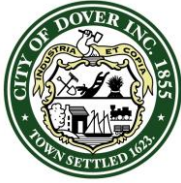
AUTHORIZATION

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: Jerrica Vansylyvong-
Bizier, City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2023.12.13 - 207**
Resolution Re: Authorization to Accept and Expend the Mass General Brigham Wentworth-Douglass Hospital Community Benefit Grant

DOCUMENT HISTORY:

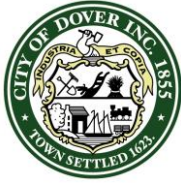
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

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:

The Dover Police Department has received funding from Wentworth-Douglass Hospital to help support the department's community outreach and youth substance use prevention efforts for many years. This funding has continued since the hospital became part of the Mass General Brigham system. The proposal submitted in October 2023 requested funding to help support the activities of the Dover Police Department's Youth to Youth program and the Dover Coalition for Youth as well as funding for the department's homelessness outreach social worker. On November 8, 2023, the police department was notified that the funding was approved at the requested amount of \$150,000.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2023.12.13 - 208**

Resolution Re: Reprogram Unexpended Bond Proceeds from River St Pump Station Project to Aeration Blower Project

WHEREAS: On an annual basis the City Council adopts the Capital Improvements Program (CIP), which includes the Debt Financing authorization for certain CIP projects; and

WHEREAS: Due to lower than anticipated project costs there is an excess \$200,000 of unexpended bond proceeds from the River St Pump Station Improvements CIP budget; and

WHEREAS: The City has identified the immediate need for additional funding for the Aeration Blower Retrofit CIP project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The amount of \$200,000 of unexpended bond proceeds is hereby reprogrammed from the River St Pump Station Project to the Aeration Blower project as follows:

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
5320.1.300.43250.4741.04594.24	River St Pump Station	1,948,754.	(200,000)	1,748,754
5320.1.300.43250.4741.04593.24	Aeration Blower Project	0.00	200,000	200,000
	Total Available Funding	1,948,754	0.00	1,948,754

NOTE: This resolution reprograms unexpended bond proceeds and therefore 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 the public hearing.

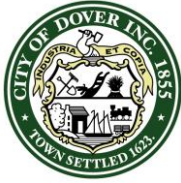
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2023.12.13 - 208**
Resolution Re: Reprogram Unexpended Bond Proceeds from River St
Pump Station Project to Aeration Blower Project

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.		

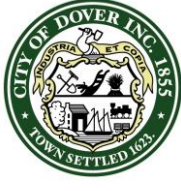
RESOLUTION BACKGROUND MATERIAL:

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the Aeration Blower Retrofit project.

This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized financing the River St Pump Station project. This resolution reprograms funding from River St Pump Station project to the Aeration Blower project. On October 26, 2022 the City Council adopted the FY2024 Capital Improvements Plan (CIP) Authorization for bonding, which included \$4,500,000 for the River St Pump Station project. The project is now in progress and there is \$200,000.00 of unexpended bond proceeds that can be reprogrammed to another City CIP project.

The Aeration Blower project is an approved CIP Project and is currently an active project. The City Council previously authorized \$750,000 Aeration Blower Project on November 10, 2021 as part of the FY2023 CIP. The project has need for additional funding for the construction portion in conjunction with the construction oversight for the installation of the aeration blowers.

Document Created by: Finance Department Document Posted on: December 8, 2023	R-2023.12.13 Reprogram Unexpended Bond Proceeds from River St Pump Station Project to Aeration Blower Project	Page 2 of 2
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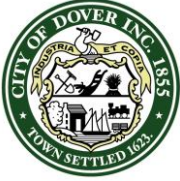
 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 13.C.1. Ordinance Number: O – 2023.12.13 - 17 Ordinance Title: Vehicles and Traffic Chapter: 141 Section: 30 Hours of operations and rates
---	---

The City of Dover Ordains:

1. **PURPOSE**
The purpose of this ordinance is to amend Chapter 141 of the Dover Code to codify certain recommended ordinance amendments by the City’s Parking Commission.
2. **AMENDMENT**
Chapter 141 entitled “Vehicles and Traffic” is hereby amended by revising Section 141-30, “Hours of operation and rates”, as follows:
 - a. **THE FOLLOWING ARE AMENDED:**

§ 141-30 **Hours of operation and rates.**

- A. Paid parking shall be required daily between the hours of 9:00 a.m. and 8:00 p.m., except on Sundays, with the exception of:
 - (1) The Orchard Street Parking Garage where designated as metered or paid parking shall also be required as paid parking at all times, 24 hours a day and seven days a week.
 - (2) The following holidays: January 1; the third Monday in January, known as Martin Luther King, Jr. Civil Rights Day; the third Monday in February, known as Washington's Birthday; the last Monday in May, known as Memorial Day, or on a date to coincide with the federal observance if it is held on a different day; July 4; the first Monday in September, known as Labor Day; the second Monday in October, known in Dover as Indigenous People's Day; November 11, known as Veterans Day; Thanksgiving Day; the Friday after Thanksgiving; and Christmas Day. When one of the listed holidays falls on a Sunday, the Monday after shall be observed as a holiday.
 - (3) Any vehicle bearing the following special New Hampshire license plates and in use by the person qualifying for said special plates shall be entitled to free parking in metered spaces for no more than three hours each day: Purple Heart (including Purple Heart-Vanity), Gold Star, Prisoner of War, and Pearl Harbor Survivor (including Pearl Harbor Survivor-Vanity). Any vehicle with license plates from another state or United States territory bearing substantially equivalent governmental license plates shall, provided the vehicle is in use by the person qualifying for said special license plates, likewise be entitled to no more than three hours each day of free parking in metered spaces.
 - (4) The Dover Transportation Center Parking Lot where designated as metered or paid parking shall also be required as paid parking at all times, 24 hours a day and seven days a week.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2023.12.13 - 17**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: 30 Hours of operations and rates

- B. Parking meter rates shall be set forth in the annual Fee Schedule adopted by the City Council.
- C. For good cause, the Chief of Police, upon recommendation of the Parking Commission, shall have the authority to temporarily suspend the provisions of this section for specified dates and times.
- D. Free parking permitted for persons with a walking disability under RSA 265:74 shall be limited to a maximum of three hours.

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 JANUARY 10, 2024

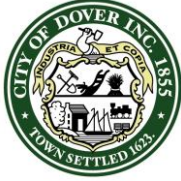
AUTHORIZATION

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: Jerrica Vanslyvong-
Bizier
City Clerk

 CITY OF DOVER	CITY OF DOVER - ORDINANCE	
	Agenda Item#: 13.C.1.	
	Ordinance Number:	O – 2023.12.13 - 17
	Ordinance Title:	Vehicles and Traffic
	Chapter:	141
Section:	30 Hours of operations and rates	

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:

The City’s lease for the Transportation Center Parking Lot with Cocheco Mills Holdings (Chinburg Builders) contains a provision allowing Cocheco Mills Holdings to designate parking areas within the lot for their exclusive use. That provision has been invoked by Cocheco Mills Holdings and executed for 96 spaces, in anticipation of the opening of the Old Court House development. The City also has 114 other current monthly permit holders, as well as short-term use by downtown visitors and commuters. To properly manage the lot and its varied users, the Parking Manager has recommended, and the Parking Commission unanimously approved on November 21, 2023, that the Dover Transportation Center Parking Lot become metered parking at all times. This will be especially important during designated winter parking ban nights. No changes to parking rates are being proposed.



November 6, 2023

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

Re: Programming Advisory

Dear Members of the Council:

As part of our ongoing commitment to keep you and our customers informed about changes to Xfinity TV services, we wanted to update you that Comcast's right to continue carrying ShopHQ expired on November 1, 2023. As a result, absent a renewal of the agreement, we are not currently authorized to carry ShopHQ as part of our lineup.

We always work to reach deals that make sense for our customers. To date, however, Comcast has been unable to reach an agreement to continue to carry ShopHQ content.

Since we are not currently authorized to carry ShopHQ programming, we have implemented a channel slate (advising of unavailability) on the channel, and activated www.xfinity.com/programmingchanges to help keep our customers informed during this period. We will continue to provide updates to you and our customers as they become available.

Please do not hesitate to contact me with any questions at Bryan_Christiansen@comcast.com.

Very truly yours,

Bryan Christiansen

Bryan Christiansen, Director
Government Affairs



November 17, 2023

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

Re: Important Information—Price Changes

Dear Members of the Council:

At Comcast, we are always committed to delivering the entertainment and services that matter most to our customers in your community, as well as exciting experiences they won't find anywhere else. We are also focused on making our network stronger in order to meet our customers' current needs and future demands. As we continue to invest in our network, products, and services, the cost of doing business rises. Rising programming costs, most notably for broadcast TV and sports, continue to be the biggest factors driving price increases. While we absorb some of these costs, these fee increases affect service pricing. As a result, starting December 20, 2023, prices for certain services and fees will be increasing, including the Broadcast TV Fee and the Regional Sports Network Fee. Please see the enclosed Customer Notices for more information.

Should you have any questions, please do not hesitate to contact me at Bryan_Christiansen@comcast.com.

Very truly yours,

Bryan Christiansen

Bryan Christiansen, Director
Government Affairs

Important information regarding your Xfinity services and pricing

Effective December 20, 2023

Xfinity TV Services	Current	New
Broadcast TV Fee	\$27.25	\$31.10
Franchise Costs		
Auburn	\$0.18	\$0.20
Bedford	\$0.39	\$0.43
Derry	\$0.33	\$0.39
Epping	\$0.19	\$0.23
Fremont	\$0.13	\$0.15
Lee	\$0.05	\$0.07
Newmarket	N/A	\$0.49
All areas (except South Hampton)	\$12.00	\$12.45
South Hampton	\$14.45	\$14.95
Choice TV Select	\$37.50	\$43.50
Choice TV Select - with TV Box (Flex upgrade)	\$47.50	\$53.50
HBO, MGM+, and DVR	\$30.98	\$31.98
Netflix, HBO, Showtime, and DVR	\$58.47	\$59.47

Xfinity Internet	Current	New
Connect	\$65.00	\$68.00
Connect More	\$87.00	\$90.00
Fast	\$102.00	\$105.00
Superfast	\$107.00	\$110.00
Gigabit	\$112.00	\$115.00
Gigabit Extra	\$117.00	\$120.00
Gigabit x2	\$130.00	\$120.00

Xfinity Home	Current	New
Pro Protection	\$50.00	\$55.00
Pro Protection Plus	\$60.00	\$65.00

Brentwood, NH

87732000 (1100,1220,1230,1240,1250,1270,1280,1300,1310,1330,1340,1350,1360,1390,1400,1410,1420,1440,1450,1460,1470,1480,1490,1510,1520,1530,1540,1560,1570,1590,1640,1670,1680,1690,1700,1810,1830,1840,1850,1870,1880,1890,3200)

P092AJ24

December 20, 2023

Additional Information Continued

SERVICES NO LONGER AVAILABLE FOR NEW SUBSCRIPTIONS		
	CURRENT	NEW
Basic Latino TV	\$28.27	\$32.95
Extreme 150	\$38.00	\$35.00
Digital Preferred Tier w/HBO	\$34.99	\$35.99
Choice TV Select	\$32.50	\$43.50
Economy Plus Latino TV	\$47.27	\$50.27
Pro Protection	\$50.00	\$55.00
Digital Preferred Tier w/Sports and 4 Premiums	\$62.00	\$65.00
Performance Starter	\$65.00	\$68.00
Digital Preferred Tier w/Sports and 5 Premiums	\$66.00	\$69.00
Performance Internet Additional Outlet with TV or Voice service	\$67.00	\$70.00
Digital Preferred Tier w/ 5 Premiums	\$67.00	\$70.00
HSD AO	\$87.00	\$90.00
Performance Internet Additional Outlet	\$87.00	\$90.00
Internet Plus Double Play with HBO	\$90.99	\$96.99
Choice TV Double Play	\$90.99	\$96.99
Internet Plus Latino Double Play	\$90.99	\$96.99
Limited Basic + Performance Internet Double Play	\$96.74	\$99.74
Preferred Double Play	\$94.89	\$100.89
Internet Pro Plus w/Showtime Double Play	\$94.99	\$100.99
Blast! Extra Double Play	\$95.99	\$101.99
Internet Pro Plus Double Play with HBO	\$97.99	\$103.99
Choice TV Triple Play	\$100.99	\$106.99
Economy Double Play	\$102.99	\$108.99
Blast! Plus Double Play	\$105.99	\$111.99
Performance Internet and Unlimited Voice Double Play	\$111.95	\$114.95
Blast Plus Double Play with HBO	\$112.99	\$118.99
Standard+ Double Play	\$114.99	\$120.99
Basic Pro Triple Play	\$115.99	\$121.99
Preferred Triple Play	\$120.99	\$126.99
Select Double Play	\$122.99	\$128.99
Economy Pro Triple Play	\$123.99	\$129.99
Digital Premier with Sports and 4 Premiums	\$129.27	\$132.27
Blast Internet and Unlimited Voice Double Play	\$131.95	\$134.95

SERVICES NO LONGER AVAILABLE FOR NEW SUBSCRIPTIONS		
	CURRENT	NEW
Digital Premier with Sports and 5 Premiums	\$133.27	\$136.27
Extra Double Play w/ Performance Internet	\$134.27	\$137.27
Digital Premier With 5 Premiums	\$134.27	\$137.27
Standard+ More Triple Play	\$131.99	\$137.99
Preferred Extra Triple Play	\$132.99	\$138.99
Select+ Double Play	\$141.99	\$147.99
Signature Double Play	\$142.99	\$148.99
Value Plus Triple Play	\$145.99	\$151.99
Economy Plus Latino Triple Play	\$145.99	\$151.99
Extra Double Play with Performance Pro Internet	\$149.27	\$152.27
Extra Double Play with Blast! Internet	\$154.27	\$157.27
Select Triple Play	\$151.99	\$157.99
Digital Preferred Double Play w/Performance Pro Internet	\$154.99	\$160.99
Starter Triple Play	\$157.99	\$163.99
Select+ More Triple Play	\$160.99	\$166.99
HD Starter Triple Play	\$165.99	\$171.99
Preferred Triple Play	\$170.99	\$176.99
Signature Triple Play	\$171.99	\$177.99
Signature+ Double Play	\$171.99	\$177.99
Super Double Play	\$172.99	\$178.99
Digital Preferred Double Play w/ Blast! Internet	\$174.27	\$180.27
HD Preferred Triple Play with Hitz	\$180.99	\$186.99
Preferred Extra Latino Triple Play	\$180.99	\$186.99
HD Preferred Plus Triple Play	\$190.99	\$196.99
Signature+ More Triple Play	\$190.99	\$196.99
Super+ Double Play	\$191.99	\$197.99
Premier Double Play w/Performance Pro Internet	\$192.99	\$198.99
HD Preferred Extra Triple Play	\$197.99	\$203.99
HD Preferred Plus Triple Play with Hitz	\$200.99	\$206.99
Super Triple Play	\$201.99	\$207.99
HD Premier Triple Play w/ Blast! Internet	\$225.99	\$231.99
HD Premier XF Bundle Triple Play	\$225.99	\$231.99
HD Complete XF Triple Play	\$244.99	\$250.99



November 17, 2023

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

Dear Members of the Council:

We are writing again to share with you the emergency/trouble reporting procedure in the event a **municipal building** experiences problems with downed cable drops, signal transport issues with I-NET or Video Return Lines, Public, Education and Government (PEG) Access channels or to have our technical or construction staff on-site during an emergency.

MUNICIPAL - EMERGENCY/TROUBLE REPORTING PROCEDURES

(Please note the XOC telephone number listed below IS NOT for public dissemination)

- **STEP 1** Call **1-877-359-1821** (24/7 – XOC)
- **STEP 2** Select **Option # 1** - Municipalities, Utilities, Police & Fire
- **STEP 3** Prompted for Reason for call:
 - Option # 1 - Down Wires (will be prompted to enter zip code)
 - Option # 2 – Pole hits, pole transfers or all other Municipal Issues
- **STEP 4** Speak with Rep. and **obtain job reference #**

The above steps will put you in touch with our Excellence Operations Center (XOC), 24-hours a day, and seven days a week.

Please do not hesitate to contact me with any questions at **Bryan_Christiansen@comcast.com**.

Sincerely,

Bryan Christiansen

Bryan Christiansen, Director
Government & Regulatory Affairs