



**CITY OF DOVER**

## CITY COUNCIL - AGENDA

**REVISED**

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, August 14, 2024**  
Meeting Time: **7:00 pm**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PROCLAMATIONS/AWARDS**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
  - A. **EY2025 CIP APPROPRIATION AND AUTHORIZATION FOR BONDING FOR PUBLIC IMPROVEMENTS PER TERRA NOVA/WESTFIELD LAND DEVELOPMENT AGREEMENT**  
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE TO OCCUR ON AUGUST 28, 2024.)  
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. **July 24, 2024 – Regular Meeting**
  - B. **August 7, 2024 – Workshop Meeting**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
  - A. **ORDINANCES IN THE 2<sup>nd</sup> READING**
  - B. **ORDINANCES IN THE 3<sup>RD</sup> READING**
  - C. **RESOLUTIONS**
13. **NEW BUSINESS**
  - A. **CONSENT CALENDAR**
    1. **B14074 DESIGN SERVICES FOR GARRISON HILL RESERVOIR ADDITIONAL SCOPE OF WORK UNDERWOOD ENGINEERS**  
SPONSORED BY MAYOR CARRIER BY REQUEST
    2. **B21048-RFP24-002 MILL STREET PUMP STATION EVALUATION ADDITIONAL SCOPE OF WORK**  
SPONSORED BY MAYOR CARRIER BY REQUEST



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3. **B25003 CROSBY ROAD STORMWATER IMPROVEMENTS**  
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **B25004 SELF CONTAINED BREATHING APPARATUS DECONTAMINATION MACHINE**  
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **B25006 CRACK SEALING SERVICES**  
SPONSORED BY MAYOR CARRIER BY REQUEST
6. **B25009 BOILER REPLACEMENT FOR NORTH END FIRE STATION**  
SPONSORED BY MAYOR CARRIER BY REQUEST

### COMMITTEE REPORTS

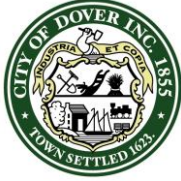
- |                                                               |                                                                  |
|---------------------------------------------------------------|------------------------------------------------------------------|
| 1. Arts Commission (Nemeth)   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

### B. RESOLUTIONS

1. **B23083 RESIDENTIAL PAY-AS-YOU-THROW TRASH BAGS FOR FY25**  
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B25002 BITUMINOUS CONCRETE (ASPHALT) PICKED UP**  
SPONSORED BY MAYOR CARRIER BY REQUEST

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

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

|                                                                                                               |                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>CITY OF DOVER</b></p> | <div>CITY OF DOVER - RESOLUTION</div> <div>Agenda Item#: 7.A.<br/>PUBLIC HEARING ONLY</div> <div>Resolution Number: <b>R – 2024.07.24 - 136</b></div> <div>Resolution Re: FY2025 CIP Appropriation and Authorization for Bonding for Public Improvements per Terra Nova/Westfield Land Development Agreement</div> |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

WHEREAS: By resolution passed on February 23, 2022 (R-2022.02.09-036), the City Council authorized a land development agreement (LDA) between the City, Terra Nova LLC and Westfield LLC (collectively referred to as “Developer”). Terra Nova owns a 75-acre (+/-) property located at Tax Map G, Lot 29, Westfield owns an 85-acre (+/-) property located at Tax Map G, Lot 2; and

WHEREAS: By resolution passed August 10, 2022 (R-2022.08.10-174), the underlying term sheet for the LDA was amended to address certain requests and issues; and by resolution passed February 14, 2024 (R-2024.02.14-20), the underlying term sheet for the LDA was further amended to address certain requests and issues; and

WHEREAS: The Developer initiated construction on the Project Site to consist of public improvements and commercial development. In accordance with LDA the City will be responsible for paying for the construction of the public improvements; and

WHEREAS: In early July 2024 the City received communication from the Developer regarding the incurred and pending costs for public improvements; and

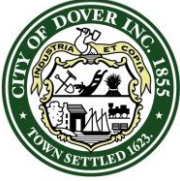
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:  
The amount of Two Million dollars (\$2,000,000.00) is hereby appropriated for the Terra Nova/Westfield Development Public Improvements capital project with an estimated useful life in excess of the life indicated.

|        |                                                      | Proposed      |          |                |         |
|--------|------------------------------------------------------|---------------|----------|----------------|---------|
| Item # | Description                                          | Appropriation | Life/Yrs | Department     | Fund    |
| 1      | Terra Nova/Westfield Development Public Improvements | \$2,000,000   | 10       | Comm Serv - PW | General |
|        |                                                      |               |          |                |         |
|        | Total                                                | \$2,000,000   |          |                |         |

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.

|                                                                                          |                                                                                                                                                    |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Document Created by: Finance Department</p> <p>Document Posted on: August 9, 2024</p> | <p>R-2024.07.24 FY2025 CIP Appropriation and Authorization for Bonding for Public Improvements per Terra Nova/Westfield LDA</p> <p>Page 1 of 6</p> |
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**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

**PUBLIC HEARING ONLY**

Resolution Number: **R – 2024.07.24 - 136**

Resolution Re: FY2025 CIP Appropriation and Authorization for Bonding for Public Improvements per Terra Nova/Westfield Land Development Agreement

**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.

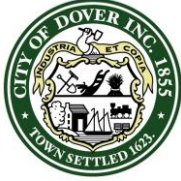
### AUTHORIZATION

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

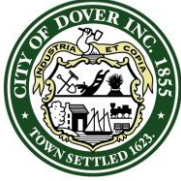
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|  <p><b>CITY OF DOVER</b></p> | <b>CITY OF DOVER - RESOLUTION</b>                                                                                                                                                                                                                                                                                                                     |  |
|                                                                                                               | <div style="text-align: right;"> <b>Agenda Item#: 7.A.</b><br/> <b>PUBLIC HEARING ONLY</b> </div> <div style="margin-top: 10px;"> Resolution Number: <b>R – 2024.07.24 - 136</b><br/> Resolution Re: <b>FY2025 CIP Appropriation and Authorization for Bonding for Public Improvements per Terra Nova/Westfield Land Development Agreement</b> </div> |  |

**DOCUMENT HISTORY:**

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

**DOCUMENT ACTIONS:**

| VOTING RECORD                                |     |    |
|----------------------------------------------|-----|----|
| Date of Vote:                                | YES | NO |
| Mayor Robert Carrier                         |     |    |
| Deputy Mayor Dennis Shanahan                 |     |    |
| Councilor S. April Ritcher, Ward 1           |     |    |
| Councilor Robert Warach, Ward 2              |     |    |
| Councilor Anthony Retrosi, Ward 3            |     |    |
| Councilor Debra Hackett, Ward 4              |     |    |
| Councilor Fergus Cullen, Ward 6              |     |    |
| Councilor Linnea Nemeth, At Large            |     |    |
| Councilor Lindsey Williams, At Large         |     |    |
| Total Votes:                                 |     |    |
| Resolution    does         does not    pass. |     |    |

|                                                                                                           |                                                                                                                                                                                                                                                                                                                                               |  |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <br><b>CITY OF DOVER</b> | <b>CITY OF DOVER - RESOLUTION</b>                                                                                                                                                                                                                                                                                                             |  |
|                                                                                                           | <div style="text-align: right;"><b>Agenda Item#: 7.A.</b></div> <div style="text-align: right;"><b>PUBLIC HEARING ONLY</b></div><br>Resolution Number: <b>R – 2024.07.24 - 136</b><br>Resolution Re: FY2025 CIP Appropriation and Authorization for Bonding<br>for Public Improvements per Terra Nova/Westfield Land<br>Development Agreement |  |

**RESOLUTION BACKGROUND MATERIAL:**

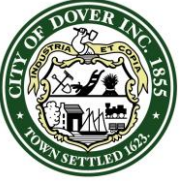
This resolution makes an appropriation for a FY2025 Capital Improvements Program project in the amount of Two Million dollars (\$2,000,000.00) for the Terra Nova/Westfield Development Public Improvements.

The LDA terms include the following:

1. If, within three years of the date of the LDA, the Developer begins to develop the Project Site, per an approved site plan consistent with the conceptual designed site plan, City agrees to reimburse Developer for the cost to complete the Public Improvements in phases, as portions of the private development are completed and pay real estate taxes to the City. Developer will incur all costs necessary to build approved infrastructure. This work will be completed and property taxes will be paid to the City, before any reimbursement is due to Developer. The City intends to utilize bond financing for reimbursement costs. The annual cost of bonding will be paid for from the property taxes generated by the new development on the Project Site. The annual tax revenue shall be equal to the sum of the annual bond cost incurred for a bond being retired over a 10 year period. Example: If new development generates \$100,000/year in property tax revenue, the City can finance a bond (to reimburse Developer) which costs \$100,000/year.
2. The Developer shall provide all invoicing and other requested documents to provide justification for the costs of the Public Improvements. The City shall have the right to request pre-construction cost estimates before construction commences. Approval of said cost estimates shall not be unreasonably withheld and any comments shall be provided, in writing, within ten business days.
3. The City shall be under no obligation to reimburse Developer until there are private improvements on the Project Site generating tax revenue. Forty-five days after a certificate of occupancy is issued for a building on the Project Site, the Developer shall receive a lump sum reimbursement for the phase completed. This will continue over time, in an amount equal to 100 percent of annual tax revenue to be generated from the new development until the Developer has been reimbursed for all costs of the Public Improvements (including soft costs).
  - (i) If a scenario arises where the improvement made to a parcel does not include a building, but economic value (tax assessment, job creation etc) can be documented, a certificate of completion shall be issued and shall equal a certificate of occupancy as outlined above.
  - (ii) It is expected that during the forty-five days window after a certificate of occupancy, the Developer shall publicly dedicate and convey the fee interest in any right of way by warranty deed along with any related easements or other property rights necessary. Failure to do so, without a mutual extension may delay reimbursement payment.

The development work completed as part of Phase 1 of the project is the Bluebird Storage building along Littleworth Road. As of April 1, 2023, the storage building assessment was \$1,135,000 Land and \$2,945,200 Building for a property assessment of \$4,080,200. The building portion was 25% complete as of April 1, 2023. As of April 1, 2024 the building portion is now 100% complete. The estimated assessment for Tax Year 2024 (Fiscal Year 2025) is \$12,915,700 (\$1,135,000 Land and \$11,780,700 Building). Based on an estimated property tax rate of \$19.75 per \$1,000 of taxable value, the storage

|                                                                               |                                                                                                                                |  |
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|                                                                               | Page 4 of 6                                                                                                                    |  |

| <br><b>CITY OF DOVER</b> | CITY OF DOVER - RESOLUTION                                                                                                                                                                                                                                                                              |  |
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|                                                                                                           | <p style="text-align: right;"><b>Agenda Item#: 7.A.</b><br/><b>PUBLIC HEARING ONLY</b></p> <p>Resolution Number: <b>R – 2024.07.24 - 136</b><br/> Resolution Re: FY2025 CIP Appropriation and Authorization for Bonding for Public Improvements per Terra Nova/Westfield Land Development Agreement</p> |  |

building estimated FY2025 property tax revenue will be \$255,085 (\$12,915,700/\$1,000 x \$19.75).

**Debt Authorization versus Debt Retirement**

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

|                                | City       |
|--------------------------------|------------|
|                                | General    |
| Description                    | Fund       |
| Pending Authorization          | 1,125,000  |
| Prior FY2025 CIP Authorization | 12,300,000 |
| FY2025 Principal Retirement    | 3,660,388  |
| Net Change                     | 9,764,612  |

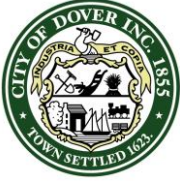
**Legal Debt Limits**

The following tables summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2024 and this authorization, against the legal debt limits.

|                          | City        |
|--------------------------|-------------|
|                          | General     |
| Description              | Fund        |
| Debt Outstanding         | 43,573,238  |
| Authorized - Unissued    | 28,698,595  |
| Total Issued & Unissued  | 72,271,833  |
|                          |             |
| This Authorization       | 2,000,000   |
| Grand Total              | 74,271,833  |
|                          |             |
| Legal Debt Limit         | 196,847,355 |
| Under (Over) Legal Limit | 122,575,522 |
| Percent Under (Over)     | 62.27%      |

Notes: Legal debt limit for City portion General Fund is based on 3% of equalized assessed value.

|                                                                               |  |                                                                                                                                               |
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**CITY OF DOVER**

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### **Budgetary and Rate Impacts**

The repayment of the General Fund debt obligations are funded through the collection of property tax revenue. The \$2,000,000 debt obligation is expected to be paid back over a 10-year period. Principal repayments would be \$200,000 per year. The annual impact to the City's General Fund budget is based upon annual principal and interest repayment. The interest that would accrue on outstanding principal balances over the 10-year period, based on an interest rate of 4.20%, is estimated to be a total of \$462,000 impact and approximately \$54,600 annual impact for the term of the bond. Total estimated debt service cost for this appropriation for the term of the bond is \$254,600 (\$200,000 + \$54,600). This cost would be funded by the estimated \$255,085 in property tax revenue coming from new commercial development as part of the Terra Nova/Westfield project.

# City Manager's Report

August 14, 2024

Reporting On:  
**June & July 2024**

By: J. Michael Joyal, Jr.  
City Manager

# Executive Department

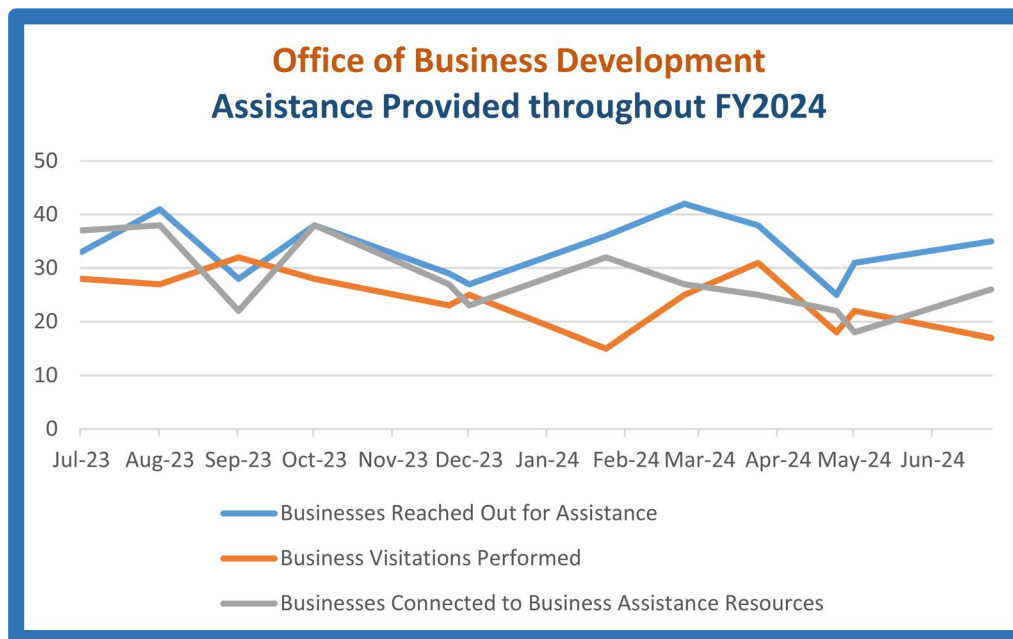
Six Divisions ♦ 23 Employees

## Office of Business Development (OBD)

Christopher Parker, Deputy City Manager; James Burdin, Business Development Coordinator; Reid Bickley, Business Development Specialist

|                                 | May 2023  | May 2024  | 12-Mo. Avg. |
|---------------------------------|-----------|-----------|-------------|
| Dover Labor Force               | 18,660    | 18,660    | 18,671      |
| Dover Unemployment Rate         | 1.3%      | 1.6%      | 2.0%        |
| Median Home Sales-Single Family | \$480,000 | \$590,000 | \$547,846   |
| Average Days on Market          | 9         | 14        | 16          |

|                                 | June 2023 | June 2024 | 12-Mo. Avg. |
|---------------------------------|-----------|-----------|-------------|
| Dover Labor Force               | 18,640    | 18,700    | 18,671      |
| Dover Unemployment Rate         | 1.5%      | 2.0%      | 2.1%        |
| Median Home Sales-Single Family | \$505,000 | \$649,000 | \$558,923   |
| Average Days on Market          | 13        | 21        | 16          |



## New Business / Commercial Development / Downtown Updates

### JUNE:

- Economic activity in Dover's retail sector showed varied results in June. While overall retail sales softened, businesses that collaborated with other entities and hosted events experienced a modest increase. Retailers with strong marketing strategies, particularly those investing in social media advertising, performed better than their counterparts. Online sales remain a significant strength for small retailers.
- The restaurant industry presented mixed outcomes. Some restaurants are reporting substantial growth, while others face a slower-than-usual summer start. Those offering outdoor dining options are faring better. The industry continues to struggle with staffing shortages and inflation.
- Five new businesses opened in Dover last month, including a music studio, two restaurants, a day spa, and a resale clothing boutique. This influx of new businesses is an indicator of the city's economic health and vibrancy.
- Dover retailers established a nonprofit entity, "Communitively," to create more downtown events. The group will soon begin planning these initiatives collaboratively.
- The Office of Business Development, in partnership with various business resource organizations, hosted a Community Popup event with the Center for Women & Enterprise. Held in the City Hall Auditorium, the event was successful, providing many valuable connections and resources for small businesses.

## July:

- Many businesses continue to report slower sales or economic activity than prior years. These reports are part of a larger regional trend, and Dover businesses are showing resilience and adaptability. Although consumers are spending less on services, retail, and dining; those that offer necessity items, unique experiences, and host events are seeing a slight uptick in sales, indicating that with strategic adjustments, there is still room for growth.
- Restaurants in Dover reported slightly lower revenues for July compared to the previous month, yet they are responding creatively. Many are offering Happy Hour Specials, games, and entertainment to attract diners. Breakfast and lunch establishments are performing relatively well, especially on weekends. Some are extending their hours to host pop up evening events, tapping into a new market segment of evening diners who are unable to visit during the day. This innovative approach is helping to diversify their clientele.
- While economic uncertainty has made businesses cautious about taking on new loans, many are focusing on strengthening their current offerings. By expanding and enhancing the experiences they provide, businesses are successfully attracting consumers. This strategic focus on value added experiences is positioning Dover businesses to navigate the current economic climate effectively.
- The Office of Business Development has proactively engaged 35 local restaurants to join the dining options on the state's Visit NH website, part of an annual campaign to attract tourists to New Hampshire. Additionally, the "Destination Dover" campaign has been launched to promote the city as a visitor hotspot. The first brochure in this series focuses on indoor attractions for rainy days and has been distributed to local hotels and the Hampton Chamber of Commerce on Ocean Boulevard. This initiative aims to boost Dover's visibility and attract more visitors to the area, capitalizing on the city's unique offerings.

## Economic Activity

### JUNE:

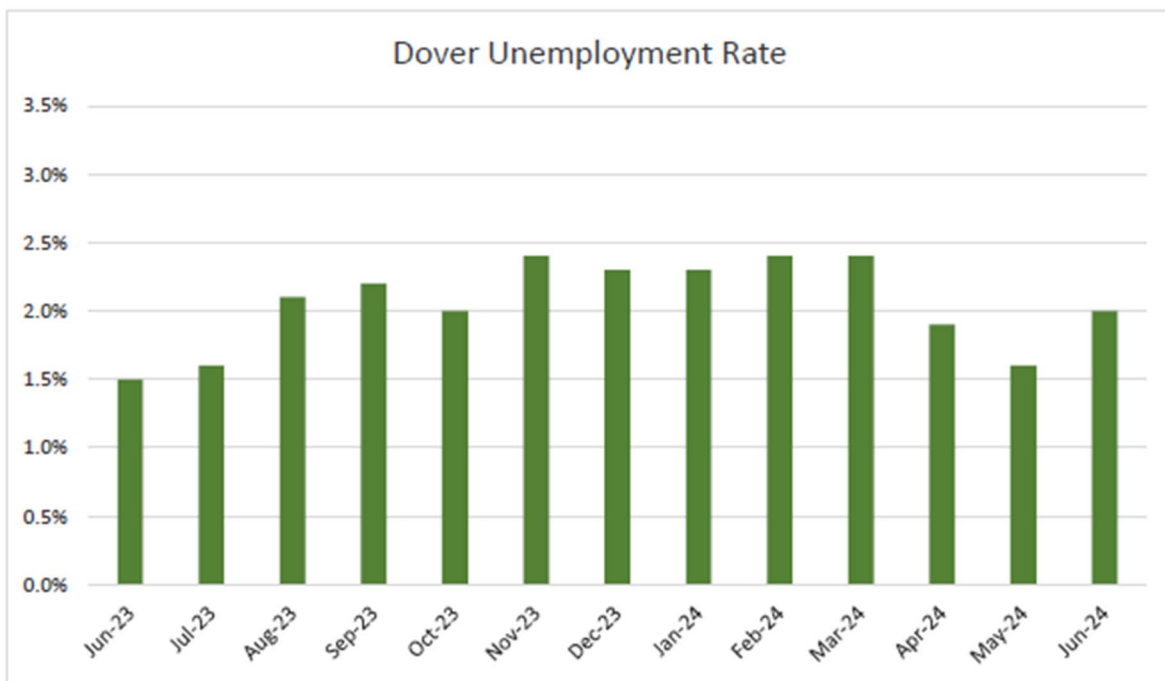
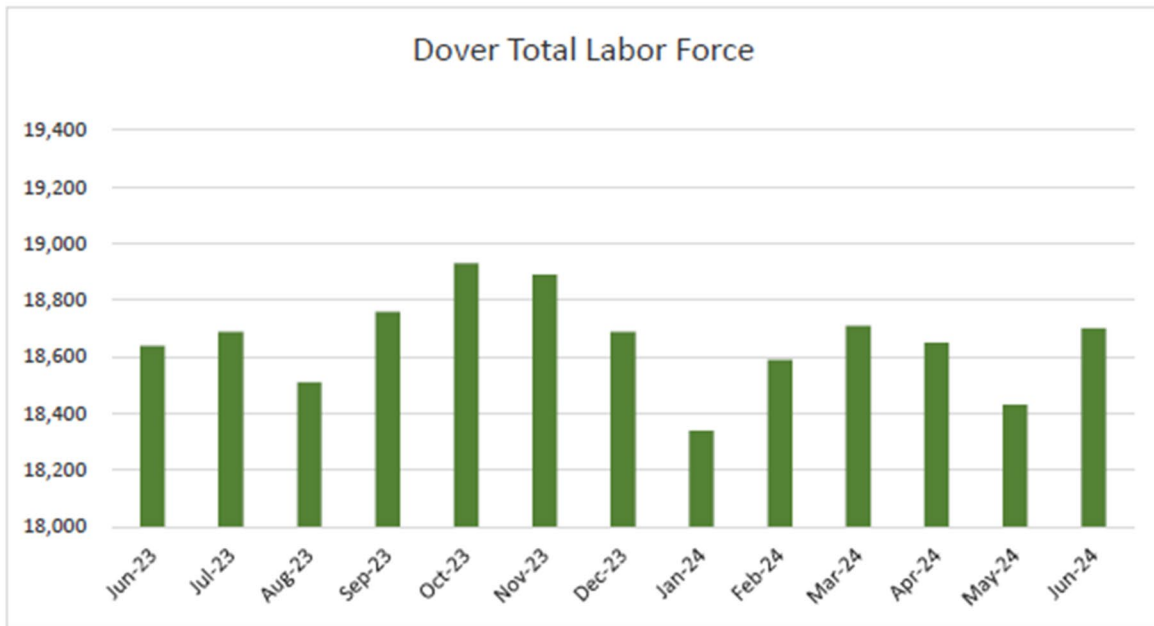
- ✓ Overall office vacancy rates in New Hampshire have increased steadily over the past five years, and this trend continued in Q1 2024. However, vacancy rates grew at a much slower rate, and barring major closures of individual users, the overall market is expected to stabilize. Conversion of some office spaces for multi unit residential development has also held vacancy rates in check by lowering the overall supply.
- ✓ Office rental prices have risen over this period, particularly within Class B and C spaces as low cost options were taken off the market and newer properties sought higher rates. This trend is at odds with rising vacancy rates, and Class A rents in Q1 began to decline, indicating that landlords have begun to adjust expectations due to prolonged vacancies.
- ✓ The industrial real estate market has experienced historically low vacancy over the last three years. However, a combination of new supply and business moves have increased the statewide rate to 4.3% at the end of Q1 2024. An estimated 7.2 million SF of proposed industrial space is currently approved or under construction, but there has been a decline in projects that are willing to break ground before a tenant has signed over the last six months.

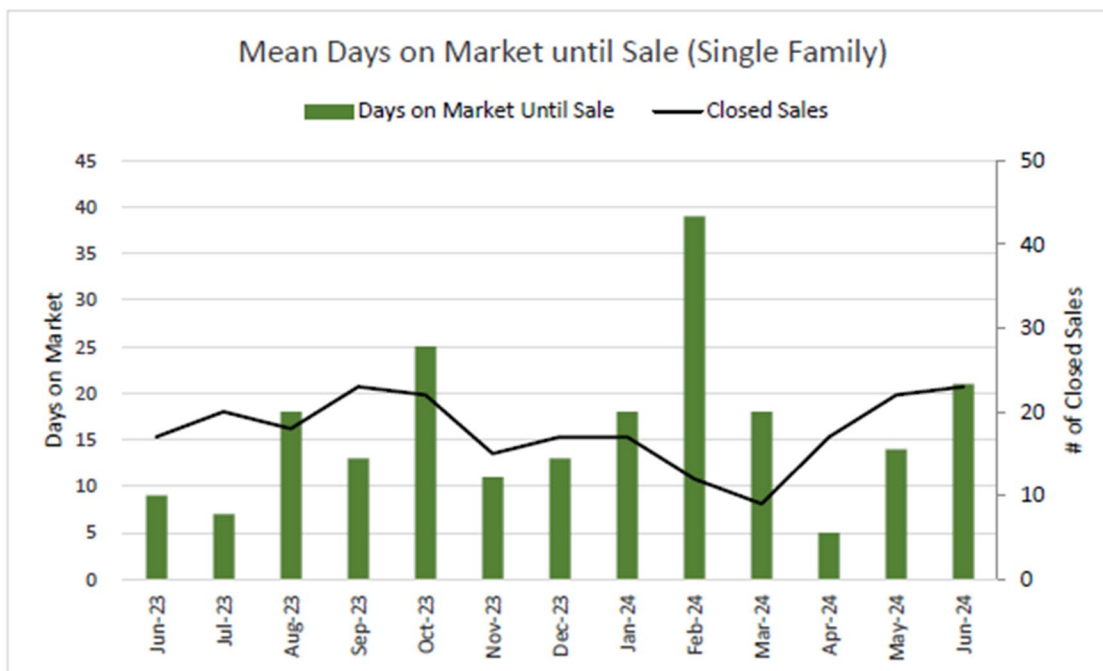
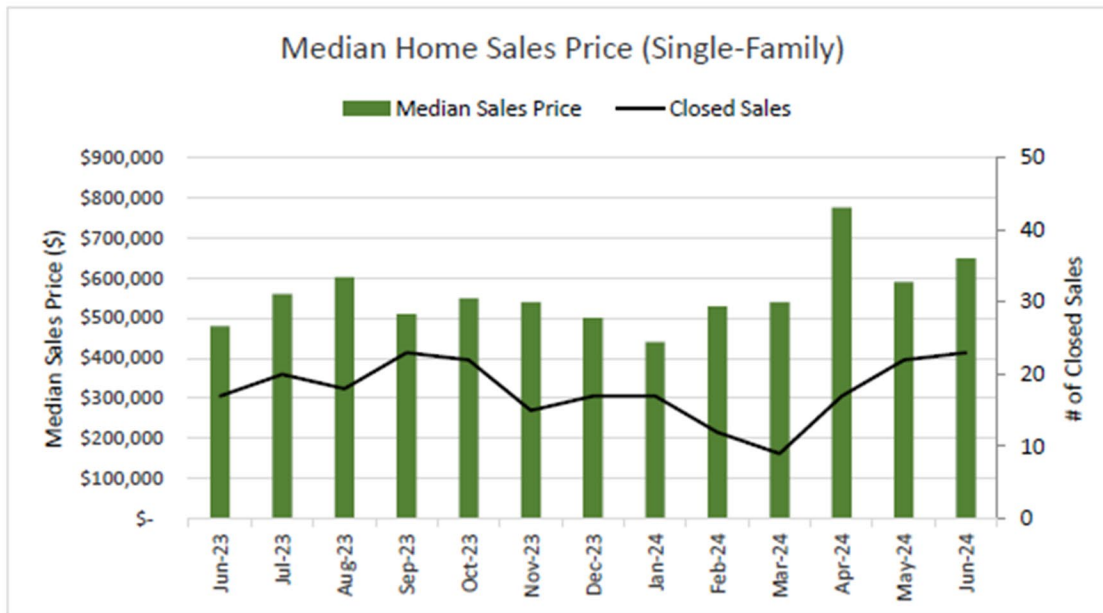
## JULY:

- ✓ July began with several positive trends: CPI fell 0.1%, suggesting continued inflation control. GDP growth was strong in the first-half, with robust business investment and consumer spending.
- ✓ Several challenges emerged in late July/early August. The national jobs report for July was weaker than expected, prompting a stock market sell-off. The Federal Reserve's decision to maintain interest rates also contributed to market volatility.
- ✓ Several national restaurant franchises have reported declining sales while spending on groceries has increased. National data shows that inflation of restaurant prices (4.1% year-over-year increase, 24% increase since mid-2020) has outpaced grocery prices (1.1% year-over-year increase, 19% since mid-2020), largely due to rising labor costs.
- ✓ Overall, chances of a recession have increased, but the economy remains strong and has time to correct. The Federal Reserve was expected to lower interest rates in September; recent events may influence the size of the reduction or decisions about a further cut at the end of the year.
- ✓ A mid-year economic review by NH ELMI agrees that conditions have worsened. But a recession is unlikely unless layoffs increase, consumers decrease spending, or inflation returns. Current trends did not suggest cause for alarm, though they project job growth to slow through early 2025.
- ✓ The CrowdStrike IT outage reportedly cost Fortune 500 companies \$5.4 billion globally, with the healthcare, banking, and airlines industries being particularly impacted. OBD has not heard from any Dover businesses regarding significant losses or disruptions due to the outage.
- ✓ NH BEA indicated that mid summer numbers for tourism visitors have been lower than other post pandemic years. Their research indicates that the strength of the US Dollar, compared to other currencies, has increased the number of people traveling internationally. Vermont and Maine have also experienced a “soft” season in July, suggesting a broader trend in visitors who may have previously visited northern New England.
- ✓ NH BEA has begun a project to develop a state business portal that is intended to provide one platform for businesses to find resources and information. The portal is expected to launch to the public in January 2025 with further refinement throughout the year.

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

Housing metrics obtained from NHAR-Strafford County.







As of June 27, 2024

## Waterfront Update:

### For June, 2024:

Here is a summary of what staff and crews have accomplished at the waterfront in June. This month's efforts focused on significant progress for the River Street Loop Road and Seaport Way project. Below is a breakdown of key achievements:

#### Subsurface Infrastructure:

- ♦ Sewer: Inspection and testing completed.
- ♦ Drainage: All catch basins installed, drainage work complete.
- ♦ Electrical and Telecommunication: Duct banks installed on Seaport Way, River Street Loop road, and the Lower Washington Street crossing to Payne Street. Connections made for utilities under the Makem Bridge and up Lower Washington Street. This paves the way for eliminating all aerial utilities on the waterfront site and a critical connection on the bridge's north side. (Additional work needed for final north side connection.)

#### Pavement Preparation:

- ♦ North East Earth Mechanics mobilized their pavement contractor to set final gravel grades for Seaport Way and the entire River Street Loop road.
- ♦ This allows for final fine grading in preparation for the base course of pavement.

#### Building Foundations:

- ♦ A major milestone was reached with the mobilization of Windover Construction (private partner) and their ground improvement contractor, Keller.
- ♦ Testing is underway for installing nearly 950 aggregate piers. These piers will serve as the foundation for building footings, allowing vertical construction to begin.

Overall, June saw substantial progress on the project's underground infrastructure and groundwork for future building construction.

For July, 2024:

Significant progress was made in July 2024 on the River Street Loop Road and Seaport Way.

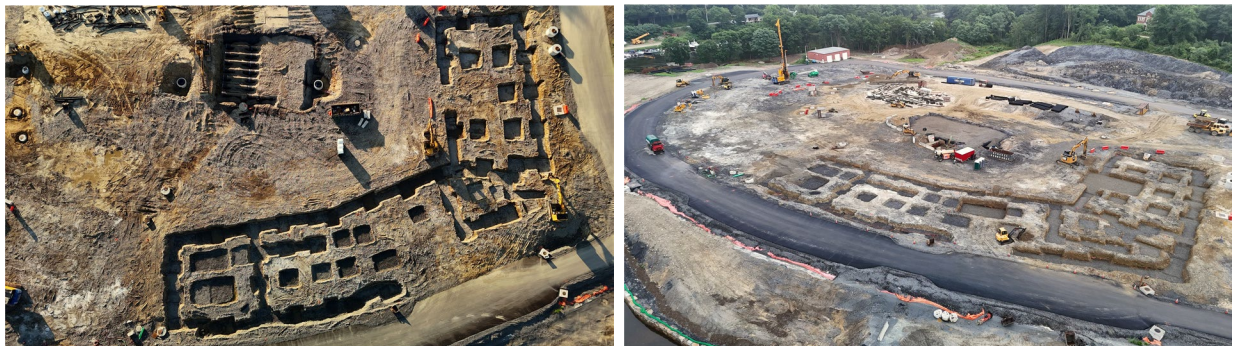
### Infrastructure

- **Roadway:** Base pavement course was completed for the River Street loop road and Seaport Way up to the southeast intersection of River Street.
- **Utilities:** Electrical and telecommunication duct banks were finished on Seaport Way. Drainage work, including outfall #3, was completed.
- **Site Preparation:** Granite toe wall (low retaining wall at the embankment) construction is nearing completion, and subgrades for the park area are established to the area of the Park Pavilion.

### Building and Site Development

- **Pavilion:** Site preparation began for the Pavilion, including removal of a clarifier from the former wastewater treatment plant. Foundation support work will start soon after design approval.
- **Private Development:** Construction of building C is advancing, with foundation work underway. Utility installations are starting on privately owned parcels.

Overall, the project is moving forward at a steady pace with substantial progress made in infrastructure and building preparation.



# Office of the City Attorney (OCA)

Joshua Wyatt, City Attorney; Jennifer Perez, Deputy City Attorney; Patricia Moniello, Legal Assistant

The Office of the City Attorney provides legal support to City Council, City Manager, City staff and to volunteer boards, commissions and committees of the City of Dover to assist efforts to provide services to constituents/customers. In addition, legal support is provided to the Dover School District and its officials.

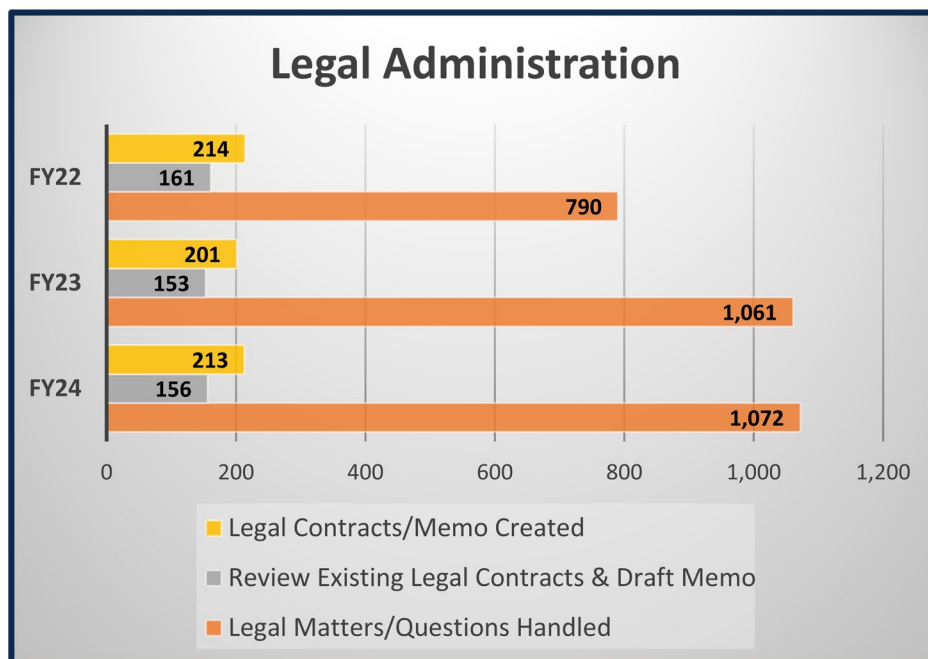
Legal support levels are tracked to the extent feasible. The tracking of legal support efforts revolves around “matters” (legal questions and issues raised by staff and all other sources warranting ongoing attention), litigation, legal documents created or reviewed (contracts, deeds etc.), resolutions, 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, in-progress matters that span months (or longer).

## TRACKED UTILIZATION DATA FOR THE MONTH OF JUNE 2024

|                                              | For Month | FY24<br>FYTD | FY23  | FY22 |
|----------------------------------------------|-----------|--------------|-------|------|
| Legal Matters/Questions Handled              | 86        | 1,072        | 1,061 | 790  |
| Review Existing Legal Contracts & Draft Memo | 15        | 156          | 153   | 161  |
| Legal Contracts/Memo Created                 | 27        | 213          | 201   | 214  |
| Right to Know Requests Processed             | 2         | 81           | 100   | 78   |
| Resolutions                                  | 5         | 66           | 70    | 74   |
| Ordinances                                   | 0         | 16           | 17    | 24   |
| Leases                                       | 1         | 10           | 4     | 14   |
| Primex Auto Claims Handled                   | 4         | 59           | 80    | 46   |
| Primex Liability Claims Handled              | 5         | 56           | 67    | 70   |
| Primex Property Claims Handled               | 2         | 52           | 54    | 68   |

## TRACKED UTILIZATION DATA FOR THE MONTH OF JULY 2024

|                                              | For Month | FY25<br>FYTD | FY24  | FY23  |
|----------------------------------------------|-----------|--------------|-------|-------|
| Legal Matters/Questions Handled              | 67        | 67           | 1,072 | 1,061 |
| Review Existing Legal Contracts & Draft Memo | 18        | 18           | 156   | 153   |
| Legal Contracts/Memo Created                 | 20        | 20           | 213   | 201   |
| Right to Know Requests Processed             | 7         | 7            | 81    | 100   |
| Resolutions                                  | 6         | 6            | 66    | 70    |
| Ordinances                                   | 0         | 0            | 16    | 17    |
| Leases                                       | 0         | 0            | 10    | 4     |
| Primex Auto Claims Handled                   | 0         | 0            | 59    | 80    |
| Primex Liability Claims Handled              | 3         | 3            | 56    | 67    |
| Primex Property Claims Handled               | 3         | 3            | 52    | 54    |



Pursuant to RSA 91-A, the following Right to Know requests were received for June & July, 2024:

- Concord Monitor – Re: request for all documents related to the use of non-lethal force during responses to certain 911 calls

- Mackinac Center for Public Policy – Re: number of union members who have dues withdrawn and number of people covered by collective bargaining agreement (union contracts)
- Frank Curry – Re: request for all Dover School District invoices, bills and subscriptions for all software, internet, phone, cellular, broadband and cloud services from June 2023 to present
- NEA NH – Request for emails relating to Dover School District’s MTSS Building Coordinator positions
- Sarah Bucciarelli – Request for plans relating to the Locke Street Development project
- Mackinac Center for Public Policy – Re: number of union members who have dues withdrawn and number of people covered by collective bargaining agreement (union contracts) within the Dover School District
- Abraham McQuire – Re: any and all communication tied to the waivers granted to Saint Thomas Aquinas High School having to do to with light spillage and light pole heights granted on October 22, 2019
- Melick & Porter – Re: any and all police, accident and/or incident reports, dispatch logs, recorded 911 calls, photographs, statements, witness statements regarding June 16, 2024 fire pit fatality
- Getman, Schulthess, Steere & Poulin, PA – Re: any and all police, accident and/or incident reports, dispatch logs, recorded 911 calls, photographs, statements, witness statements regarding June 16, 2024 fire pit fatality

### **The City Attorney’s Office supported Council, Master Plan, and City Attorney’s Office Strategic Plan goals by handling the following:**

Assisted with drafting conservation easement deed.

Assisted with negotiating and drafting FY25 audit engagement agreements. Assisted in reviewing numerous contracts with changeover in fiscal year.

Economic Development: Assisted with sales of City real estate; assisted with public-private partnerships.

Inclusivity/welcoming & accessibility goals: Assisted with timely responses to public records requests to enhance public transparency. Assisted with CDBG program.

Assisted in business development projects, namely sales of City real estate and public-private partnerships.

Reviewed School Board’s FMLA policy for potential updating of same.

## Other activities of potential interest in June and July 2024:

**New Strategic Plan:** The Office has now finalized its new (and initial) strategic plan, synthesizing near-term and longer-term goals and values. The Office expects to begin next month (July 2024) reporting on progress toward achieving goals outlined in the Office's strategic plan.

**Review of Professional Literature:** June: The United States Supreme Court issued several significant decisions at the end of that Court's annual term (in June), which the Office reviewed and updated staff about as appropriate. The Office also conducted normal review of applicable 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 (our federal circuit). The Office also reviewed case highlights provided by the International Municipal Lawyers Association as well as bar committees. The Office reviewed professional journals, as well as periodic review of federal legal developments in the field of education, labor, and other matters.

July: The Office also conducted normal review of applicable 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 (our federal circuit). The Office also reviewed case highlights provided by the International Municipal Lawyers Association. The Office reviewed professional journals, as well as periodic review of federal legal developments in the field of education, labor, and other matters.

**Review of State Legislation:** June & July: The Office reviews new state legislation (generally weekly) for potential impacts on current or future operations. With this legislative term over, the Office continues to monitor status of various bills sent to the Governor for signature. Many newly enacted statutes will take effect this summer. The Office also reviews the rulemaking register for New Hampshire as requested or needed.

**Staff Liaison to Boards/Committees:** June & July: The City Attorney serves as the chair of the City's Records Committee (as the City Manager appointee), which met in June 2024 to address certain departmentally-specific records questions. 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. A representative of the Office also attends meetings of the City Council.

## Departmental Assistance

**Dover School District:** Assist with claims; assist with vendor contract reviews; recommend certain policy updates; Reviewed FMLA policy for updates; assisted with RSA 91-A inquiries.

### Executive Department:

Human Resources: Assist with continued negotiation and labor matters. Assisted with compliance inquiries.

Business Development: Assist with closing on sale of City lots on Arcola Street; review of potential sale of leased dam interests; assist with prospective waterfront lease;

Information Technology: Assist with review of nondisclosure agreements; Assisted with vendor cybersecurity agreements, incident to other vendor engagements.

**Community Services:** Assist with utility easement acquisitions; assisted with response to contaminated soils; assist with lead service line inventorying research; assisted with final negotiation and execution of tower lease on Mast Road parcel; Began review and analysis of draft permit potentially issuing by EPA for wastewater treatment plant; assisted with finalizing MOU for Cocheco Outfall project; assisted with utility pole relocation; assisted with reviewing record title for certain easements; assisted with utility easement relocations; review of flushable wipes class action;

**Finance Department:** Assist with collection matters; assist with fee schedule update; assist with review of and research for PFAS aqueous foam class action; assist with dog licensing matters; assist with tax exemption research; assisted with tax collection matters; assisted with review of prospective bequest.

**Fire & Rescue:** Assisted with inter-departmental delegation of fire code enforcement authority; assisted with vendor cybersecurity agreement; assisted with contract administration for new assessing software.

**Planning:** Assist with review of lot restoration; assist with tree ownership research; assist with compliance inquiries; Assisted with CDBG program

**Police:** Reviewed compliance question.

**Public Library:** Assisted with out-of-state bequest.

**Recreation:** Assist with new lease; assist with donated property.

## Pending Litigation Updates

*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 has filed her brief. In April 2024, the City filed an answering brief. Plaintiff is preparing a reply brief, after which the Supreme Court is expected to determine whether and when oral argument will be scheduled. In May 2024, Plaintiff filed a reply brief, completing the briefing cycle on appeal. Case is now awaiting either oral argument or final decision on appeal.

### **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) from the United States Supreme Court. The United States Supreme Court has now granted certiorari and the appeal is believed to be in the briefing process. **In June 2024, the United States Supreme Court issued an opinion affirming rejection of the proposed settlement and stating the Sacklers, as nondebtors, could not be discharged.**
- 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. **In June 2024, the United States Supreme Court issued an opinion stating the Sacklers could not be discharged.**
- 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 received a notice of several Supreme Court Justices disqualifying themselves. No appeal decision has been received. Oral argument has not been scheduled. Case is awaiting either oral argument or final appeal decision. **In June 2024, the parties received an Order on the merits affirming the trial court's rulings, granting the City's motion to strike in part, and denying the Hebbards' request for a new trial. In July 2024, Mr. and Mrs. Hebbard moved for reconsideration by the New Hampshire Supreme Court. While that reconsideration motion was pending, the Hebbards then filed papers to have the case moved to the United States District Court for the District of New Hampshire. The City has since moved to remand the case back to the New Hampshire Supreme Court.**

#### **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 January 2024, 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). In April 2024, City filed a motion for status conference. On May 28, 2024, the Superior Court held a

brief telephonic status conference and indicated the Court would be issuing orders on pending motions/issues in the near future. **No Order has been received as of July 2024.**

**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. A deposition of the plaintiffs' expert occurred in December 2023. The parties have now each filed for motions summary judgment. A four-hour summary judgment hearing is scheduled to occur on February 7, 2024. In April 2024, summary judgment issued in favor of the defendants. Case is being appealed to New Hampshire Supreme Court. In May 2024, plaintiffs filed an appeal. The defendants did not file a cross-appeal. Appeal has been accepted and case is awaiting further procedural instructions on appeal. **A transcript of two hearings before the trial court is now being prepared as the next step in the appeals process.**

**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. A new appeal to the First Circuit was recently filed. No appeal briefing has occurred yet. The First Circuit Court of Appeals issued an order allowing plaintiff to file brief late, but as of this report issuing no appeal briefing has occurred. **In June 2024, the First Circuit Court of Appeals again issued an order allowing plaintiff to file a brief late, but as of this report issuing no appeal briefing has occurred. In July 2024, the First Circuit again extended the plaintiff's brief submission deadline to August 9, 2024.**

**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. The appellants have filed their brief. In April 2024, the appellees (including City) filed an answering brief. Appellants are expected to file a reply brief, after which the Supreme Court is expected to determine whether and when to hold oral argument. In May 2024, appellants filed a reply brief. Case is awaiting either oral argument or final appeal decision.

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

In November 2022, representatives of the estates of two decedents filed a tort action in Strafford Superior Court, naming as defendants a former Dover police officer and the City of Dover. In

December 2022, the City and co-defendant filed answers to the Complaint. Case is now in general discovery. In October 2023, defendants filed a motion for summary judgment. Plaintiffs have objected. Defendants filed a summary judgment reply memorandum, to which the plaintiffs responded by reply in December 2023. In April 2024, the trial court granted summary judgment to the defendants. Case is currently within appeal period. No appeal has been filed and, with appeal period expiring, the summary judgment decision in favor of City is now considered the case's final disposition.

#### **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. The parties underwent appellate mediation, which was not successful in resolving the dispute. Case is undergoing appeal briefing. All parties have filed their briefs. Case is awaiting either oral argument or final appeal decision.

#### **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. In April 2024, Liberty Mutual issued an expert disclosure. In May 2024, the parties convened a settlement meeting, coming out of which a tentative settlement agreement is in process. **In July 2024, the parties entered into a settlement agreement, the performance of which is ongoing.**

#### **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. Case did not resolve within the mandated settlement period. Final hearing at the BTLA is now scheduled for October 2024, though that is likely to be continued to accommodate availability of taxpayer's representative. **Final hearing at the BTLA is now scheduled for January 2025.**

#### **Essential Properties, LLC v. City of Dover -**

A taxpayer has filed a property tax abatement action with the Strafford Superior Court. In December 2023, the City Attorney filed an appearance and answer. Case has been structured and is in general discovery.

#### **NH Real Estate Comm. V. NE Coast to Country Realty Investments, LLC et al -**

In December 2023, the City received a notice of a new civil receivership action commenced by the State through its Real Estate Commission. The Court has appointed a receiver to take over the assets of a real estate agency who allegedly committed various unlawful acts. The City appears to have received the notification because one possible real estate asset of the company's principal is owned in Dover, for which water/sewer liens have been perfected. The City Attorney filed an appearance and is monitoring the docket.

#### **Reddyinfosys, Inc. v. City of Dover:**

A property owner who appealed a water/sewer assessment to the Dover Utilities Commission and later City Council has now filed a Superior Court action seeking to abate water/sewer charges. City

Attorney filed an appearance and motion to continue the hearing and answer deadline, which the Court granted. In April 2024, the City filed an answer and counterclaims. In May 2024, the Superior Court issued a notice of default to plaintiff for failure to answer the City's counterclaims. **Plaintiff has been defaulted for failure to answer the City's counterclaims. Case has been structured and is in general discovery.**

**Ford's Landing Condo Assn v. Ann Lovald et al:**

This case appears to be one of a condominium association asserting a lien against one owner and seeking to judicially foreclose on same. City appears to have been named as holder of real estate tax lien, which the plaintiff named for purposes of determining the priority of the parties' respective liens. City accepted service in June 2024 and is preparing an appearance and answer. In July 2024, the City Attorney and Deputy City Attorney filed appearances and answered the Complaint.

## Professional Development

The Office of the City Attorney places significant importance on professional development in areas germane to the City's needs. The City Attorney continues to serve on a bar committee investigating generative artificial intelligence and its impact on the practice of law. The City Attorney attended webinars offered by the International Municipal Lawyers Association. The Deputy City Attorney attends monthly meetings for the bar's Law Related Education Committee and 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 was brought forward at the July 10, 2024 City Council meeting and is currently under review by the Planning Board.

# Office of the City Manager (OCM)

Michael Joyal, City Manager; Colleen Bessette, Executive Assistant

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In addition to the day to day meetings and employee/citizen support, office staff handled the following throughout the month of May:

Whenever there is a workplace injury, claims are sent immediately from all city departments to the City Manager's Office. During the months of June and July, the City Manager's Assistant (CMA) received and processed **13** Worker's Compensation Claims, as well as continued to monitor and update all open claims throughout the month and coordinated efforts with PRIMEX. These were all medical claims, no lost time claims.

Staff is continuing to recruit using Dover's new platform, JazzHR. During June & July, the City Manager's Assistant gathered information from various departments and processed a total of **21** job postings during the month. Part of this process is making sure the hiring teams for each posting are continuing to monitor applicants as they come in and that positions are being closed out properly when an applicant is hired. The big jump this month was due to having to repost some positions with the new FY2025 wages.

The City Manager's Assistant monitored new position and/or new hire physicals and background/motor vehicle checks for **18** employees. This oversight ensures all eligible employees and/or applicants are able to move on in the hiring process.

The City Manager has held Coordinating meetings where the Planning Director, Community Services Director, City Engineer and Deputy City Manager discuss various projects going on in the City of Dover.

The City Manager also held Department Head meetings in June and July. All department heads and executive division heads attend these meetings. Updates on department happenings are given by each attendee. These meetings are very important to keep everyone on the same page and departments in sync working together.

The City Manager has determined that Kevin Hebert will be the new Recreation Director. Notice was sent via email:

*Mr. Hebert has nearly 25 years of experience serving in public education, athletics and community recreation. For the past 14 years, he has served as the Athletic Director for the Rochester, NH School District while also coaching high school and middle school sports teams. Residing here in Dover with his family, Mr. Hebert is familiar with and also has several years of active involvement with many of our local youth sports teams and recreation programs. His earlier career experience also includes employment as a Recreation Program Director and Assistant Athletic Director in Somersworth. Mr. Hebert received his Master's Degree in Education from Plymouth State University and is studying to complete a second Master's Degree in Sports Management at the University of Southern NH.*

*I have selected Mr. Hebert after completing final interviews and background checks over the course of the past several weeks. His selection follows a selection process that involved a review of qualifications, reference and background checks and a combination of panel and individual interviews. He was recommended to me by the interview panel and comes with excellent recommendations not only from several professional references but also community residents. I have great confidence that Mr. Hebert will serve the City well as Director of Recreation. He understands the importance of his role in working with our various volunteer boards, community groups and our City and School municipal administration in continuing to deliver responsive public recreation services and operate the recreation facilities that support and enhance the quality of life in our community that our citizens expect and depend upon.*

*Mr. Hebert will begin work starting in mid-August. His annual salary will be \$95,000.*

*In the coming weeks, Kevin will be formally introduced to and meet with our various boards and community groups. When you have the opportunity, please do not hesitate to welcome and congratulate him on his appointment.*

As time allows, the CMA continues to work with the City Clerk Tax Collector in organizing Board/Committee members and coming up with a new updated procedure for onboarding/offboarding members. The CMA recently heard from the City of Concord who was reaching out to various municipalities to find out how these municipalities handled the onboarding/offboarding of committee members. The City of Concord will let the City Manager's Assistant know the findings. In the meantime, there will be a meeting with the CMA, City Clerk, IT and Media Services to gather ideas and nail down some procedures.

During the end of June and beginning of July, admin staff within each department/division of the City deal with purchase orders, purchase orders and more purchase orders! This includes the City Manager's Office where purchase orders are processed for all executive divisions except IT who handle their own. The goal is to close out as many purchase orders in fiscal year 24 and set up as many purchase orders ahead of time for fiscal year 25 to adhere to the purchasing rules and regulations.

The CMA spearheaded the 4<sup>th</sup> annual City Hall Spirit Week during July. This week included Wacky Sock Day – funniest socks win, Sparkle & Shine Day – blingiest person wins, Holiday Day – most decked out person wins, Crazy Pattern Day – if eyes can't focus on your attire, you win, and Movie Day – dress in character of a movie. This week keeps things lively! Employees communicate with others outside their circle and offices really work together.

The City Manager's Assistant produced the next issue of City Hall Matters. City Hall Matters is an emailed newsletter by for the employees by the employees. City Hall employees submit their stories such as vacation trips, pictures, family updates, work updates, favorite recipes, etc to the City Manager's Assistant who pulls the information together into a newsletter which is emailed out to the city hall employees. It is a great way to keep employees connected. It is produced roughly once per quarter.



Spirit Week movie winner went to the City Clerk Tax Collection Office with 101 Dalmations!

# Office of Human Resources (OHR)

Heather Worrall, Director of Human Resources; Jean Tsouramanis, HR Assistant; Gwen Milliman, HR Office Assistant

## June Employment Statistics

| Employment Separations = 16 |    | Employment New Hires = 20 |    |
|-----------------------------|----|---------------------------|----|
| Community Services          | 13 | Community Services        | 04 |
| Fire Department             | 02 | Executive Department      | 02 |
| Recreation                  | 01 | Finance Department        | 01 |
|                             |    | Police Department         | 03 |
|                             |    | Public Library            | 01 |
|                             |    | Public Welfare            | 01 |
|                             |    | Recreation                | 08 |

## July Employment Statistics

| Employment Separations = 09 |    | Employment New Hires = 02 |    |
|-----------------------------|----|---------------------------|----|
| Community Services          | 02 | Community Services        | 01 |
| Recreation                  | 07 | Fire Department           | 01 |

| Employee Anniversaries - July |                     |                   |
|-------------------------------|---------------------|-------------------|
| Employee Name                 | Employee Department | Length of Service |
| Mayer-Gottlob, Karin M        | Library             | 32                |
| Joyal, J Michael Jr           | Executive           | 31                |
| Gould, Brad J                 | Police              | 25                |
| Powers, Patti I               | Police              | 23                |
| Comeau, Craig T               | Fire                | 21                |
| Gingras, Brenda L             | Recreation          | 21                |
| Carney, Matthew S             | Fire                | 19                |
| Jacques, Brian D              | Fire                | 19                |
| McShane, Michael R            | Fire                | 19                |
| Lynch, Daniel R               | Finance             | 17                |
| Cicchese, Michael             | Parking             | 15                |
| Schrempf, Derick W            | Fire                | 14                |
| Adams, Matthew                | Fire                | 11                |
| Dunker, Susan E               | Library             | 10                |
| Ambrose, Nicole K             | Fire                | 9                 |
| Benton, Donna P               | Planning            | 9                 |
| Murphy, Connie M              | Finance             | 9                 |

|                    |            |   |
|--------------------|------------|---|
| Chase, Ryan S      | Fire       | 8 |
| Storer, John B     | CS         | 7 |
| Ryder, Bradley J   | Fire       | 5 |
| Engelman, Rachel N | Library    | 3 |
| Gunnison, Robert S | CS         | 3 |
| Mitchel, Matthew K | CS         | 3 |
| Rogers, Brian R    | CS         | 3 |
| Holton, Erika F    | Recreation | 2 |
|                    |            |   |

| Employee Anniversaries - August |                     |                   |
|---------------------------------|---------------------|-------------------|
| Employee Name                   | Employee Department | Length of Service |
| Flanagan, Lois E                | Community Services  | 37                |
| Cormier, Todd A                 | Community Services  | 30                |
| Hanna, E. David                 | Fire                | 30                |
| Parker, Christopher             | Executive           | 26                |
| Dwyer, Stephen                  | Police              | 21                |
| Colonna, Mark                   | Community Services  | 20                |
| Croteau, Shawn                  | Fire                | 20                |
| Rano, Joanne                    | Library             | 19                |
| Dube, Michelle                  | Inspection Services | 16                |
| Grass, Ryan                     | Community Services  | 16                |
| Pine, Timothy                   | Executive           | 16                |
| Cooper, Juel                    | Police              | 14                |
| Donovan, Jaimie                 | Inspection Services | 14                |
| Collis, David                   | Police              | 13                |
| Labonte, Julie                  | Finance             | 13                |
| Colarusso, Anthony              | Fire                | 9                 |
| Glidden, Keegan                 | Community Services  | 9                 |
| Ryan, Michael                   | Fire                | 9                 |
| Gaston, Susan                   | Public Welfare      | 8                 |
| Martuscello, Molly              | Police              | 7                 |
| O'Neil, Derek                   | Police              | 6                 |
| Gibbons, Chris                  | Police              | 5                 |
| Sobel, Adin                     | Police              | 5                 |
| David, Timothy                  | Police              | 4                 |
| Early, Brian J                  | Executive           | 4                 |
| Zimmerman, Tom                  | Executive           | 4                 |
| Anderson, Ryan                  | Police              | 3                 |
| Burbank, Brandon                | Recreation          | 3                 |
| Gagnon, Nicholas                | Library             | 3                 |
| Gurnsey, Nathaniel              | Police              | 3                 |
| Bowman, Ian                     | Fire                | 2                 |
| Cherim, Lilah                   | Fire                | 2                 |
| Cragin, Kathleen                | Finance             | 2                 |
| Crampsey, Joshua                | Fire                | 2                 |
| Phipps, Zachary                 | Fire                | 2                 |

|                   |         |   |
|-------------------|---------|---|
| Ricker, Keegan    | Fire    | 2 |
| Rodenhuis, Sierra | Fire    | 2 |
| Stevens, Hunter   | Fire    | 2 |
| MacLeod, Kathryn  | Library | 1 |
| Stewart, Meghan   | Library | 1 |
|                   |         |   |

As an additional note, Community Services had 13 separations due to the admin staff reviewing their roster of seasonal employees and removing those who were not returning.

In June, 197 candidates applied to 31 jobs via Dover’s hiring platform, JazzHR. 10 of these individuals were hired. 75 of these candidates came from Indeed, 57 from LinkedIn, 59 from Our Career Page, and 5 from ZipRecruiter.

During the City Council meeting held July 24, 2024, all 7 union contracts were ratified by the council, which concluded union contract negotiations that started in January 2024.

In July 2024 there were a total of 179 candidates who applied to 26 open positions, 1 of which was hired in July. The candidate took 28 days to hire from the time they applied to the position.

# Office of Information Technology (OIT)

**Annie Dove, Director of Information Technology; Kevin Foster, Deputy Director of IT; Kathleen Meyers, Asset Management Admin, Timothy Pine, Asset Management Tech; Zach Endres, Enterprise Systems Admin; Dave Peters, Systems Tech; Robert Stallings, Utility Systems Admin; Matt Faucher, Public Safety IT Admin; Nick Neathawk, Public Safety IT Tech**

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Office of Information Technology, including Police IT staff, managed 137 total monthly IT Support Tickets in June 2024. The majority of tickets were created in the Police department. The majority of tickets were categorized as Client – Issue and User Account - Issue.

June 2024: Enterprise and Public Safety IT staff meeting with security services provider to discuss identity protection.

June 2024: Samsara Implementation Kick-off Meeting attended by vendor, IT and CS Director.

June 2024: Meeting with communications vendor regarding cost of Police Dispatch services.

June 2024: Attend introductory walk-through of Dover Public Library renovation plans in order to partner on wiring infrastructure and information technology system needs.

June 2024: Utilize centralized account management infrastructure to provide single-sign on, MFA, distributed, standardized account permissions for water, sewer utilities management application.

June 2024: Police Department camera system replaced as part of schedule maintenance.

June 2024: Tyler EP&L Account Manager onsite for a full day to meet with stakeholders, users and gain a first-hand account of busy permit, plan and licensing activities.

June 2024: Walk-through and preparation for accounts receivable work for new fiscal year 2025.

June 2024: Ensure FY25 Adopted Fee Schedule is reflected in Tyler EP&L.

June 2024: Documentation and walk-through of Tyler EP&L refund process. Document expanded to include Tyler EP&L configuration, role assignment and security permissions.

June 2024: Post Utility Systems IT Technician position.

June 2024: Activate redundant alarming using IP dialer technology for water, sewer utilities alarms.

June 2024: Scheduled quarterly update of private and public maps completed.

Office of Information Technology, including Police IT staff, managed 187 total monthly IT Support Tickets in July 2024. The majority of tickets were created in the Police department. The majority of tickets were categorized as Client – Issue.

July 2024: Asset Management Administrator and Deputy IT Director complete transfer of new CAMA application database to on premise systems.

July 2024: Follow up meeting with Dover Public Library staff to discuss wiring needs, data drop and telecommunications closet location as part of renovation plans.

July 2024: B25008 Municipal Security System released July 17, 2024 with walk-through completed on July 25 2024. Due date is August 20, 2024.

July 2024: IT Director speaks with State of New Hampshire, reviews contracts and procedures in place with both the State of NH and fire reporting application vendor. Fire and Rescue Department initiated use of a different application for fire reporting in June 2024.

July 2024: Asset Management IT Technician continues research on new GPS equipment to replace current GPS equipment that has reached end-of-life.

July 2024: IT Director meets with Engineering team to discuss excavation permits, follow-up inspections and surety as supported in Enterprise Permit, Plan and Licensing application.

July 2024: Public Safety IT Admin and Deputy IT Director support enhancements to data sharing withing Computer Aided Dispatch application.

July 2024: Enterprise Systems IT admin completes fiscal year rollover for accounts receivable application.

July 2024: IT Director supports enterprise permit, plan and license changes for new fiscal year; new fee schedule in place, updated general ledger accounts for Inspection Services, update to accounts receivable daily revenue report.

July 2024: Asset Management Administrator attends virtual course on GIS versioning.

July 2024: Asset Management Technician develops expertise on work order system dynamic reports.

July 2024: Enterprise Systems IT Administrator completes first scheduled monthly maintenance.

July 2024: IT Director meets with all IT staff and one media services employee to review incident response plan.

July 2024: Deputy IT Director meets with Public Library to test wireless phone and panic buttons prior to opening time.

July 2024: Continued project meetings supporting grant-funded SCADA upgrade project with Utility Systems IT Administrator and IT Director.

July 2024: Asset Management IT Technician continued support of Lead Service Line Inventory project using GIS and document management services.

# Office of Media Services (OMS)

**Michael Gillis, Director of Media Services; Brian Early, Media Services Admin; Tom Zimmerman, Media Services Tech; Lynn Clement, Media Services Tech, Jared Mancuso, Camera Operator**

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## June 2024

In June, Media Services provided numerous updates on a variety of city and school projects, public services, and current events. These included special events, weather updates related to a significant heat wave, construction and infrastructure projects, and previews of upcoming meetings of public bodies.

Media Services broadcast and streamed live the Dover High School Graduation on June 6. The graduation moved from Dover High School to the Whittemore Center at the University of New Hampshire in Durham due to the weather, which required a last-minute change to technical plans.

Media Services produced four episodes of the Dover Download podcast in June. Topics included an update on the waterfront project, the upcoming renovation project at the Public Library, and the Right-to-Know law. Dover Download is a weekly look at what's happening in Dover, hosted by Deputy City Manager Christopher Parker.

Media Services covered special events in June, including flag-raising ceremonies at City Hall, end-of-year school events, and Chamber of Commerce events.

Media Services in June fulfilled multiple requests for photo and video media from the media, regional organizations, and the Greater Dover Chamber of Commerce. Director of Media Services Mike Gillis attended the New Hampshire Digital Governance Summit in June. Held in Manchester, the conference provided sessions on how New Hampshire communities can leverage technology to better serve the public.

In June, Media Services sent out 71 email newsletters, including the weekly editions of Dover Download, special alerts, and departmental and project updates. These newsletters are designed to help communicate a wide variety of information to the public of general interest and for specific projects and topics and to instill the city's commitment to community stewardship. More than 200 updates were posted to social media and other external communications platforms.

In June, Media Services distributed 52 news releases across multiple platforms for other city matters, including ongoing projects and special announcements.

Media Services provided live and taped televised coverage of 15 meetings and special events in June.

## July 2024:

In July, Media Services provided numerous updates on a variety of city and school projects, public services, and current events. These included special events, weather updates related to a lingering heat wave, construction and infrastructure projects, and previews of upcoming meetings of public bodies.

Media Services produced five episodes of the Dover Download podcast in July. Topics included a preview of the Cochecho Arts Festival, an interview with the directors of the Woodman Museum and Children's Museum of New Hampshire, an update on the conservation chapter of the city's master Plan, a conversation about housing with the New Hampshire Housing Finance Authority, and a mid-year

planning update. Dover Download is a weekly look at what's happening in Dover, hosted by Deputy City Manager Christopher Parker.

Media Services covered special events in July, including the annual reading of the Declaration of Independence at City Hall, the annual fireworks display, and Greater Dover Chamber of Commerce and Dover Main Street events.

In July, Media Services sent out 75 email newsletters, including the weekly editions of Dover Download, special alerts, and departmental and project updates. These newsletters are designed to help communicate a wide variety of information to the public of general interest and for specific projects and topics and to instill the city's commitment to community stewardship. More than 200 updates were posted to social media and other external communications platforms.

In July, Media Services distributed 56 news releases across multiple platforms for other city matters, including ongoing projects and special announcements.

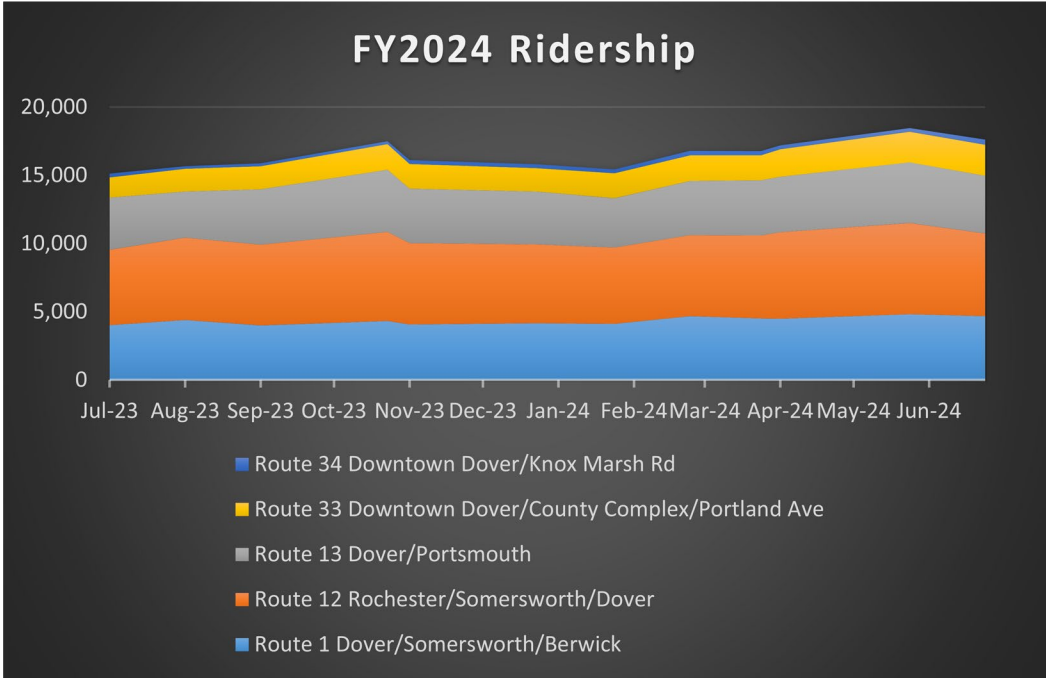
Media Services provided live and taped televised coverage of 16 meetings and special events in July.



Reading of the Declaration of Independence

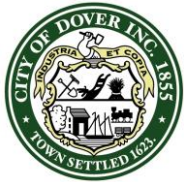


Mayor Carrier – At the Reading of the Declaration of Independence



|          |                                            |
|----------|--------------------------------------------|
| Route 1  | Dover/Somersworth/Berwick                  |
| Route 12 | Rochester/Somersworth/Dover                |
| Route 13 | Dover/Portsmouth                           |
| Route 33 | Downtown Dover/County Complex/Portland Ave |
| Route 34 | Downtown Dover/Knox Marsh Rd               |

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, July 24, 2024**  
Meeting Time: **7:00 pm**

### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

Councilor Nemeth led the pledge of allegiance.

### 4. ROLL CALL ATTENDANCE

**Present:** Councilor Richer, Councilor Nemeth, Councilor Retrosi, Councilor Williams, Councilor Cullen, Councilor Hackett, Councilor Warach, Deputy Mayor Shanahan, Mayor Shanahan

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

### 5. PROCLAMATIONS/AWARDS

None.

### 6. APPROVAL OF AGENDA

Deputy Mayor Shanahan moved to approve the agenda, seconded by Councilor Retrosi. Vote: 9-0.

### 7. PUBLIC HEARINGS

#### A. AUTHORIZATION TO ACCEPT AND EXPEND AMENDMENT TO THE NEW HAMPSHIRE OFFICE OF HIGHWAY SAFETY GRANT (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE) SPONSORED BY MAYOR CARRIER BY REQUEST

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

#### B. AUTHORIZATION TO ACCEPT GRANT FUNDING NH DEPARTMENT OF HEALTH AND HUMAN SERVICES DEPARTMENT VIA JSI RESEARCH & TRAINING INSTITUTE, INC. TO EVALUATE DOVER POLICE DEPARTMENT'S ALTERNATIVE SUSPENSION PROGRAM (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE) SPONSORED BY MAYOR CARRIER BY REQUEST

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

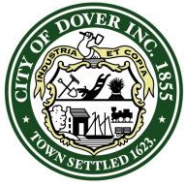
### 8. PUBLIC FORUM

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

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

### 9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing and gave an overview of his report to the Council.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, July 24, 2024**  
Meeting Time: **7:00 pm**

Deputy Mayor Shanahan moved to approve the City Manager's Report, seconded by Councilor Warach. Vote: 9-0.

### 10. APPROVAL OF MINUTES

#### A. July 10, 2024 – Non-Public Meeting

#### B. July 10, 2024 – Regular Meeting

Deputy Mayor Shanahan moved to approve the two sets of minutes, seconded by Councilor Hackett. Vote: 9-0.

### 11. MAYOR'S REPORT

Mayor Carrier gave an overview of the events and meeting he attended in the last few weeks.

Deputy Mayor Shanahan moved to approve the Mayor's Report, seconded by Councilor Warach. Vote: 9-0.

### 12. UNFINISHED BUSINESS

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

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

#### C. RESOLUTIONS

- 1. AUTHORIZATION TO ACCEPT AND EXPEND AMENDMENT TO THE NEW HAMPSHIRE OFFICE OF HIGHWAY SAFETY GRANT  
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)  
SPONSORED BY MAYOR CARRIER BY REQUEST**

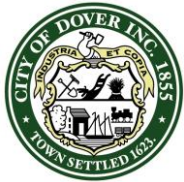
Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Retrosi. City Manager Joyal gave an overview of the resolution to the Council.  
Roll Call Vote: 9-0.

- 2. AUTHORIZATION TO ACCEPT GRANT FUNDING NH DEPARTMENT OF HEALTH AND HUMAN SERVICES DEPARTMENT VIA JSI RESEARCH & TRAINING INSTITUTE, INC. TO EVALUATE DOVER POLICE DEPARTMENT'S ALTERNATIVE SUSPENSION PROGRAM  
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)  
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Nemeth. City Manager Joyal gave an overview of the resolution to the Council.  
Roll Call Vote: 9-0.

### 13. NEW BUSINESS

#### A. CONSENT CALENDAR



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, July 24, 2024**  
Meeting Time: **7:00 pm**

- 1. APPROVAL OF INTERIM FIRE CHIEF OF THE CITY OF DOVER EMPLOYMENT AGREEMENT (PERRY PLUMMER)**  
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. SETTING VOTING HOURS FOR THE SEPTEMBER 10, 2024 STATE PRIMARY ELECTION AND THE NOVEMBER 5, 2024 STATE GENERAL ELECTION**  
SPONSORED BY MAYOR CARRIER BY REQUEST
- 3. ADOPTING AMENDMENTS TO MERIT PLAN, CLASSIFICATION PLAN AND PAY PLAN**  
SPONSORED BY MAYOR CARRIER BY REQUEST
- 4. FISCAL YEAR 2025 SPECIALIZED MUNICIPAL LEGAL SERVICES**  
SPONSORED BY MAYOR CARRIER BY REQUEST
- 5. PROFESSIONAL SUPPORT SERVICES FOR SCADA SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEM**  
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the Consent Calendar, seconded by Councilor Nemeth.

Mayor Carrier asked to pull resolution 13.A.2.

Roll Call Vote on items 1, 3, 4, 5: 9-0.

Mayor Carrier asked City Clerk Vansylvong-Bizier for an update of polling locations and times for the September 10, 2024 Primary and November 5, 2024 State General Election. City Clerk Vansylvong-Bizier gave an overview of the polling locations as well as the hours polls will be open.

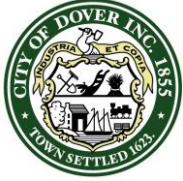
Deputy Mayor Shanahan moved to approve resolution 13.A.2. seconded by Councilor Warach. Roll Call Vote: 9-0.

### COMMITTEE REPORTS

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

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

Councilor Williams gave an overview of the Conservation Commission report to the Council.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, July 24, 2024**  
Meeting Time: **7:00 pm**

Councilor Cullen gave an overview of the Planning Board report to the Council.

Councilor Hackett gave an overview of the School Board report to the Council.

Councilor Richer gave an overview of the Energy Commission report to the Council.

Councilor Nemeth gave an update on the Joint Building Committee – Athletic Complex progress to the Council.

### **B. RESOLUTIONS**

#### **1. ENDORSING NHMA 2025-2026 LEGISLATIVE POLICY POSITIONS**

SPONSORED BY DEPUTY MAYOR SHANAHAN

Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Hackett.

Deputy Mayor Shanahan gave an overview of the resolution to the Council.

Roll Call Vote: 8-1, with Councilor Cullen opposed.

#### **2. COLLECTIVE BARGAINING AGREEMENT BETWEEN CITY OF DOVER AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME)**

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Hackett.

City Manager Joyal gave an overview of the resolution to the Council.

Roll Call Vote: 9-0.

#### **3. COLLECTIVE BARGAINING AGREEMENT BETWEEN CITY OF DOVER AND THE DOVER POLICE ADMINISTRATORS ASSOCIATION (DPAII)**

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Retrosi.

City Manager Joyal gave an overview of the resolution to the Council.

Roll Call Vote: 9-0.

#### **4. COLLECTIVE BARGAINING AGREEMENT BETWEEN CITY OF DOVER AND THE DOVER PROFESSIONAL EMPLOYEES ASSOCIATION (DPEA)**

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Warach.

City Manager Joyal gave an overview of the resolution to the Council.

Roll Call Vote: 9-0.

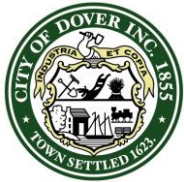
#### **5. COLLECTIVE BARGAINING AGREEMENT BETWEEN CITY OF DOVER AND THE DOVER MUNICIPAL EMPLOYEES ASSOCIATION (DMEA)**

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Nemeth.

City Manager Joyal gave an overview of the resolution to the Council.

Roll Call Vote: 9-0.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, July 24, 2024**  
Meeting Time: **7:00 pm**

**6. COLLECTIVE BARGAINING AGREEMENT BETWEEN CITY OF DOVER AND DOVER PROFESSIONAL FIRE OFFICERS ASSOCIATION (DPFOA)  
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Richer.  
City Manager Joyal gave an overview of the resolution to the Council.  
Roll Call Vote: 9-0.

**7. COLLECTIVE BARGAINING AGREEMENT BETWEEN CITY OF DOVER AND DOVER PROFESSIONAL FIREFIGHTERS ASSOCIATION (DPFFA)  
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Hackett.  
City Manager Joyal gave an overview of the resolution to the Council.  
Roll Call Vote: 9-0.

**8. COLLECTIVE BARGAINING AGREEMENT BETWEEN CITY OF DOVER AND DOVER POLICE ASSOCIATION (DPA)  
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Nemeth.  
City Manager Joyal gave an overview of the resolution to the Council.  
Roll Call Vote: 9-0.

**9. FY2025 CIP APPROPRIATION AND AUTHORIZATION FOR BONDING FOR PUBLIC IMPROVEMENTS PER TERRA NOVA/WESTFIELD LAND DEVELOPMENT AGREEMENT**

**(TO BE REFERRED TO A PUBLIC HEARING ON 08/14/2024 WITH A VOTE TO OCCUR AT 8/28/2024 MEETING)**

**(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)**

**SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Shanahan moved to refer the resolution to Public Hearing on August 14, 2024, seconded by Councilor Nemeth.  
Vote: 9-0.

**10. AUTHORIZING MEMORANDUM OF UNDERSTANDING FOR COCHECHO STREET OUTFALL PROJECT**

**SPONSORED BY MAYOR CARRIER BY REQUEST**

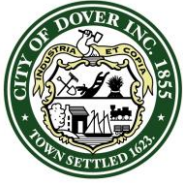
Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Hackett.  
City Manager Joyal gave an overview of the resolution to the Council.  
Roll Call Vote: 9-0.

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

**14. COUNCIL CORRESPONDENCE**

**15. COUNCIL MATTERS OF INTEREST**

Councilor Hackett asked if the free 3-hour parking for Veteran's could have more signage around the City. Councilor Warach said he would also bring it to the Parking Commission.



**CITY OF DOVER**

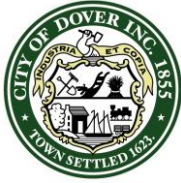
## CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, July 24, 2024**  
Meeting Time: **7:00 pm**

### 16. ADJOURN

Councilor Warach motioned to adjourn, seconded by Councilor Nemeth.

DRAFT



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Workshop Session  
Meeting Location: City Hall, Council Chambers  
Meeting Date: **Wednesday, August 7, 2024**  
Meeting Time: **7:00 pm**

### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

Councilor Williams led the pledge of allegiance.

### 4. ROLL CALL ATTENDANCE

**Present:** Councilor Richer, Councilor Williams, Councilor Cullen, Councilor Hackett, Deputy Mayor Shanahan, Mayor Carrier

**Absent:** Councilor Nemeth, Councilor Retrosi, Councilor Warach

**Also Present:** City Manager Joyal, City Clerk Vansylyvong-Bizier

### 5. PUBLIC FORUM

*Taxpayers, Business owners, and Residents are invited to speak on the subject matter of the Workshop. Statements shall be limited to five minutes.*

Ray Bardwell, Spur Road, requested that the Council consider letting all Veterans park for free at any metered spot within the City.

### 6. DISCUSSIONS

#### A. PARKING OVERVIEW

Deputy City Manager Parker, Parking Commission Chair Charles Reynolds, and Parking Manager Simons gave a PowerPoint Presentation update to the Council, and answered questions.

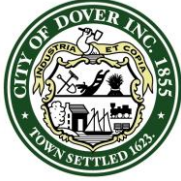
#### B. LIBRARY RENOVATION UPDATE

Library Director LaFrance introduce Jason Lacombe from SMP Architecture to the Council. Mr. Lacombe gave a PowerPoint Presentation to the Council on the library renovations.

Director LaFrance and Mr. Lacombe answered questions from the Council.

### 7. ADJOURNMENT

Councilor Williams moved to adjourn, seconded by Councilor Hackett. Vote: 6-0.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2024.08.14 - 138**

Resolution Re: B14074 Design Services for Garrison Hill Reservoir Additional Scope of Work Underwood Engineers

WHEREAS: A sealed Request for Qualifications (RFQ) B14074 was issued and received for Professional Engineering Services for Water Systems Facility Upgrades on July 9, 2014 at 11:00 am. Four firms replied and interviews were conducted on August 3, 2014 with representatives from all four firms. The evaluating committee recommended award to Underwood Engineers of Portsmouth, NH as the top ranked firm for this project; and

WHEREAS: The City received a Scope of Work #7 in the amount of \$10,000.00 for preliminary design of the Garrison Hill Reservoir. The city later received an Additional Scope of Work #15 in the amount of \$190,000.00 for final design and bidding services for the Rehabilitation of the Garrison Hill tank project and replacement of adjacent cast-iron main that feeds the tank. The evaluation of the Garrison Hill water storage tank was approved via council resolution [R-2021.01.27-016](#); and

WHEREAS: In response to another significant water main break on Broadway, the City request and received an additional Scope of Work in the amount of \$105,500.00 for design engineering services for replacement of the transmission main from the Garrison Hill tank down to Broadway. It is the recommendation to add this additional scope of work to this project; 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 for Additional Scope of Work to Underwood Engineers of Portsmouth, NH for Engineering Services that includes survey, geotechnical investigations, and final design for a new water main from Garrison Hill to Broadway in the amount not to exceed \$105,500.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

### Financing

| Account                        | Description                       | Appropriation | Balance   |
|--------------------------------|-----------------------------------|---------------|-----------|
| 5300.1.300.43320.4757.03550.17 | Water Systems Facilities Upgrades | 3,036,064     | 2,974,454 |

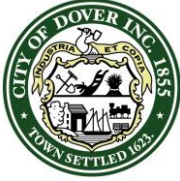
### AUTHORIZATION

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.1.**

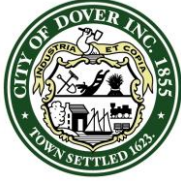
Resolution Number: **R – 2024.08.14 - 138**  
Resolution Re: B14074 Design Services for Garrison Hill Reservoir Additional  
Scope of Work Underwood Engineers

### 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 S. April Richer, Ward 1    |     |    |
| Councilor Robert Warach, Ward 2      |     |    |
| Councilor Anthony Retrosi, 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.1.**

Resolution Number: **R – 2024.08.14 - 138**

Resolution Re: B14074 Design Services for Garrison Hill Reservoir Additional  
Scope of Work Underwood Engineers

### RESOLUTION BACKGROUND MATERIAL:

Underwood Engineering was originally selected via a sealed Request for Qualifications (RFQ) B14074 for Professional Engineering Services for Water Systems Facility Upgrades. They have completed recent design work for the rehabilitation of the 4 million gallon Garrison Hill Water Storage Tank; and they also conducted the design of the water main replacement project that occurred on Central Avenue, north of Abbey Sawyer up to Lowell Avenue and connecting to the Lowell Avenue Water Treatment Plant.

The City has experienced very significant water main breaks on a portion of the old water transmission line that runs down the southeasterly side of Garrison Hill, and continues cross-country to Broadway. The water main dates back to the origins of the initial public water system in 1888. The main is 12 inches in diameter and when the pipe has ruptured, it has broken in catastrophic fashion with segments of the pipe essentially disintegrating. The most recent break occurred back on July 16 and the damage caused the roadway to be closed for almost 24 hours.

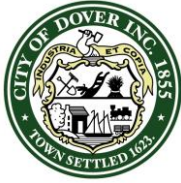
In addition to poor condition of the 1888 water main, the isolation valves used to shut down portions of the water main date to 1888 as well and are almost inoperable and need to be replaced.

The City has requested Underwood perform survey and design work with the expectation that construction could begin as early as spring 2025. The additional scope of work is being requested for design engineering services for replacement of the transmission main extending southeast from the Garrison Hill Tank. The existing 12-inch diameter cast iron main has surpassed its useable life and is in need of replacement. The section of main to be replaced runs cross country from outside the tank at the top of Abbey Sawyer road to Oak Street, along Oak Street, and along Broadway southwest to Florence Street (2,800 +/- feet total). It is desirable to coordinate the transmission main improvements with the tank rehabilitation and replacement of the tank piping connections. The existing main crosses City Land and is located on private property within easements, which were previously granted to the City of Dover.

| Task                                      | Existing Fee      |
|-------------------------------------------|-------------------|
| 1 Survey                                  | 27,400            |
| 2 Transmission Main Design                | 52,800            |
| 3 Subsurface Investigation                | 9,300             |
| 4 Boundary and Easement Work (on request) | 7,000 (allowance) |
| 5 Bidding                                 | 9,000             |
| <b>TOTAL</b>                              | <b>105,500</b>    |

### Award Information:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2024.08.14 - 139**

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

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

WHEREAS: On June 14, 2024, the City received a proposal for an additional scope of work, not to exceed, \$45,000.00, per the City's request to evaluate the potential for eliminating both the Charles and Mill Street Sewer Pump Stations; 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 Woodard & Curran, Andover, MA, for Mill Street Pump Station Evaluation in the amount of \$45,000.00, for a total contract amount of \$138,925.00. 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 | 3,739,943     | 3,706,075 |
|                                |                       |               |           |

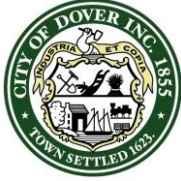
### AUTHORIZATION

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.2.**

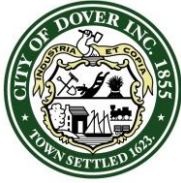
Resolution Number: **R – 2024.08.14 - 139**  
Resolution Re: B21048-RFP24-002 Mill Street Pump Station Evaluation  
Additional SOW

### 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 S. April Richer, Ward 1    |     |    |
| Councilor Robert Warach, Ward 2      |     |    |
| Councilor Anthony Retrosi, 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.2.**

Resolution Number: **R – 2024.08.14 - 139**

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

### **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 anticipated that a full replacement of the Mill Street Pump Station may be required as part of a future project and sought an evaluation of the pump station and surrounding infrastructure. During initial meetings with Woodard & Curran, it became apparent that it could potentially be feasible to eliminate at least the Charles Street Sewer Pump, and possibly also the Mill Street Sewer Pump Station, by expanding a gravity sewer trunk line to connect to the Varney Brook Sewer Pump Station.

Per the City's request, on June 14, 2024 Woodard & Curran submitted an additional scope of work, for the development of a conceptual design for a gravity pipeline alignment analysis and recommendations. The tasks include:

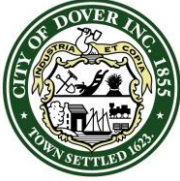
1 – Evaluation for a pipeline extension from Mill Street Pump Station, along existing corridors to Varney Brook Pump Station. As part of the scope of work, Woodard & Curran will review available data sources and record information, evaluate the feasibility of the proposed pipeline route options, identify pipeline interferences and utility conflicts, and incorporate the resulting findings and recommendations with the Design Basis Report being developed under the existing contract.

### **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.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

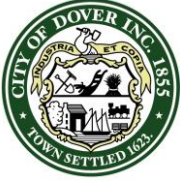
Resolution Number: **R – 2024.08.14 - 139**

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

### Purchasing Information:

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

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2024.08.14 - 140**  
Resolution Re: B25003 Crosby Road Stormwater Improvements

WHEREAS: Sealed bid B25003 was requested and received for Crosby Road Stormwater Improvements on June 23, 2024 at 2:00 pm and;

WHEREAS: In response to chronic flooding issues and complaints by property owners, the City requested proposals for an engineering consultant to evaluate the existing system of roadside swales and culverts along Crosby Road Industrial Park and make recommendations for stormwater improvements, and;

WHEREAS: The City received three (3) submittals and the proposal most advantageous was received by Vanasse Hangen Brustlin, Inc. (VHB), Bedford, NH in the amount of \$99,773.65 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 Vanasse Hangen Brustlin, Inc, (VHB) Bedford, NH for rates and scope of work in conjunction with B25003, not to exceed \$99,773.65. 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    |
|-----------------------------------|-------------------------------|---------------|------------|
| 1000.1.300.43155.4715.00000.00.00 | Storm Water- Land Improvement | 350,000.00    | 190,000.00 |

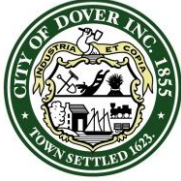
### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Robert Carrier  
By Request

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

Recorded by: Jerrica Vansylyvong-  
Bizier  
City Clerk

|                                                                                                                    |                                   |  |
|--------------------------------------------------------------------------------------------------------------------|-----------------------------------|--|
|  <p><b>CITY OF DOVER</b></p>      | <b>CITY OF DOVER - RESOLUTION</b> |  |
|                                                                                                                    | <b>Agenda Item#: 13.A.3.</b>      |  |
| Resolution Number: <b>R – 2024.08.14 - 140</b><br>Resolution Re: <b>B25003 Crosby Road Stormwater Improvements</b> |                                   |  |

**DOCUMENT HISTORY:**

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

**DOCUMENT ACTIONS:**

| VOTING RECORD                        |     |    |
|--------------------------------------|-----|----|
| Date of Vote:                        | YES | NO |
| Mayor Robert Carrier                 |     |    |
| Deputy Mayor Dennis Shanahan         |     |    |
| Councilor S. April Richer, Ward 1    |     |    |
| Councilor Robert Warach, Ward 2      |     |    |
| Councilor Anthony Retrosi, 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.     |     |    |

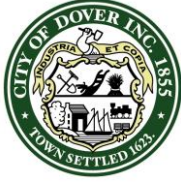
**RESOLUTION BACKGROUND MATERIAL:**

The City solicited proposals from engineering consultants to evaluate the existing system of roadside swales and culverts along Crosby Road Industrial Park and to provide recommendations for stormwater improvements.

The evaluation of the watershed and drainage network is anticipated to include the various road and CSX Railroad Bridge crossings observed by Community Service staff responding to flooding concerns by property owners in the project area. The watershed to be studied is approximately 487 acres.

The selected consultant will be tasked with defining the location and characteristics of the greater watershed; the Crosby Road drainage system; accurately map, inventory and assess its physical characteristics and condition; conduct an assessment and evaluation of its existing and required hydraulic capacities and constraints; and make recommendations for rehabilitation or upgrade of the drainage system to provide for a properly functioning drainage system for the next 40-year service period.

The scope of work includes collection and analysis of watershed data, survey of the road crossings, hydrologic and hydraulic modelling, and an Alternative Analysis summarizing the findings of the project. It is expected that the work will result in recommendations for improvements to the watershed along and potentially upstream of Crosby Road.

|                                                                                                               |                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>CITY OF DOVER</b></p> | <p style="text-align: center;"><b>CITY OF DOVER - RESOLUTION</b></p> <p style="text-align: right;"><b>Agenda Item#: 13.A.3.</b></p> <p>Resolution Number: <b>R – 2024.08.14 - 140</b><br/> Resolution Re: <b>B25003 Crosby Road Stormwater Improvements</b></p> |
|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The work is expected to commence in early September 2024 and conclude in February 2025. Implementation of recommendations would be contingent on funding availability as they would likely require a new project as part of the FY 26 CIP.

**Bid Information:**

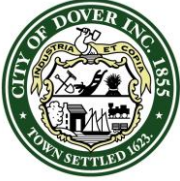
A sealed Request for Proposal #B25003 was issued on June 23, 2024 at 2:00 p.m. EST.

**Award Information:**

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

|                                    |                              |                                     |                                                                                                    |
|------------------------------------|------------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Type:</b>                       | Purchase order               | <b>Advertised:</b>                  | Yes                                                                                                |
| <b>Invitations Mailed:</b>         | 327                          | <b>Number of Responses:</b>         | 2                                                                                                  |
| <b>Warranty:</b>                   | N/A                          | <b>Terms:</b>                       | Net 30, FOB Dover                                                                                  |
| <b>Work Bonded:</b>                | N/A                          | <b>Contract:</b>                    | Yes                                                                                                |
| <b>Prices will hold for:</b>       | Until completion             | <b>Estimated Delivery:</b>          | As needed                                                                                          |
| <b>Recommended Award to:</b>       | Vanasse Hangen Brustlin, Inc | <b>Fund:</b>                        | CIP Stormwater                                                                                     |
| <b>Other Approvals Required:</b>   | No                           | <b>References Checked:</b>          | Satisfactory                                                                                       |
| <b>Previously Worked for City:</b> | Yes                          | <b>Reason for Council Approval:</b> | Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation |

[B25003 Bid Documents](#)



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R - 2024.08.14 - 141**  
Resolution Re: B25004 Self Contained Breathing Apparatus  
Decontamination Machine

WHEREAS: A sealed Request for Bids #B25004 was issued and received for one (SCBA) Self Contained Breathing Apparatus Decontamination Machine on August 5, 2024 at 2:00 p.m; and

WHEREAS: The City of Dover sought qualified vendors to provide equipment to be installed and perform services as needed during warranty period for a SCBA Decontamination Machine using funding available through the American Rescue Plan Act (ARPA) grant; and

WHEREAS: Two vendors provided bid responses on a Solo Rescue 3 phase 208 unit, and includes a heavy-duty basket with holder for two single or double SCBA, holder for two large air cylinders, 2 gear holders for gloves, boots and Helmets, dosing systems UL/CSA single pump with installation kit, and a gallon of Pro-blend Detergent. The proposals were reviewed for necessary specifications being met along with availability of the unit. The proposed unit meeting specifications of this bid request and the offer deemed most advantageous came from Industrial Protection Services LLC (IPS) of Salem NH; and

WHEREAS: It is the recommendation to award the purchase of one Solo Rescue Decontamination Unit to IPS in the total amount of \$31,657.00 as outlined in the background section of this resolution; and

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

The Purchasing Agent is hereby authorized to issue a purchase order to IPS for a Self-Contained Breathing Apparatus Decontamination Machine in the total amount of \$31,657.00. The City Manager, or designee, is hereby authorized to contract with the vendor consistent with the Purchase Order authorized herein.

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

### Financing

| Account                       | Description                      | Appropriation | Balance   |
|-------------------------------|----------------------------------|---------------|-----------|
| 2110.1.190.41910.474.01150.00 | ARPA Grant Machinery & Equipment | 31,657.00     | 31,657.00 |
|                               |                                  |               |           |

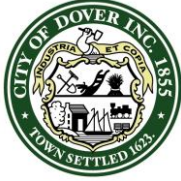
### AUTHORIZATION

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 Vanslyvong-Bizier  
City Clerk

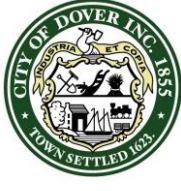
|                                                                                                               |                                   |                                                                      |
|---------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------------------------------------------------|
|  <p><b>CITY OF DOVER</b></p> | <b>CITY OF DOVER - RESOLUTION</b> |                                                                      |
|                                                                                                               | <b>Agenda Item#: 13.A.4.</b>      |                                                                      |
| Resolution Number:                                                                                            |                                   | <b>R - 2024.08.14 - 141</b>                                          |
| Resolution Re:                                                                                                |                                   | B25004 Self Contained Breathing Apparatus<br>Decontamination Machine |

**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 S. April Richer, Ward 1    |     |    |
| Councilor Robert Warach, Ward 2      |     |    |
| Councilor Anthony Retrosi, Ward 3    |     |    |
| Councilor Debra Hackett, Ward 4      |     |    |
| Councilor Fergus Cullen, Ward 6      |     |    |
| Councilor Linnea Nemeth, At Large    |     |    |
| Councilor Lindsey Williams, At Large |     |    |
| Total Votes:                         |     |    |
| Resolution does   does not pass.     |     |    |

|                                                                                                               |                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>CITY OF DOVER</b></p> | <p style="text-align: center;"><b>CITY OF DOVER - RESOLUTION</b></p> <p style="text-align: right;"><b>Agenda Item#: 13.A.4.</b></p> <p>Resolution Number: <b>R - 2024.08.14 - 141</b><br/> Resolution Re: B25004 Self Contained Breathing Apparatus<br/> Decontamination Machine</p> |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**RESOLUTION BACKGROUND MATERIAL:**

Firefighting settings are complex and contain various hazardous substances. Firefighters are exposed to hundreds of different chemicals in the form of gases, vapors, and particulates. Cancer is a leading cause of death among firefighters, and research shows firefighters are at higher risk of certain types of cancers when compared to the general population. Byproducts of combustion or burning, such as benzene and formaldehyde are known to cause cancer. Other toxic exposures come from the multitude of incidents firefighters respond to at any given time. All of the chemicals, gasses, vapors and toxins come in contact with the personal protective equipment firefighters wear each day.

Sound work practices are designed to reduce exposures to hazardous agents, which is key to reducing occupational illnesses, including cancer. Dover Fire & Rescue is committed to adopting work practices that lower the exposures to cancer-causing substances.

By incorporating the Solo Rescue Decontamination Washer, firefighters reduce the time of exposure to hazardous toxins and carcinogens while handling fire protective gear is greatly reduced. The automated cleaning process is designed specifically for fire service protective gear and is carried out inside the machine. Hard to reach areas are more thoroughly cleaned as compared to when the gear is cleaned by hand.

**Bid Information:**

A sealed Request for Proposal #B25004 was issued and received on August 5, 2024 at 2:00 p.m

**Award Information:**

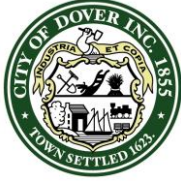
A purchase order will be issued to the vendor selected to authorize future expenditures.

**Purchasing Information:**

|                                    |                                    |                                     |                                                                                                    |
|------------------------------------|------------------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Type:</b>                       | Purchase Order                     | <b>Advertised:</b>                  | Yes                                                                                                |
| <b>Invitations Mailed:</b>         | 163                                | <b>Number of Responses:</b>         | 2                                                                                                  |
| <b>Warranty:</b>                   | Per manufacturer 5 yrs             | <b>Terms:</b>                       | Net 30, FOB Dover                                                                                  |
| <b>Work Bonded:</b>                | No                                 | <b>Contract:</b>                    | Yes                                                                                                |
| <b>Prices will hold for:</b>       | Until completed                    | <b>Estimated Delivery:</b>          | 3 weeks                                                                                            |
| <b>Recommended Award to:</b>       | Industrial Protection Services LLC | <b>Fund:</b>                        | ARPA                                                                                               |
| <b>Other Approvals Required:</b>   | No                                 | <b>References Checked:</b>          | Satisfactory                                                                                       |
| <b>Previously Worked for City:</b> | Yes                                | <b>Reason for Council Approval:</b> | Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation |

[B25004 Bid Documents](#)

|                                                                                |                                                                                                                                             |
|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Document Created by: Purchasing<br/> Document Posted on: August 9, 2024</p> | <p style="text-align: right;">R-2024.08.14 B25004 Self Contained Breathing Apparatus<br/> Decontamination Machine ARPA<br/> Page 3 of 3</p> |
|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2024.08.14 - 142**  
Resolution Re: B25006 Crack Sealing Services

WHEREAS: A sealed Request for Bid #B25006 was solicited and received for pavement crack sealing services on July 25, 2024 at 2:00 PM for services to conclude by December 8, 2024; and

WHEREAS: Two bid responses were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and cost. Sealcoating, Inc. d/b/a Indus, Braintree, MA and AnnSeal, Inc. Johnson City, NY. Bidders were asked to provide pricing on two options, base bid and an alternative PCRM.

WHEREAS: The city has had good results with using the less expensive, alternative PCRM. Only Sealcoating, Inc. d/b/a Indus, submitted a proposal for PCRM.

WHEREAS: It is the recommendation to accept the proposal submitted by Sealcoating, Inc d/b/a Indus, at the rate of \$2.53 per pound, the PCRM option, in an amount not to exceed \$100,000.00. The vendor will use Modified Asphalt (PG 64-28E) with Fibers. The vendor is listed as an approved New Hampshire Department (NHDOT) prequalified contractor.

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 Sealcoating Inc., d/b/a Indus of Braintree, MA for crack sealing services at rates provided in conjunction with bid #B25006 in an amount not to exceed \$100,000.00. 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      |
|--------------------------------|-----------------------------|---------------|--------------|
| 1000.1.300.43121.4715.00000.00 | Streets - Land Improvements | 2,082,513.00  | 2,071,513.00 |
|                                |                             |               |              |

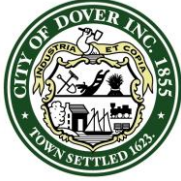
### AUTHORIZATION

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 Vansylyvong-  
Bizier  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2024.08.14 - 142**  
Resolution Re: B25006 Crack Sealing Services

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

| VOTING RECORD                        |     |    |
|--------------------------------------|-----|----|
| Date of Vote:                        | YES | NO |
| Mayor Robert Carrier                 |     |    |
| Deputy Mayor Dennis Shanahan         |     |    |
| Councilor S. April Richer, Ward 1    |     |    |
| Councilor Robert Warach, Ward 2      |     |    |
| Councilor Anthony Retrosi, 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.     |     |    |

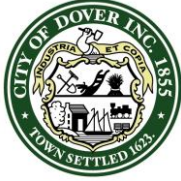
### RESOLUTION BACKGROUND MATERIAL:

The work covered by this project consists of furnishing all labor, equipment, materials and traffic control necessary to perform all operations in connection with reshaping, cleaning and sealing of random cracks in bituminous concrete pavements, and vegetation removal and sterilization of cracks where necessary.

The vendor awarded must be on the NHDOT preapproved lists for contractors.

The City completed a Pavement Management Study in 2022 to evaluate the condition of 129 miles of publicly accepted roadways. The intent of the Study was to complete a comprehensive evaluation of the City's long-term asset management and capital improvements planning & budgeting related to pavement conditions and overall roadway management. While the City has historically focused on re-paving deteriorated roadways, a key maintenance strategy recommended in the report was to expand on crack sealing. Crack sealing obviously helps prevent surface water to migrate, or intrude down into the pavement or underlying subbase. But it also improves the rideability or drivability of a section of roadway, possibly improving its numerical pavement condition index (PCI) by 10 or 15 points. For reference, PCI ratings go from 0 (worst condition) to 100 (newly paved, best condition).

The City used PCRM last year and was very successful. It is more efficient and cost effective. As the consultant suggested we need to increase the amount of crack sealing we are undertaking in order to keep up with maintenance demands, using PCRM is more advantageous to the City.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2024.08.14 - 142**  
Resolution Re: B25006 Crack Sealing Services

**Bid Information:**

A sealed Request for Bid #B25006 was solicited and received for crack sealing services on July 25, 2024 at 2:00 PM.

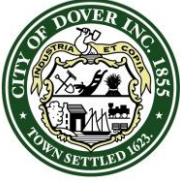
**Award Information:**

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

**Purchasing Information:**

|                                    |                               |                                     |                                                                                                     |
|------------------------------------|-------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Type:</b>                       | Purchase Order                | <b>Advertised:</b>                  | Yes                                                                                                 |
| <b>Invitations Mailed:</b>         | 120                           | <b>Number of Responses:</b>         | 1                                                                                                   |
| <b>Warranty:</b>                   | Per Manufacturer              | <b>Terms:</b>                       | Net 30, FOB Dover                                                                                   |
| <b>Work Bonded:</b>                | Yes                           | <b>Contract:</b>                    | Yes                                                                                                 |
| <b>Prices will hold for:</b>       | Fall 2024 Construction Season | <b>Estimated Delivery:</b>          | As Needed                                                                                           |
| <b>Recommended Award to:</b>       | Sealcoating Inc., d/b/a Indus | <b>Fund:</b>                        | 2024/Streets                                                                                        |
| <b>Other Approvals Required:</b>   | No                            | <b>References Checked:</b>          | Satisfactory                                                                                        |
| <b>Previously Worked for City:</b> | Yes                           | <b>Reason for Council Approval:</b> | Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation. |

### [B25006 Bid Documents](#)



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2024.08.14 - 143**

Resolution Re: B25009 Boiler Replacement for North End Fire Station

WHEREAS: Sealed bid B25009 for Boiler Replacement at North End Fire Station, that included a mandatory pre-bid meeting on 07/22/2024, was received on 8/1/2024 @ 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 North End Fire Station at 262 Sixth Street and;

WHEREAS: Three (3) bid submittals were received and the proposal most advantageous came from Dennis Munson Plumbing & Heating, Dover, NH 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 Dennis Munson Plumbing & Heating, Dover, NH for a total not to exceed \$29,300.00. 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   |
|-----------------------------|---------------------------|---------------|-----------|
| 1000.1.220.42280.4725.00000 | F&R Building-Build Improv | 40,000.00     | 37,085.06 |

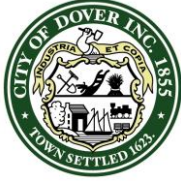
### AUTHORIZATION

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

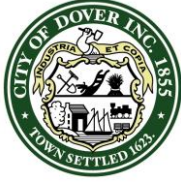
|                                                                                                                                              |                                                                                                                        |  |
|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--|
|  <p><b>CITY OF DOVER</b></p>                                | <h2 style="text-align: center; background-color: #2e5496; color: white; padding: 5px;">CITY OF DOVER - RESOLUTION</h2> |  |
|                                                                                                                                              | <p><b>Agenda Item#: 13.A.6.</b></p>                                                                                    |  |
| <p>Resolution Number:   <b>R – 2024.08.14 - 143</b></p> <p>Resolution Re:           B25009 Boiler Replacement for North End Fire Station</p> |                                                                                                                        |  |

**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 S. April Richer, Ward 1    |     |    |
| Councilor Robert Warach, Ward 2      |     |    |
| Councilor Anthony Retrosi, Ward 3    |     |    |
| Councilor Debra Hackett, Ward 4      |     |    |
| Councilor Fergus Cullen, Ward 6      |     |    |
| Councilor Linnea Nemeth, At Large    |     |    |
| Councilor Lindsey Williams, At Large |     |    |
| Total Votes:                         |     |    |
| Resolution does   does not pass.     |     |    |

|                                                                                                               |                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>CITY OF DOVER</b></p> | <div>CITY OF DOVER - RESOLUTION</div> <div>Agenda Item#: 13.A.6.</div> <div> Resolution Number: <b>R – 2024.08.14 - 143</b><br/> Resolution Re: <b>B25009 Boiler Replacement for North End Fire Station</b> </div> |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**RESOLUTION BACKGROUND MATERIAL:**

The City of Dover requires replacement of two boilers at the North End Fire Station. The current Weil-McLain boilers were installed in 2008 during construction of the building. They are first-generation condensing boilers that have reached the end of their operating life. In the fall of 2023, one of the boilers developed a crack in the heat exchanger, making it unsafe to operate. At that time, it was decommissioned. The building has been operating on one boiler since that time, with the added load on the single boiler, it is inevitable that the lifespan of the current boiler is limited.

Sealed bids were solicited on July 10, 2024, with a mandatory pre-bid meeting on July 22, 2024. The bids were opened on August 1, 2024, with the low bid contractor being Dennis Munson Plumbing and Heating with a price of \$29,300.00. Work is slated to be completed by the end of October 2024 to reduce unnecessary downtime during cold weather.

|                                    |                                  |                                     |                                                                   |
|------------------------------------|----------------------------------|-------------------------------------|-------------------------------------------------------------------|
| <b>Type:</b>                       | Purchase order                   | <b>Advertised:</b>                  | Yes                                                               |
| <b>Invitations Mailed:</b>         | 260                              | <b>Number of Responses:</b>         | 3                                                                 |
| <b>Warranty:</b>                   | Yes                              | <b>Terms:</b>                       | Net 30, FOB Dover                                                 |
| <b>Work Bonded:</b>                | No                               | <b>Contract:</b>                    | Yes                                                               |
| <b>Prices will hold for:</b>       | Until completion                 | <b>Estimated Delivery:</b>          | Summer/Fall 2024                                                  |
| <b>Recommended Award to:</b>       | Dennis Munson Plumbing & Heating | <b>Fund:</b>                        | General                                                           |
| <b>Other Approvals Required:</b>   | No                               | <b>References Checked:</b>          | Satisfactory                                                      |
| <b>Previously Worked for City:</b> | Yes                              | <b>Reason for Council Approval:</b> | Purchase to exceed the \$25,000 amount requiring Council approval |

**[B25009 Bid Documents](#)**

|                                                                       |                                                                                     |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Document Created by: Purchasing<br>Document Posted on: August 9, 2024 | R-2024.08.14 B25009 Replacement of Boilers at North End Fire Station<br>Page 3 of 3 |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------|

## **APPOINTMENTS COMMITTEE REPORT**

**August 14, 2024**

### **New Appointments:**

James Fieseher – Ethics Commission – Regular Member (term: 8/14/2024 to 8/14/2027)

Abigail Bachman – Dover Business and Industrial Development Authority – Regular Member (term: 8/14/2024 to 8/14/2027)

Joshua Hynes – Dover Business and Industrial Development Authority – Regular Member (term: 8/14/2024 to 8/14/2027)

Derek Fisher – Dover Business and Industrial Development Authority – Regular Member (term: 8/14/2024 to 8/14/2027)

### **Resignations:**

Otis Perry – Heritage Commission

### **Re-appointments:**

Jeff Spires, regular member – Heritage Commission

Charles Reynolds, regular member – Parking Commission

Jack Buckley, regular member – Parking Commission

Joseph DiGregorio, regular member – Parking Commission

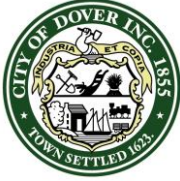
Darren Tapp, alternate member – Graffiti Management

Bobbie Glidden, regular member – Graffiti Management

Marguerite Ferrer, regular member – Graffiti Management

### **Change in Status:**

Alice Wade, Alternate to Regular Member – Committee for Racial Equity & Inclusion



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2024.08.14 - 144**

Resolution Re: B23083 Residential Pay-As-You-Throw Trash Bags for  
FY25

WHEREAS: A sealed Request for Bid #B23083 was requested and received for Pay as You Throw Trash (PAYT) Bags on July 6, 2023 at 2:00 p.m.; and

WHEREAS: Four (4) proposals were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services and it was the recommendation to award this to Boxes & Bags Unlimited of Lewiston Maine, for a one-year term with the option to renew for two additional one-year terms, at mutually negotiated rates, not to exceed Boston CPI; and

WHEREAS: On August 9, 2023 via R-2023-08.09-125 council approved Boxes & Bags Unlimited of Lewiston, Maine for FY24 to produce the bags at \$77.88 per case for the 30 gallon and \$57.60 per case for the 15-gallon bags; and

WHEREAS: Boxes and Bags Unlimited has agreed to continue to charge the same pricing for FY25; 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 Boxes and Bags Unlimited of Lewiston, ME for residential pay-as-you-throw drawstring trash bags in the amount not to exceed \$165,000.00. 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        | FY25 Appropriation | Balance    |
|--------------------------------|--------------------|--------------------|------------|
| 3320.1.300.43230.4612.00000.00 | Operating Supplies | 165,000.00         | 165,000.00 |

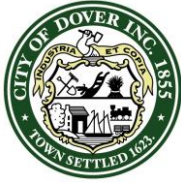
### AUTHORIZATION

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 Vansylyvong-  
Bizier  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2024.08.14 - 144**  
Resolution Re: B23083 Residential Pay-As-You-Throw Trash Bags for  
FY25

### 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 S. April Richer, Ward 1    |     |    |
| Councilor Robert Warach, Ward 2      |     |    |
| Councilor Anthony Retrosi, 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:

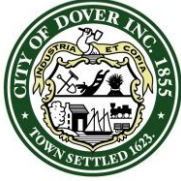
Under last year's bid (B23083) and corresponding City Council Resolution there was no provision for an automatic renewal for any subsequent years. Therefore, a renewal authorization is required by the City Council.

City staff have been very pleased with the quality and consistency of the bags provided by Boxes & Bags Unlimited. The quality has far surpassed that of the previous vendor, and there have been no shipping or supply issues. There was a period in 2023 where it appeared the previous bag supplier was not going to be able to supply enough bags, to the point the City would have run out. City staff have reported no concerns at all with Boxes & Bags Unlimited.

Boxes & Bags Unlimited has agreed to hold pricing the same for FY2025 as it was for FY2024.

### Award Information:

A purchase order will be issued to Boxes and Bags Unlimited to authorize expenditure outlined in this resolution.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

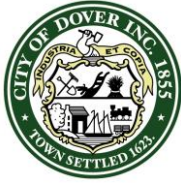
Resolution Number: **R – 2024.08.14 - 144**

Resolution Re: B23083 Residential Pay-As-You-Throw Trash Bags for  
FY25

### Purchasing Information:

|                             |                             |                                 |                                                                                                                |
|-----------------------------|-----------------------------|---------------------------------|----------------------------------------------------------------------------------------------------------------|
| Type:                       | Purchase order              | Advertised:                     | Yes                                                                                                            |
| Invitations Mailed:         | 142                         | Number of Responses:            | 4                                                                                                              |
| Warranty:                   | N/A                         | Terms:                          | Net 30, FOB Dover                                                                                              |
| Work Bonded:                | No                          | Contract:                       | Yes                                                                                                            |
| Prices will hold for:       | 6/30/2025                   | Estimated Delivery:             | As Needed                                                                                                      |
| Recommended Award to:       | Boxes and Bags<br>Unlimited | Fund:                           | Waste Mgmt/Fund<br>3320                                                                                        |
| Other Approvals Required:   | No                          | References Checked:             | Satisfactory                                                                                                   |
| Previously Worked for City: | Yes                         | Reason for Council<br>Approval: | Purchase to exceed<br>the \$25,000 amount<br>requiring Council<br>approval subsequent<br>to a bid solicitation |

## [B23083 Bid Documents](#)



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2024.08.07 - 145**

Resolution Re: **B25002 Bituminous Concrete (Asphalt) Picked Up**

WHEREAS: A sealed Request for Bid #B25002 was requested and received for Bituminous Concrete (Asphalt) Picked up on June 17, 2024 at 2:00 p.m.; and

WHEREAS: The City requested pricing on four separate material items that include 1" Base, ¾" Binder, ½" Wearing and 3/8" Wearing. All materials will be picked up by City personnel or by City authorized contractors at the vendor's location on an as needed basis; and

WHEREAS: The City received two responses which was reviewed for necessary qualifications, experience, costs, and plant location in proximity to Dover, NH. It is the recommendation to accept Brox Industries, Inc. of Dracut, MA for bituminous concrete (asphalt) to be picked up on an "as needed" basis for 1", ¾", ½" and 3/8" at \$74.50/ton to in Rochester, NH; and,

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

The Purchasing Agent is hereby authorized to issue purchase orders to both Brox Industries, Inc. of Dracut, MA for the purchase of bituminous concrete (asphalt) to be picked up on an "as needed" basis. 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                | FY25 Appropriation | Balance      |
|--------------------------------|----------------------------|--------------------|--------------|
| 1000.1.300.43121.4715.00000.00 | Streets - Land Improvement | 2,082,513.00       | 2,071,513.00 |

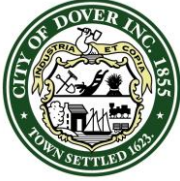
### AUTHORIZATION

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 Vanslyvong-  
Bizier  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2024.08.07 - 145**

Resolution Re: B25002 Bituminous Concrete (Asphalt) Picked Up

### DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

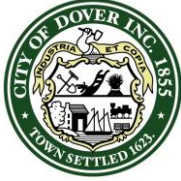
Approved Date:

Effective Date:

### DOCUMENT ACTIONS:

#### VOTING RECORD

| Date of Vote:                        | YES | NO |
|--------------------------------------|-----|----|
| Mayor Robert Carrier                 |     |    |
| Deputy Mayor Dennis Shanahan         |     |    |
| Councilor S. April Richer, Ward 1    |     |    |
| Councilor Robert Warach, Ward 2      |     |    |
| Councilor Anthony Retrosi, Ward 3    |     |    |
| Councilor Debra Hackett, Ward 4      |     |    |
| Councilor Fergus Cullen, Ward 6      |     |    |
| Councilor Linnea Nemeth, At Large    |     |    |
| Councilor Lindsey Williams, At Large |     |    |
| Total Votes:                         |     |    |
| Resolution does   does not pass.     |     |    |



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2024.08.07 - 145**  
Resolution Re: B25002 Bituminous Concrete (Asphalt) Picked Up

### RESOLUTION BACKGROUND MATERIAL:

Depending upon the quantity and varying types of different up-coming city road construction or rehabilitation projects, the City will have the need to acquire bituminous concrete / asphalt on an “as needed” basis to be picked up at the asphalt manufacturing plant located in Rochester, NH (through the end of December 2023; (alternate location for winter season with Brox in Dracut, MA), either utilizing city vehicles or private contractors with whom the City has an agreement for vehicle / operator rental services.

The bituminous concrete must meet the most current NHDOT Standard Specifications for road construction. The total estimated annual quantity on all items for FY25 is projected to be 3,000 tons at an avg of \$74.50 per ton or \$223,500.

### Bid Information:

A sealed Request for bid #B25002 was requested and received for Bituminous Concrete (Asphalt) to be picked up on an as-needed basis on June 17, 2024 at 2:00 p.m.

### Award Information:

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

### Purchasing Information:

|                                    |                       |                                     |                                                                                                     |
|------------------------------------|-----------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Type:</b>                       | Purchase Order        | <b>Advertised:</b>                  | Yes                                                                                                 |
| <b>Invitations emailed:</b>        | 142                   | <b>Number of Responses:</b>         | 2                                                                                                   |
| <b>Warranty:</b>                   | Per Manufacturer      | <b>Terms:</b>                       | Net 30, FOB Dover                                                                                   |
| <b>Work Bonded:</b>                | No                    | <b>Contract:</b>                    | Yes                                                                                                 |
| <b>Prices will hold for:</b>       | 6/30/2025             | <b>Estimated Delivery:</b>          | As needed                                                                                           |
| <b>Recommended Award to:</b>       | Brox Industries, Inc. | <b>Fund:</b>                        | Various                                                                                             |
| <b>Other Approvals Required:</b>   | No                    | <b>References Checked:</b>          | Satisfactory                                                                                        |
| <b>Previously Worked for City:</b> | Yes                   | <b>Reason for Council Approval:</b> | Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation. |

## [B25002 Bid Documents](#)