

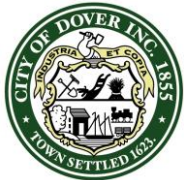
CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, December 11, 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. **CHAPTER 105, SECTION 21**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - B. **FY2026 CAPITAL IMPROVEMENTS PROGRAM APPROPRIATION FOR DOVER HIGH SCHOOL ATHLETIC COMPLEX AND AUTHORIZATION FOR BONDING**
(VOTE TO OCCUR DECEMBER 18, 2024)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY COUNCILOR CULLEN
 - C. **FY2026 CAPITAL IMPROVEMENTS PROGRAM – NON-DEBT FINANCED**
APPROPRIATION FOR DOVER HIGH SCHOOL ATHLETIC COMPLEX PROJECT
(VOTE TO OCCUR DECEMBER 18, 2024)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY COUNCILOR CULLEN
8. **PUBLIC FORUM**

Taxpayers, Business owners, and Residents are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
9. **CITY MANAGER'S REPORT**
10. **APPROVAL OF MINUTES**
 - A. **November 6, 2024 – Non-Public, Workshop, Special Meeting**
 - B. **November 13, 2024 – Regular Meeting**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
 - A. **ORDINANCES IN THE 2nd READING**
 1. **CHAPTER 105, SECTION 21**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - B. **ORDINANCES IN THE 3RD READING**
 - C. **RESOLUTIONS**



CITY OF DOVER

CITY COUNCIL - AGENDA

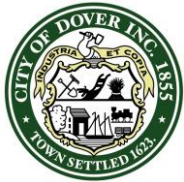
Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, December 11, 2024**
Meeting Time: **7:00 pm**

1. **REPROGRAM UNEXPENDED BOND PROCEEDS FROM CHESTNUT STREET BRIDGE REPLACEMENT TO SIXTH STREET (BLACKWATER) BRIDGE REPLACEMENT PROJECT**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **REPROGRAM UNEXPENDED BOND PROCEEDS FROM DOWNTOWN TRAFFIC EFFICIENCY IMPROVEMENTS PROJECT TO COCHECO WATERFRONT DEVELOPMENT SITE IMPROVEMENTS PROJECT**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **ADOPTION OF FY2026-FY2031 CAPITAL IMPROVEMENTS PLAN**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **APPROPRIATION FOR FY2026 CAPITAL IMPROVEMENTS PROGRAM – NON-DEBT FINANCED PROJECTS**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **APPROPRIATION FOR FY2026 CAPITAL IMPROVEMENTS PROGRAM AND AUTHORIZATION FOR BONDING**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **B23024 – ARCHITECTURAL DESIGN SERVICES – WATERFRONT PARK BUILDING, ADDITIONAL SCOPE OF WORK**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B14074 ENGINEERING SERVICES FOR THE CONSTRUCTION OF THE PUDDING HILL WATER TREATMENT FACILITY, AMENDMENT NO. 5 – UNDERWOOD ENGINEERS**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **B13052 EMULSION POLYMER EXTENSION WITH SOLENIS LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **TIRE, ELECTRONICS AND PROPANE TANK RECYCLING SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **HOLMATRO RESCUE TOOLS – STATE OF MA CONTRACT WITH INDUSTRIAL PROTECTION SERVICES, LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST
6. **AMENDMENT TO AD HOC COMMITTEE TO ADDRESS COMMUNITY HOUSING NEEDS**
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - AGENDA

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Meeting Date: **Wednesday, December 11, 2024**
Meeting Time: **7:00 pm**

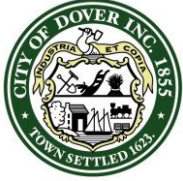
7. APPROVAL OF AMENDMENTS TO ETHICS COMMISSION OPERATING RULES **SPONSORED BY MAYOR CARRIER BY REQUEST**

COMMITTEE REPORTS

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

B. RESOLUTIONS

1. **B25007 AWARD OF BID WATERFRONT PAVILION CONSTRUCTION**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **APPROVAL OF FUNDS TO EVERSOURCE FOR NEW UNDERGROUND UTILITY SOURCE TO WATERFRONT**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **GROUNDWATER EXPLORATION & DEVELOPMENT-GRIFFIN PRODUCTION WELL RE-PERMITTING-EMERY & GARRETT**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **B11001 CONSTRUCTION OVERSIGHT OF UPGRADES TO RIVER STREET PUMP STATION AMENDMENT NO. 1 WRIGHT-PIERCE**
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **AUTHORIZATION TO PURCHASE TWO AMBULANCES USING BODY RE-MOUNT PROGRAM WITH PL CUSTOM BODY & EQUIPMENT WITH SUGARLOAF AMBULANCE-RESCUE VEHICLES VIA SOURCEWELL**
SPONSORED BY MAYOR CARRIER BY REQUEST
6. **AUTHORIZATION TO PURCHASE TWO 2025 FORD F-600 PLOW TRUCKS AND UPEIT**
SPONSORED BY MAYOR CARRIER BY REQUEST
7. **PURCHASE OF 2025 MODEL YEAR VEHICLES – STATE OF NH CONTRACTS**
SPONSORED BY MAYOR CARRIER BY REQUEST
8. **APPROPRIATION FOR FY2026 CAPITAL IMPROVEMENTS PROGRAM – AMBULANCE REPLACEMENT NON-DEBT FINANCED PROJECT**
(TO BE REFERRED TO A PUBLIC HEARING AND VOTE ON DECEMBER 18, 2024)



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, December 11, 2024**
Meeting Time: **7:00 pm**

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY MAYOR CARRIER BY REQUEST

**9. REPROGRAM UNEXPENDED CIP APPROPRIATION FROM IRELAND WELL
REPLACEMENT FY2017 CIP PROJECT TO GARRISON HILL WATER STORAGE TANK
CIP PROJECT**

**(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 8, 2025 WITH A VOTE TO
OCCUR JANUARY 22, 2025)**

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY MAYOR CARRIER BY REQUEST

**10. REPROGRAM UNEXPENDED BOND PROCEEDS FROM VARIOUS WATER FUND
CAPITAL PROJECTS TO GARRISON HILL WATER STORAGE TANK REHABILITATION
PROJECT**

**(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 8, 2025 WITH A VOTE TO
OCCUR JANUARY 22, 2025)**

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY MAYOR CARRIER BY REQUEST

**11. REPROGRAM UNEXPENDED BOND PROCEEDS FROM DOVER HIGH SCHOOL
CONSTRUCTION PROJECT TO DOVER SCHOOLS LED LIGHTING UPGRADES
PROJECT**

**(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 8, 2025 WITH A VOTE TO
OCCUR JANUARY 22, 2025)**

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN



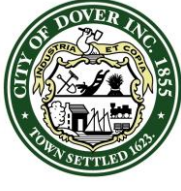
PROCLAMATION

- WHEREAS:** The St. Thomas Aquinas High School Girls Soccer Team has demonstrated exceptional skill, dedication, and teamwork in the 2024 season, culminating in their second consecutive State Championship victory; and
- WHEREAS:** Under the leadership of Coach Hureau, the Saints have achieved remarkable consistency, appearing in the State Championship game for the fourth consecutive year, a testament to their hard work and determination; and
- WHEREAS:** The Saints showcased extraordinary defensive strength throughout the playoffs, with goalkeeper Genna Bolduc delivering an impeccable performance, conceding no goals and earning the prestigious titles of Player of the Year and First Team All-State selection; and
- WHEREAS:** Ava Lyder also earned First Team All-State honors, Mallory Baker and Charlotte De Tolla were recognized on the Second Team, and Maia Scanlon received Honorable Mention, highlighting the depth of talent on this team; and
- WHEREAS:** The championship game was a thrilling display of skill and resilience, with Mallory Baker scoring a stunning 35-yard free kick and Genna Bolduc converting her second penalty kick of the tournament to secure the Saints' victory; and
- WHEREAS:** The leadership, dedication, and sportsmanship exhibited by the St. Thomas Aquinas Girls Soccer Team have brought pride and inspiration to the City of Dover;

NOW, THEREFORE, I, Robert Carrier, Mayor of the City of Dover in the State of New Hampshire, and the entire City Council urge all residents to join in recognizing and celebrating the outstanding achievements of these young athletes, their coach, and their supporters for their hard work and dedication to excellence.

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Dover to be affixed this 11th Day of December, 2024.

Robert Carrier, Mayor
City of Dover, New Hampshire

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.1. Ordinance Number: O – 2024.11.13 - 10 Ordinance Title: Peace and Good Order Chapter: 105 Section: 21 Purchase, use and possession of tobacco products
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The City of Dover Ordains:

1. **PURPOSE**
- The purpose of this ordinance is to expressly codify the City’s prohibition on using tobacco or other smoking products in City-owned buildings.
2. **AMENDMENT**
- Chapter 105 entitled “Peace and Good Order” is hereby amended by revising Section 105-21, “Purchase, use and possession of tobacco products”, as follows:
- a. **THE FOLLOWING ARE AMENDED:**

§ 105-21. Purchase, use and possession of tobacco products.

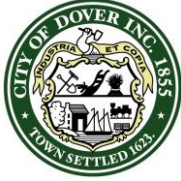
- A. No person shall consume or use any tobacco product or any smoking product inside any building or facility owned or possessed by the City. No person under the age of 21 shall:
- (1) Purchase a tobacco product or electronic cigarette.
- (2) Use or possess a tobacco product or electronic cigarette.
- B. No person or business shall sell or provide a tobacco product or electronic cigarette to a person under the age of 21.
- C. For the purposes of this section, the term "tobacco product" shall include any product defined as a tobacco product in RSA 126-K and defined as an electronic cigarette in § 105-1 of this chapter.
- D. Any person violating the provisions of this section shall be subject to a fine as provided in the City Fine Schedule.
3. **TAKES EFFECT**
- This ordinance shall take effect upon passage. The City Clerk shall cause publication of notice as required by RSA 47:18.

REQUIRES PUBLIC HEARING
TO BE REFERRED TO PUBLIC MEETING ON DECEMBER 11, 2024

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request



CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2024.11.13 - 10

Ordinance Title: Peace and Good Order

Chapter: 105

Section: 21 Purchase, use and possession of tobacco products

Approved as to Legal Form and Compliance:

Joshua M. Wyatt
City Attorney

Recorded by:

Jerrica Vanslyvong-Bizier
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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:		
Ordinance does does not pass.		

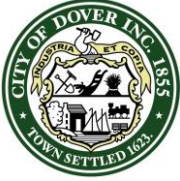
ORDINANCE BACKGROUND MATERIAL:

This ordinance is intended to expressly codify the City’s prohibition on using tobacco or other smoking products within City-owned buildings. The State’s Indoor Smoking Act arguably already prohibits same, indirectly by way of prohibition in spaces that cannot be adequately segregated, as stated in the final paragraph of that statute (copied in full below for reference). This ordinance is intended to make the prohibition express and abundantly clear in Dover.

155:66 Smoking Prohibited. –

- I. Except as provided in RSA 155:67 and notwithstanding any law to the contrary, smoking is prohibited in:
- (a)

Public educational facilities at any time, and in child care agencies licensed under RSA 170-E during the hours of operation, except foster family homes and foster family group homes.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

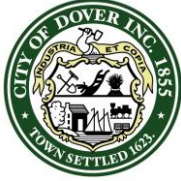
Agenda Item#: 12.A.1.

Ordinance Number: **O – 2024.11.13 - 10**
Ordinance Title: Peace and Good Order
Chapter: 105
Section: 21 Purchase, use and possession of tobacco products

- (b) Hospitals and other acute care facilities.
- (c) Grocery stores by customers.
- (d) Elevators, tramways, gondolas, and other such public conveyances.
- (e) Public conveyances.
- (f) Restaurants.
- (g) Cocktail lounges.
- (h) Enclosed places owned and operated by social, fraternal, or religious organizations when open to the general public. Purposes for which such places may be open to the general public may include, but not be limited to, public meetings, voting, suppers, bingo games, theatrical events, fairs, and bazaars.

II. Smoking may be permitted in enclosed places of public access and publicly-owned buildings and offices, including workplaces, other than those listed in paragraph I, in effectively segregated smoking-permitted areas designated by the person in charge. **Smoking shall be totally prohibited in any such enclosed place, if smoking cannot be effectively segregated.** The person in charge may declare any facility non-smoking in its entirety.

Source. 1990, 236:2. 2007, 203:3, eff. Sept. 17, 2007 (emphasis added).



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.B.
PUBLIC HEARING ONLY**

Resolution Number: **R – 2024.12.02 - 199**

Resolution Re: FY2026 Capital Improvements Program Appropriation for
Dover High School Athletic Complex and Authorization for
Bonding

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

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The following capital project is appropriated, with estimated useful life in excess of the length indicated, as part of the FY2026 Capital Improvements Program:

Item #	Description	Proposed		Department	Fund
		Appropriations	Life/Yrs		
1	Dover High School Athletic Complex	\$ 15,795,000	20	School - Education	General Fund
	Total	<u>\$ 15,795,000</u>			

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.

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.

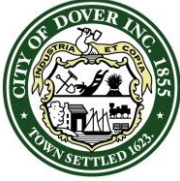
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Fergus Cullen

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#: 7.B.
PUBLIC HEARING ONLY**

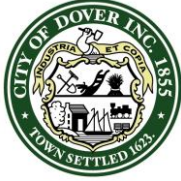
Resolution Number: **R – 2024.12.02 - 199**
Resolution Re: FY2026 Capital Improvements Program Appropriation for
Dover High School Athletic Complex and Authorization for
Bonding

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#: 7.B.
PUBLIC HEARING ONLY**

Resolution Number: **R – 2024.12.02 - 199**
Resolution Re: FY2026 Capital Improvements Program Appropriation for
Dover High School Athletic Complex and Authorization for
Bonding

RESOLUTION BACKGROUND MATERIAL:

This resolution makes an appropriation for the FY2026 Capital Improvements Program project Dover High School Athletic Complex financed by debt and authorizes the sale of bonds.

Debt Authorization versus Debt Retirement

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

Description	School
FY2026 Authorization	15,795,000
FY2026 Retirement	3,560,651
Net Change	12,234,349

Legal Debt Limits

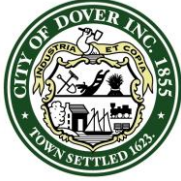
The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2024 and this authorization, against the legal debt limits.

Description	City	School	Water	Downtown TIF	Waterfront TIF	Exempt	Total
Debt Outstanding	42,226,642	75,982,225	20,731,109	7,265,000	11,465,999	25,457,836	183,128,811
Authorized - Unissued	52,647,195	9,161,100	27,158,287	3,300,000	19,212,500	31,323,965	142,803,047
Total Issued & Unissued	94,873,837	85,143,325	47,889,396	10,565,000	30,678,499	56,781,801	325,931,858
This Authorization	0	15,795,000	0	0	0	0	15,795,000
Grand Total	94,873,837	100,938,325	47,889,396	10,565,000	30,678,499	56,781,801	341,726,858
Legal Debt Limit	200,186,929	467,102,834	667,289,763	NA	NA	NA	
Unused Capacity	105,313,092	366,164,509	619,400,367				
Percent Unused	52.6%	78.4%	92.8%				

Notes: Legal debt limits are based on a percent of equalized assessed value. City 3%, School 7%, Water 10%.
Exempt includes Sewer and Tolend Road Landfill debt.
Debt exempt from legal debt limits are Sewer, Tolend Road Landfill debt, Downtown TIF,
Waterfront TIF

Financial Policy Considerations

The City Council adopted Financial Policies will be adhered to with the proposed debt authorization contained in this resolution.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.B.
PUBLIC HEARING ONLY**

Resolution Number: **R – 2024.12.02 - 199**
Resolution Re: FY2026 Capital Improvements Program Appropriation for
Dover High School Athletic Complex and Authorization for
Bonding

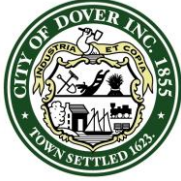
Rate Impacts

The following tables summarize the change from year to year on the Property Tax Rate related to the project proposed to be bonded in FY2026. The left table reflects the impact of the new CIP project only; the right table reflects the combined impact of the new CIP project and anticipated debt related to prior year authorizations. The rate changes have been adjusted for any amendments to projects from the proposed CIP.

CIP Authorization Only					Including Prior Year Authorizations				
Net Change in Property Tax Rates					Net Change in Property Tax Rates				
		2026	2027	2028			2026	2027	2028
City		0.00	0.00	0.00	City		0.35	0.19	0.02
School		0.06	0.19	0.19	School		0.21	0.33	0.14
Total Change		0.06	0.19	0.19	Total Change		0.56	0.52	0.16
Est Tax Rate		18.45	18.86	19.24	Est Tax Rate		18.72	19.24	19.40
% Change City		0.00%	0.00%	0.00%	% Change City		5.43%	2.79%	0.30%
% Change School		0.68%	2.13%	2.10%	% Change School		2.37%	3.64%	1.52%
% Change Total		0.33%	1.04%	1.04%	% Change Total		3.08%	2.78%	0.86%
Rate per \$1,000 of Assessed Value					Rate per \$1,000 of Assessed Value				

The table below reflects the net change from year to year, and the total change after 3 years, for an average single-family home for taxes, based on the FY25 assessed value at \$580,809.

Impact to Average Single Family Home				
				Change
				After
Description	Yr1	Yr2	Yr3	3 Years
CIP Only				
Property Tax	35	110	110	256
Including PY Authorizations				
Property Tax	325	302	93	720



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.C.
PUBLIC HEARING ONLY**

Resolution Number: **R – 2024.12.02 - 200**
Resolution Re: FY2026 Capital Improvements Program – Non-Debt
Financed Appropriation for Dover High School Athletic
Complex Project

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

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL, THAT:
The following capital outlays are appropriated as part of the FY2026 Capital Improvements Program for the purposes so designated and the Finance Director is authorized to transfer the funds from the respective Reserve Funds in the amounts listed.

Item	Description	Appropriation	Funding	Fund
1	Dover High School Athletic Complex	\$900,000	School Facilities Capital Reserve	Capital Reserve
	Total	\$900,000		

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

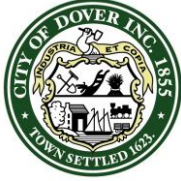
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Fergus Cullen

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.C.
PUBLIC HEARING ONLY**

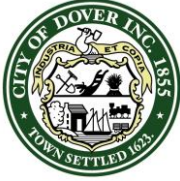
Resolution Number: **R – 2024.12.02 - 200**
Resolution Re: FY2026 Capital Improvements Program – Non-Debt
Financed Appropriation for Dover High School Athletic
Complex Project

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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#: 7.C.
PUBLIC HEARING ONLY**

Resolution Number: **R – 2024.12.02 - 200**
Resolution Re: FY2026 Capital Improvements Program – Non-Debt
Financed Appropriation for Dover High School Athletic
Complex Project

RESOLUTION BACKGROUND MATERIAL:

This resolution makes an appropriation for the FY2026 Capital Improvements Program project Dover High School Athletic Complex and to finance the appropriation through use of capital reserve funds as presented in the FY2026 to FY2031 Capital Improvements Program book. In addition, this resolution authorizes the transfer of Capital Reserve Fund moneys.

The following table reflects the amount to be appropriated for FY2026 CIP project from the identified capital reserve fund and the projected balance as of 6/30/2025:

	Proposed	Balance
Description	Appropriation	6/30/2025
Capital Reserve Funds CIP		
School Facilities Capital Reserve	\$900,000	\$900,000
Total	\$900,000	

City Manager's Report

December 11, 2024

Reporting On:
November 2024

By: J. Michael Joyal, Jr.
City Manager

Executive Department

Six Divisions ♦ 25 Employees

Office of Business Development (OBD)

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

	October 2023	October 2024	12-Mo. Avg.
Dover Labor Force	18,930	18,850	18,677
Dover Unemployment Rate	2.0%	1.9%	2.2%
Median Home Sales-Single Family	\$525,000	\$650,000	\$571,083
Average Days on Market	26	31	20



New Business / Commercial Development / Downtown Updates

This year's holiday shopping season began later than usual, with Shop Small weekend, the weekend after Thanksgiving, presenting both challenges and opportunities for local retailers. Those who implemented strong, targeted marketing enjoyed greater customer engagement and increased sales. While some businesses experienced slower foot traffic, others maintained steady sales through fewer but higher value transactions, reflecting a shift in purchasing trends.

November was a strong month for many restaurants, with those hosting music and holiday themed events enjoying revenue growth compared to last year. This reflects an exciting trend as consumers increasingly embrace experiences like dining and activities alongside their holiday retail shopping.

The Shop Small Holiday Campaign, led by the Office of Business Development and Media Services, was very successful, sparking strong interest and inquiries from many businesses excited to join future initiatives. Expanding such collaborative efforts holds great potential to enhance economic activity across the local business community.

Many businesses have reached out with questions about the economic impacts of tariffs and other campaign policy proposals by the President and Governor Elect. Staff are compiling research into potential impacts resources for mitigating any disruptions in weekly articles in our Down to Business newsletter, and will continue to provide updates through inauguration of both administrations.

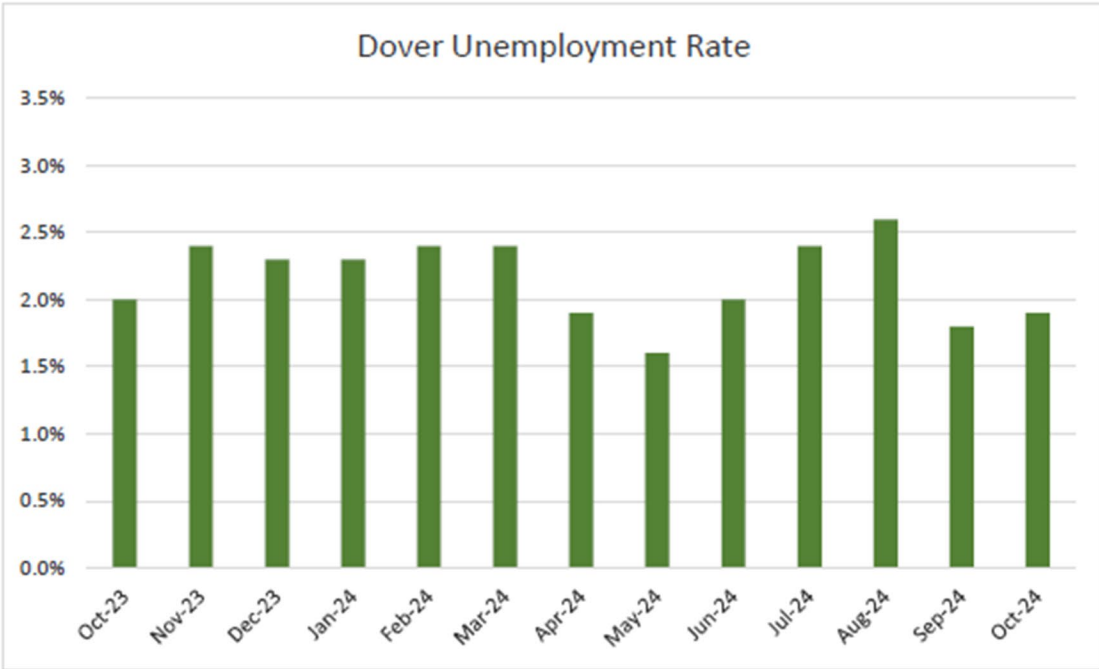
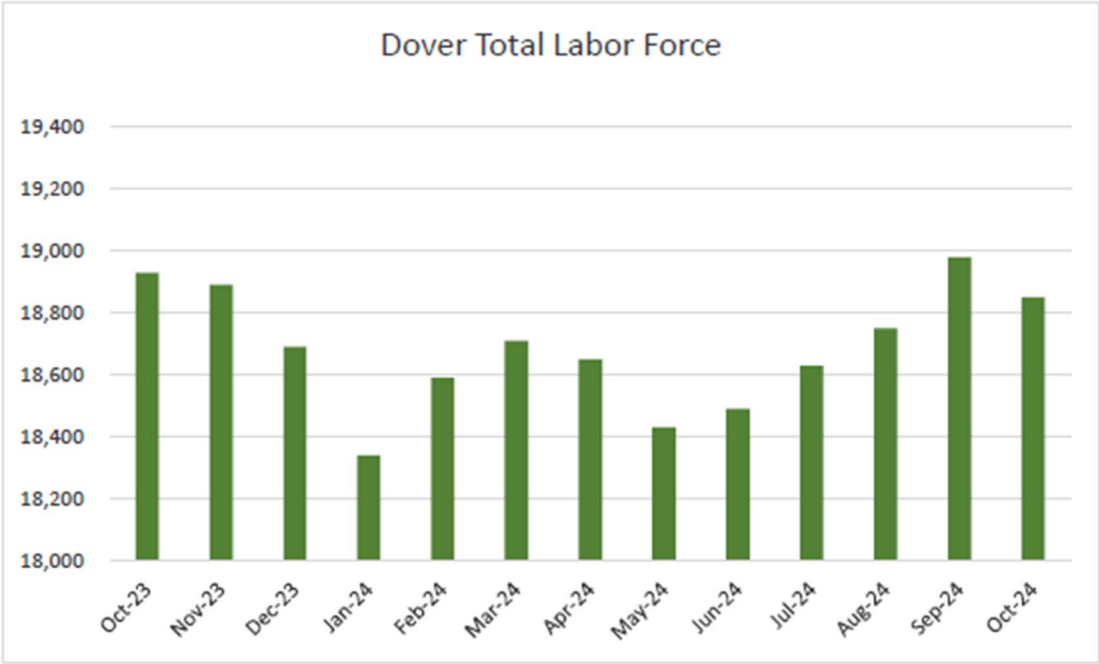
Economic Activity

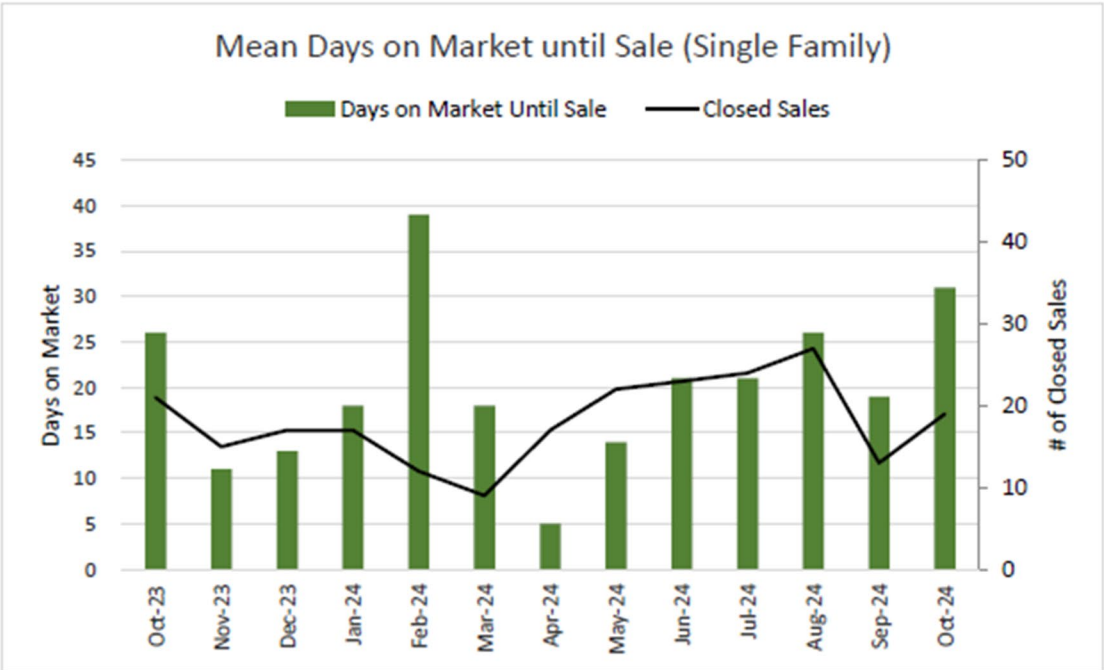
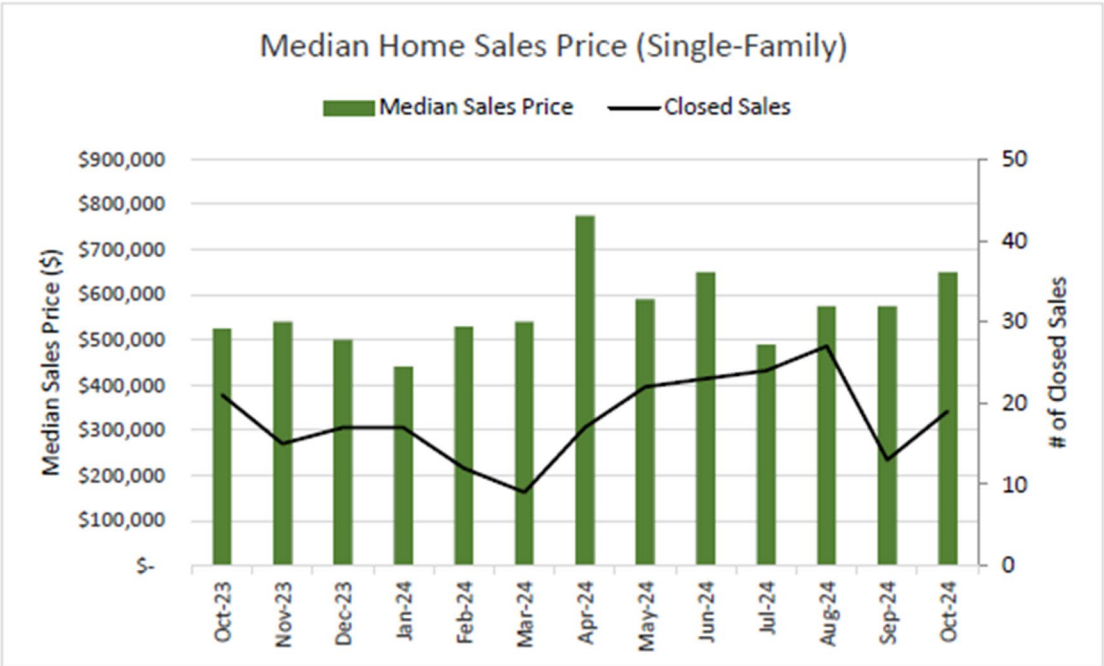
A local real estate firm's analysis of the Q3 2024 office market indicates that the Dover submarket has an overall vacancy rate of 37.3%. This rate is driven almost entirely by the continued vacancy of the Liberty Mutual property, as is the vacancy rate of 88.8% for Class A space. Lower vacancy rates in the Class B (1.9%) and Class C (2.9%) markets indicate continued demand for these spaces. While the average rental rate has risen 2.8% statewide, rents have fallen in the Portsmouth (2.9% decline) and Dover (3.5% decline) markets.

Statewide vacancy rates rose to 5.6% for industrial properties in Q3 2024, and 4.5% in the Dover submarket. Reports indicate a trend of businesses increasingly seeking smaller industrial spaces with customizable features, which has caused large blocks of space to stay on the market longer, including many newly built facilities.

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

Housing metrics obtained from NHAR-Strafford County.







Waterfront Update:

Cathartes, our private partner continues to make significant development progress. Building's "C" and "D" have the ground floor steel erected and vertical. This work is the first significant visual above ground progress. The first-floor galvanized steel panels are currently nearly complete. Preparations for second floor slab installations are nearly complete. Work on interior utilities is complete in preparation for final back filling and slab on grade preparation in "C", "D". Building E-3's framing is nearly complete. E-1 is under way and the first-floor wall have been installed. E-2's slab has been installed and framing preparations are underway. As a reminder, Building E is three sections of townhomes, so each foundation has a sub number.

Utility testing is in progress on all the private additions and connections to the public infrastructure.

Public improvements are detailed below:

- The Flex MSE shoreline treatment has been hydro seeded for added winter stabilization progress continues. The first phase of approximately is 400 feet.
- The overlook retaining wall was started and is nearing completion and as a result the flex MSE treatment construction has commenced once again in this area.

- Seaport Way utility work has been started. The sewer main (approximately 300 feet) and an additional SMH has been installed to the residence driveway at the 36 Seaport way. Also, the water main has been installed from approximately station 5+00 approximately 450 feet and an additional hydrant and isolation valve set up was installed. This will all provide permanent utility service to the single-family residence at 36 Seaport Way.

This will tie into the connections with Maglaras Park and the Dredge cell closure.

- The Park Pavilion building foundation has been formed and poured. The permanent 2" water service has been installed. The obligated methane proof waterproofing has also been installed. City staff have reviewed bids and selected a preferred building contractor and will be seeking City Council approval for the awarded of bid at the December City Council meeting.
- The City is also working with Eversource and Telecom suppliers on the elimination of aerial utilities at the crossing of the Cochecho river as well as lower Washington. The City expects this work to commence in the coming months.
- In addition to Payne Street being reopened, NEEM has taken the time to provide delineation posts along the project limits to help with winter snow maintenance and navigation. Additionally, outside the project limits, the City has temporarily paved the section of Payne street at the Henry Law end to improve the travel way.



Retaining Wall

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 NOVEMBER 2024

	For Month	FY25 FYTD	FY24	FY23
Legal Matters/Questions Handled	65	358	1,072	1,061
Review Existing Legal Contracts & Draft Memo	12	73	156	153
Legal Contracts/Memo Created	12	97	213	201
Right to Know Requests Processed	5	40	81	100
Resolutions	4	25	66	70
Ordinances	0	5	16	17
Leases	4	7	10	4
Primex Auto Claims Handled	4	14	59	80
Primex Liability Claims Handled	2	10	56	67
Primex Property Claims Handled	6	14	52	54

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

- Diana Carpinone – Re: additional follow up request for April 24, 2024 email correspondence relating to PFAS subject matter
- McCoy Leavitt Laskey – Request for police, fire and ambulance reports from June 2024 fire pit accident on Gold Post Road
- Nickesa Burke– Request for information regarding police reports involving resisting arrest calls and obstruction of justice calls from February 2023 through January 2024
- Diana Carpinone – Re: request for labels of all fertilizers and pesticides used on city and school district grounds and structures; all proposals, invoices and reports from PJC Organic, Municipal Pest Management, Mainely Gross and Terminix for last calendar year
- Campbell Conroy & O'Neil – Re: request for police, fire and ambulance reports from June 2024 fire pit accident on Gold Post Road

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

Achieved closing on City acquisition of conservation easement.

Assisted with resiliency project related to solar array on wastewater treatment facility and abutting parcel.

Monitored recent federal and state judicial decisions re developments in the law

Undertaken review of certain building code-related ordinances for potential updating, streamlining, and ensuring consistency with state law

Other activities of potential interest in September:

Review of Professional Literature: 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.

Staff Liaison to Boards/Committees: The City Attorney serves as the City Manager-designated chair of the City's Records Committee (as the City Manager appointee). The Office of the City Attorney assists the Ordinance Committee as staff liaison. The Office of the City Attorney also serves as staff liaison for the Ethics Committee. A representative of the Office also attends meetings of the City Council.

Departmental Assistance

Dover School District: Assisted with contract review. Assisted with compliance inquiries. Assisted with public records requests. Assisted with policy editing/creation. Assisted with contract administration (CBA).

Executive Department: Collaborated re Title VI tasks and program referenced below with respect to Community Services. Assisted with review of vendor cybersecurity agreements.

Community Services: Assisted with grant-related issues and Title VI tasks. Assisted with code enforcement. Assisted with property rights research as requested. Assisted with construction contract administration.

Finance Department: Assisted with election-related inquiries. Assisted with collection efforts. Assisted with review of charitable exemption renewal.

Planning: Assisted with editorial amendments to building code provisions within local ordinances. Assisted with proposed solar array at and abutting WWTP. Assisted with CDBG inquiries.

Police: Assistance with parking research questions. Assisted with repayment agreement.

Recreation: Assisted with drafting leases for renewing tenants. Assisted with park and ride questions.

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.

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, which has now been denied and the appeal has concluded. Hebbards' removal of the case to Federal Court has now been remanded back to State Court. Implementation of State Court's Orders is ongoing.

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 November 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. Briefing order has now issued and appellants' opening appeal brief is due in September 2024. City filed its opening brief in September 2024. A non-profit organization named Coalition for Open Democracy also filed an amicus brief supporting the City/plaintiffs' position in the current appeal. **In November 2024, the State filed its opposing appeal brief. On December 2, 2024, plaintiffs filed an appeal brief. Oral argument is already scheduled in January 2025.**

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. The plaintiff's brief deadline has been extended several times but to date no appeal brief has been filed. Plaintiff filed his appeal brief in September 2024. City is now drafting responsive appeal brief. As of this report's submission in early November, the individual chief defendants filed an appeal brief. **No decision has yet been issued as of early December 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. Parties received notice in September 2024 that the appeal/case is being submitted for decision on the briefs without oral argument. **No case activity in October 2024 or November 2024.**

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. **A claims submission process has now been established for filing claims against this estate.**

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. Efforts to resolve the case continue. Parties may have reached a tentative settlement agreement in September 2024. Parties reached a settlement agreement in September 2024, which is being performed.

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. In August 2024, the plaintiff and City entered into and filed a stipulation acknowledging that City's real estate tax liens maintain first priority. Final judgment has issued for Ford's Landing (against Ms. Lovald).

Linda M. Welsh Revocable Living Trust v. City of Dover:

The City Attorney has filed an appearance and has sent a Request for Production of Documents. The BTLA has scheduled a hearing for Wednesday, February 19, 2025.

ABATEMENT CASES - 2022**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 January 2025. **Taxpayer has stated it intends to withdraw the appeal, but has not yet filed the paperwork for doing so.**

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. **In November 2024, taxpayer made its initial expert disclosure. City is now conducting expert and nonexpert discovery.**

ABATEMENT CASES - 2023**121 Broadway, 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 will be filing an appearance. A Report of Settlement Meeting & Order received and meeting must take place by January 25, 2025.

340 Central, 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 will be filing an appearance. A Report of Settlement Meeting & Order received and meeting must take place by February 6, 2025.

85 Industrial Park II, 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 will be filing an appearance. A Report of Settlement Meeting & Order received and meeting must take place by February 6, 2025.

90 Temple Associates Limited Partnership v. City of Dover:

A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. The City Attorney will be filing an appearance. A Report of Settlement Meeting & Order received and meeting must take place by February 6, 2025.

BMSH i/LCB Dover NH, 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 will be filing an appearance. A Report of Settlement Meeting & Order received and meeting must take place by February 24, 2025.

Double Diamond Holdings South, 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 will be filing an appearance. A Report of Settlement Meeting & Order received and meeting must take place by February 6, 2025.

Double Diamond Holdings, 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 will be filing an appearance. A Report of Settlement Meeting & Order received and meeting must take place by February 6, 2025.

Five Points Development, 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 will be filing an appearance. A Report of Settlement Meeting & Order received and meeting must take place by February 6, 2025.

Fortrose Bay 701, LLC, et al. v. City of Dover:

A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. The City Attorney will be filing an appearance. A Report of Settlement Meeting & Order received and meeting must take place by January 24, 2025.

Jenny Ishil v. City of Dover:

A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. The City Attorney will be filing an appearance. A Report of Settlement Meeting & Order received and meeting must take place by February 17, 2025.

Rutland Manor Associates v. City of Dover:

A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. The City Attorney will be filing an appearance. A Report of Settlement Meeting & Order received and meeting must take place by February 6, 2025.

Third Street Holdings, 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 will be filing an appearance. A Report of Settlement Meeting & Order received and meeting must take place by January 25, 2025.

Varney Brook Lands, 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 will be filing an appearance. A Report of Settlement Meeting & Order received and meeting must take place by February 6, 2025.

Calico Properties, LLC v. City of Dover:

A taxpayer has filed a property tax abatement action with the Strafford Superior Court. In October 2024, the City Attorney will file an appearance and answer. The City has filed its Answer to the Complaint on October 28, 2024.

Essential Property, LLC v. City of Dover:

A taxpayer has filed a property tax abatement action with the Strafford Superior Court. In

October 2024, the City Attorney filed an appearance. The City has filed its Answer to the Complaint on October 28, 2024.

Professional Development

The Office of the City Attorney places significant importance on professional development in areas germane to the City's needs. In November 2024, the City Attorney attended a burn-out training session, as well as three webinars provided by the International Municipal Lawyers Association.

The City Attorney continues to serve on a bar committee investigating generative artificial intelligence and its impact on the practice of law, and is AI committee liaison to the bar's ethics committee.

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 recodification of the City's zoning ordinance was at last finalized and enacted by City Council in October 2024. The new Chapter 170 has now been received and implemented online.

Office of the City Manager (OCM)

Michael Joyal, City Manager; Colleen Bessette, Executive Assistant

In addition to daily happenings and employee/citizen support, office staff handled the following throughout the month:

There were only three workplace injuries throughout the City during the month of November which the City Manager's Assistant (CMA) processed. Whenever there is a workplace injury, Workers' Compensation injury forms are sent immediately from all city departments to the City Manager's Office. The CMA continued to monitor and update all open claims, coordinating efforts with PRIMEX. These were two medical claims and a medical/lost time claim in November.

Staff is continuing to recruit using JazzHR. This month, the City Manager's Assistant gathered information from various departments and processed a total of 6 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. There were 120 applicants that applied to all of the City of Dover's open positions in November, which is 92 less than in October.

The City Manager's Assistant monitored new position and/or new hire physicals and background/motor vehicle checks for 15 employees. This oversight ensures all eligible employees and/or applicants are able to move on in the hiring process.

The City Manager held a Coordinating meeting this month. This is where the Planning Director, Community Services Director, City Engineer discussed various projects going on in the City of Dover.

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

Meetings took place surrounding the Capital Improvements Program, Willand Warming Center, Waste Management and Energy.

The CMA supported the Racial Equity & Inclusion Committee by working up and posting the agenda and minutes for their two monthly meetings.

The CMA attended a virtual NHRS Basic Presentation for HR Personnel and a JazzHR candidate profile training in November.

The CMA updated budgets for Business Development, Media Services, Legal, Human Resources, City Council and City Manager's Office based on feedback from each office and/or 2024 spending. Other city departments are doing the same for their own budgets. Once the CMA gets the go ahead from the Finance Director, she will then set up department budget meetings for each department head to meet with the City Manager to discuss their budgets.

Office of Human Resources (OHR)

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

November Employment Statistics

Employment Separations = 5		Employment New Hires = 8	
Community Services	4	Community Services	1
Police	1	Executive	2
		Fire	1
		Public Library	1
		Recreation	3

Employee Anniversaries for December		
Employee Name	Employee Department	Length of Service
Simons, William	Police	38
Breault, William	Police	26
Dolleman, Brant	Police	26
Nadeau, Michael	Community Services	20
Young, Michael	Recreation	16
Kilday, Michael	Fire	10
Blonigen, Rachel	Planning	9
Anderson, David	Police	7
Houde, Dale	Community Services	6
Balian, David	Human Services	4
Cummings, Ann	Police	4
Cusick, Carmenrose	Police	4
Demers, Jonathan	Fire	4
Madsen, Brendan	Police	4
Malsbury, Tyler	Police	4
Ballou, Robert	Recreation	3
Coffin, Felicia	Police	3
Sanderson, Eric	Community Services	3
Dunne, Jeannine	Finance	2
Navarro, Esina	Finance	2
Navelski, Rebecca E	Police	2
Ford, Anthony	Community Services	1
Johnson, Brandon	Police	1
Lefebvre, Shane	Community Services	1
Rose, Colin	Fire	1
Stacy, Chad	Community Services	1

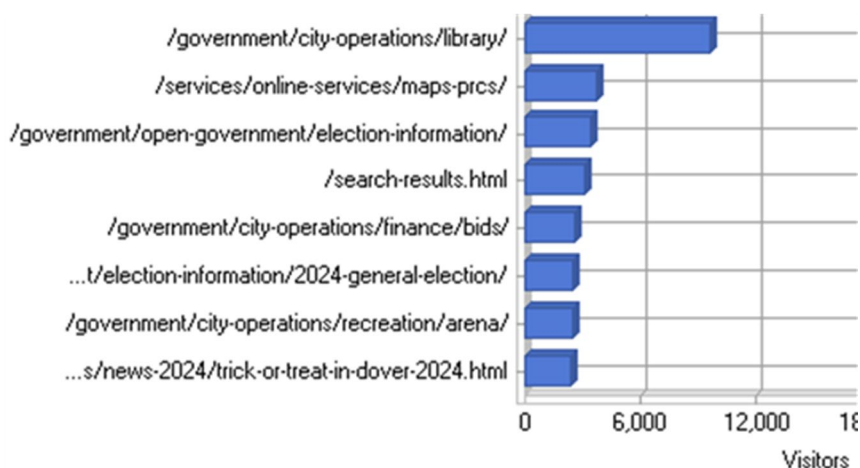
Office of Information Technology (OIT)

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; Nathan Tong, Utility Systems Tech; Matt Faucher, Public Safety IT Admin; Nick Neathawk, Public Safety IT Tech

Update for October 2024:

Office of Information Technology managed 165 total monthly IT Support Tickets in October 2024. The majority of tickets were created in the Police department. The majority of tickets were categorized as Client – Issue.

Other than the public website homepage with close to 29,000 visitors, the most popular web pages visited in October were the Dover Public Library site, online maps and property record cards and election information.



Switch upgrade and wiring cleanup for a Dover Police Station wiring closet.

Calls with ESRI and integrated application partners to refine scope of GIS application upgrade planned for this fiscal year.

Work with vehicle location (AVL) service provider to refine application permissions.

IT Director and Utility Systems IT Administrator met with Community Services Utilities and NH DES staff to view water metrics collected and reported monthly.

Purchase order for wireless upgrade project sent to Red River on October 7, 2024. Kickoff meeting for project held on October 31, 2024.

City of Dover continues to host Tyler Technologies well attended two-day application user group meeting. Deputy IT Director and Enterprise Systems IT Administrator attended.

Continued work on ARPA funds for cybersecurity initiatives. Final proposed project, B25008B Municipal Security System, approved by City Council.

B25008B Municipal Security System rebid responses received October 8, 2024. Committee reviews all bid responses, selects Allied Universal as bid winner. City Council approves Award of Bid at October 23, 2024 City Council meeting.

FY2026 DoverNet PC Replacement costs communicated to Department Heads per budget schedule.

Complete onsite interviews, selection and hiring of Utility Systems IT Technician.

IT Director attends "How to Lessen Burn Out" training provided as part of scheduled Department Head meeting.

All Office of IT staff complete mandatory online trainings NH Primex Preventing Workplace Harassment for Employees and NH Primex Cyber Security Basics.

Continued support of Community Services Engineering team in submission of Lead Service Line Inventory report to the State of NH.

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, Lucas Henry, Camera Operator



Stages of getting Dover's Christmas Tree!

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

Media Services produced five episodes of the Dover Download podcast in November. Topics included an introduction to Dover's new Recreation Director, Dover's new/returning Fire Chief, a look at the Transportation Advisory Commission, and why shopping local this holiday season is important. Dover Download is a weekly look at what's happening in Dover, hosted by Deputy City Manager Christopher Parker.

In November, Media Services provided updated coverage and results from the General Election.

Media Services also produced video and related content to promote shopping locally this holiday season. This content, produced with the Office of Business Development, included a widely circulated video that features local merchants offering a message to all about how local shopping helps the whole community.

In November, Media Services produced content to help promote numerous holiday events sponsored by the City of Dover, Greater Dover Chamber of Commerce, and Dover Main Street.

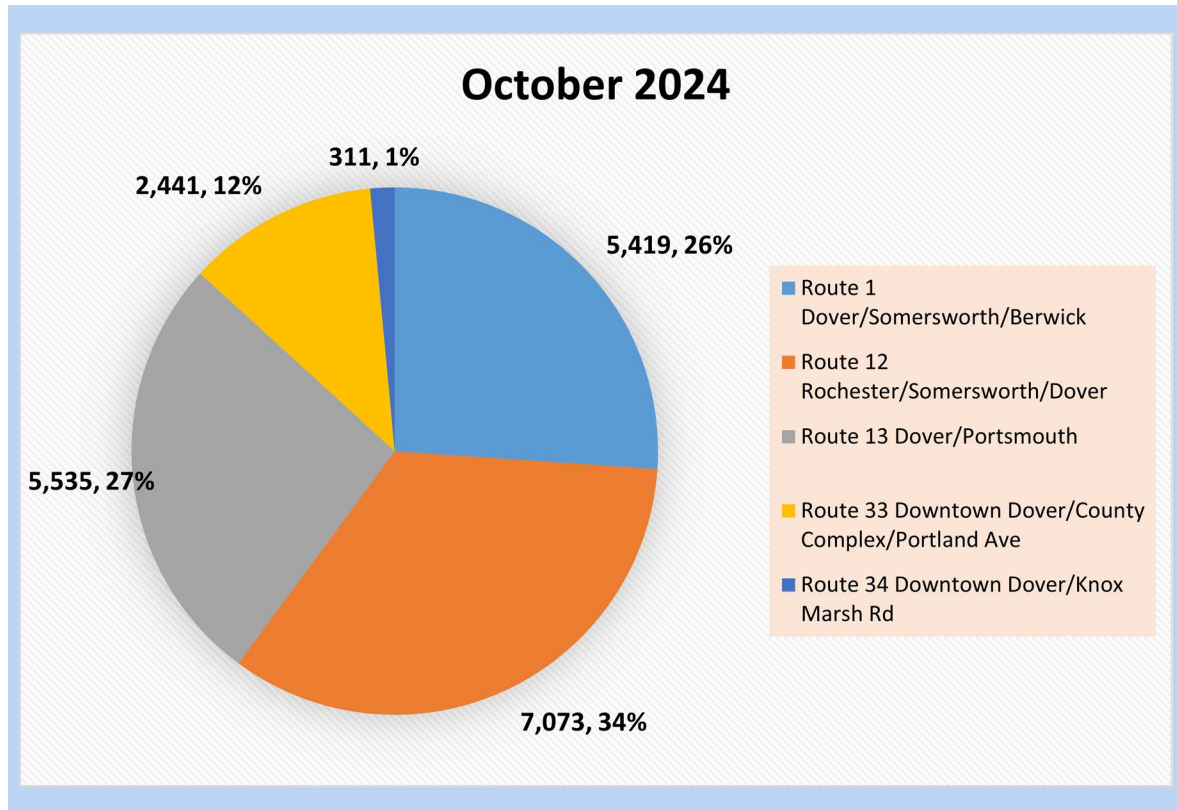
Media Services sent out 66 email newsletters, including the weekly editions of Dover Download, special alerts, and departmental and project updates. These newsletters are designed to help communicate a wide variety of information to the public of general interest and for specific projects and topics and to instill the city's commitment to community stewardship. More than 200 updates were posted to social media and other external communications platforms.

Media Services distributed 43 news releases across multiple platforms for other city matters, including ongoing projects and special announcements.

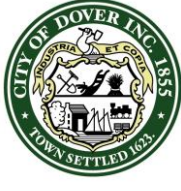
Media Services also provided live and taped televised coverage of 21 meetings and special events in November.

COAST

Ridership Activity



J. MICHAEL JOYAL, JR.
CITY MANAGER

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Public Session to enter into Non-Public Session Meeting Location: City Manager's Office Meeting Date: Wednesday, November 6, 2024 Meeting Time: 6:30 pm
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The City Council will meet in a Public Meeting to enter a Non-public Session to discuss the following topic:

- 1. Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.**

NOTE: The non-public meeting is not open to the public per RSA 91-A:3 II(d)

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

Absent: Councilor Nemeth

Also Present: City Manager Joyal, Deputy City Manager Parker, City Attorney Wyatt, Finance Director Lynch, Planning & Community Development Director Benton, Fire Chief Plummer, City Clerk Vansylyvong-Bizier

Councilor Retrosi moved to go into a non-public session per RSA 91-A:3 II(d), seconded by Deputy Mayor Shanahan.

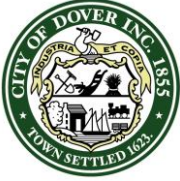
Roll Call Vote: 8-0.

VOTING RECORD		
Date of Vote: 11/6/2024	YES	NO
Mayor Robert Carrier	X	
Deputy Mayor Dennis Shanahan	X	
Councilor S. April Richer, Ward 1	X	
Councilor Robert Warach, Ward 2	X	
Councilor Anthony Retrosi, Ward 3	X	
Councilor Debra Hackett, Ward 4	X	
Councilor Fergus Cullen, Ward 6	X	
Councilor Linnea Nemeth, At Large	Absent	
Councilor Lindsey Williams, At Large	X	
Total Votes:	8	
Motion does pass.		

Deputy Mayor Shanahan moved to come out of non-public session, seconded by Councilor Warach.

Roll Call Vote: 8-0.

VOTING RECORD		
Date of Vote: 11/6/2024	YES	NO
Mayor Robert Carrier	X	
Deputy Mayor Dennis Shanahan	X	
Councilor S. April Richer, Ward 1	X	
Councilor Robert Warach, Ward 2	X	



CITY OF DOVER

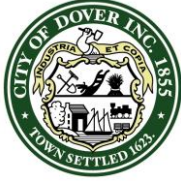
CITY COUNCIL - MINUTES

Meeting Type: **Public Session to enter into Non-Public Session**
Meeting Location: **City Manager's Office**
Meeting Date: **Wednesday, November 6, 2024**
Meeting Time: **6:30 pm**

Councilor Anthony Retrosi, Ward 3	X	
Councilor Debra Hackett, Ward 4	X	
Councilor Fergus Cullen, Ward 6	X	
Councilor Linnea Nemeth, At Large	Absent	
Councilor Lindsey Williams, At Large	X	
Total Votes:	8	
Motion does pass.		

The minutes were not sealed.

Councilor Retrosi moved to adjourn, seconded by Councilor Warach.
Vote: 8-0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Chambers
Meeting Date: **Wednesday, November 6, 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 Retrosi, Councilor Williams, Councilor Cullen, Councilor Hackett, Councilor Warach, Deputy Mayor Shanahan, Mayor Carrier

Absent: Councilor Nemeth

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

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

6. DISCUSSIONS

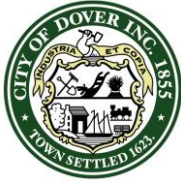
A. FISCAL YEARS 2026-2031 CAPITAL IMPROVEMENTS PROGRAM (CIP)

City Manager Joyal, Community Services Director Storer, and Fire Chief Plummer addressed comments and questions from the Council in regards to the Capital Improvements Program.

7. ADJOURNMENT

Deputy Mayor Shanahan moved to adjourn, seconded by Councilor Warach.

Vote: 8-0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Special Meeting
Meeting Location: City Hall, Council Chambers
Meeting Date: **Wednesday, November 6, 2024**
Meeting Time: **To Immediately Follow Workshop**

1. CALL TO ORDER

2. ~~MOMENT OF SILENCE~~

3. ~~PLEDGE OF ALLEGIANCE~~

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Nemeth

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

5. PUBLIC FORUM

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

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

6. NEW BUSINESS

A. REPROGRAM FIRE & RESCUE AMBULANCE FY2025 CIP APPROPRIATION TO FIRE & RESCUE LIGHT RESCUE VEHICLE AND AUTHORIZE PURCHASE OF LIGHT RESCUE VEHICLE

(TO BE REFERRED TO A PUBLIC HEARING AND VOTE TO OCCUR ON NOVEMBER 13, 2024)

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY MAYOR CARRIER BY REQUEST

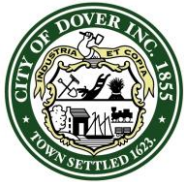
Deputy Mayor Shanahan moved to refer the resolution to public hearing, seconded by Councilor Hackett.

Vote: 8-0.

7. ADJOURNMENT

Councilor Richer moved to adjourn, seconded by Councilor Williams.

Vote: 8-0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, November 13, 2024**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Cullen led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Nemeth

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Shanahan motioned to approve the agenda, seconded by Councilor Warach.
Vote: 8-0.

7. PUBLIC HEARINGS

**A. AUTHORIZATION TO ACCEPT AND EXPEND A LAND AND WATER CONSERVATION FUND SUB-RECIPIENT GRANT FOR GUPPY PARK III
(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.

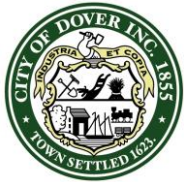
**B. REPROGRAM UNEXPENDED BOND PROCEEDS FROM CHESTNUT STREET BRIDGE REPLACEMENT TO SIXTH STREET (BLACKWATER) BRIDGE REPLACEMENT PROJECT
(VOTE TO OCCUR DECEMBER 11, 2024)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST**

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

**C. REPROGRAM UNEXPENDED BOND PROCEEDS FROM DOWNTOWN TRAFFIC EFFICIENCY IMPROVEMENTS PROJECT TO COCHECO WATERFRONT DEVELOPMENT SITE IMPROVEMENTS PROJECT
(VOTE TO OCCUR DECEMBER 11, 2024)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST**

Eric Leaver, 42 Main St, urged the Council to oppose the resolution as he believes the funds could be better used to restore the downtown area.

Aaron Williams, 51 Sixth St Apt A, urged the Council to oppose the resolution as he believes the funds could be better used to restore the downtown area.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, November 13, 2024**
Meeting Time: **7:00 pm**

Betsy Samper, 31 First St, agreed with the prior speakers as well identifying other minor infrastructure improvements that could be done.

**D. ADOPTION OF FY2026-FY2031 CAPITAL IMPROVEMENTS PLAN
(VOTE TO OCCUR DECEMBER 11, 2024)**

SPONSORED BY MAYOR CARRIER BY REQUEST

Eric Leaver, 42 Main St, commented on page 166 of the CIP in regards to transportation center improvements. He has concerns that there is no seating at the center.

Kean McDermott, 128 Back River Rd, spoke about the item on page 165 of the CIP, traffic signal upgrades, and is looking for clarification on where the funds for that item goes.

Aaron Williams, 51 Sixth St Apt A, commented on the importance of biking infrastructure for the City in the CIP.

E. APPROPRIATION FOR FY2026 CAPITAL IMPROVEMENTS PROGRAM – NON-DEBT FINANCED PROJECTS

(VOTE TO OCCUR DECEMBER 11, 2024)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY MAYOR CARRIER BY REQUEST

Betsy Samper, 31 First St, spoke in regards to the general parking garage repairs in the CIP, advocating for a portion to be used to improve metered parking and to set limits.

Aaron Williams, 51 Sixth St Apt A, spoke about an allocation in the CIP for the parks of the City, and wanted to highlight the pavilion in Henry Law needing repair.

F. APPROPRIATION FOR FY2026 CAPITAL IMPROVEMENTS PROGRAM AND AUTHORIZATION FOR BONDING

(VOTE TO OCCUR DECEMBER 11, 2024)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY MAYOR CARRIER BY REQUEST

Eric Leaver, 42 Main St, supports the 2026 CIP improvements funded by bonding and made some comments on a few projects.

G. REPROGRAM FIRE & RESCUE AMBULANCE FY2025 CIP APPROPRIATION TO FIRE & RESCUE LIGHT RESCUE VEHICLE AND AUTHORIZE PURCHASE OF LIGHT RESCUE VEHICLE

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

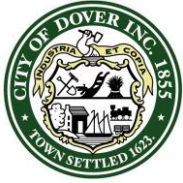
SPONSORED BY MAYOR CARRIER BY REQUEST

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.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, November 13, 2024**
Meeting Time: **7:00 pm**

9. CITY MANAGER'S REPORT

City Manager Joyal gave an overview of the report he submitted in writing.
Deputy Mayor Shanahan motioned to approve the report, seconded by Councilor Retrosi.
Vote: 8-0.

10. APPROVAL OF MINUTES

- A. October 16, 2024 – Workshop**
- B. October 23, 2024 – Regular Meeting**
- C. October 29, 2024 – Special Meeting**

Deputy Mayor Shanahan moved to approve the three sets of minutes, seconded by Councilor Hackett.
Vote: 8-0.

11. MAYOR'S REPORT

The Mayor and Deputy Mayor gave an overview of events and meetings they attended over the last few weeks.
Deputy Mayor Shanahan moved to approve the report, seconded by Councilor Hackett.
Vote: 8-0.

12. UNFINISHED BUSINESS

- A. ORDINANCES IN THE 2ND READING**
- B. ORDINANCES IN THE 3RD READING**
- C. RESOLUTIONS**

- 1. AUTHORIZATION TO ACCEPT AND EXPEND A LAND AND WATER CONSERVATION FUND SUB-RECIPIENT GRANT FOR GUPPY PARK III (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)**
SPONSORED BY MAYOR CARRIER BY REQUEST

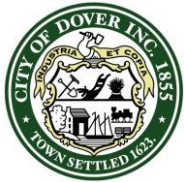
Deputy Mayor Shanahan motioned to approve the resolution, seconded by Councilor Retrosi.

City Manager Joyal gave an overview of the resolution to the Council.
Roll Call Vote: 8-0.

- 2. REPROGRAM FIRE & RESCUE AMBULANCE FY2025 CIP APPROPRIATION TO FIRE & RESCUE LIGHT RESCUE VEHICLE AND AUTHORIZE PURCHASE OF LIGHT RESCUE VEHICLE (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)**
SPONSORED BY MAYOR CARRIER BY REQUEST

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

City Manager Joyal gave an overview of the resolution to the Council.
Roll Call Vote: 8-0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, November 13, 2024**
Meeting Time: **7:00 pm**

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **B21048-RFP22-001 ADDITIONAL SCOPE OF WORK CONSULTING DESIGN SERVICES FOR THE HENRY LAW AVENUE & RIVER STREET RECONSTRUCTION PROJECT**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B25028 ELECTRICAL CONTRACTOR SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **B25030 PURCHASE OF 2024 FORD F-150 LIGHTNING**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **B25022 REPLACEMENT EVALUATION OF COUNTY FARM ROAD CULVERT**
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan motioned to approve the Consent Calendar, seconded by Councilor Hackett.

No Councilors wished to pull any items for further discussion.

Roll Call Vote: 8-0.

COMMITTEE REPORTS

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

Deputy Mayor Shanahan gave an overview of the Legislative Liaison report to the Council.

Councilor Hackett gave an overview of the Solid Waste Advisory Committee report to the Council.

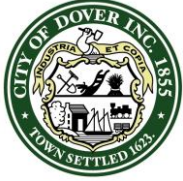
B. RESOLUTIONS

1. **AUTHORIZATION TO CONTRACT WITH UNH FOR MONITORING SERVICES RELATED TO THE FHWA CULVERT AOP GRANT**
SPONSORED BY MAYOR CARRIER BY REQUEST

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

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

Roll Call Vote: 7-1, with Councilor Cullen opposed.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, November 13, 2024**
Meeting Time: **7:00 pm**

C. ORDINANCES IN 1ST READING

1. CHAPTER 105, SECTION 21

(TO BE REFERRED TO A PUBLIC HEARING ON DECEMBER 11, 2024)

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan motioned to refer the ordinance to a public hearing, seconded by Councilor Warach.

Vote: 8-0.

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Hackett complimented the newly painted traffic box at the corner of Locust St. and Silver St.

City Manager Joyal gave an overview of the watermain break over the weekend.

Councilor Richer attended the local energy solutions conference in Manchester.

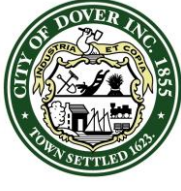
Mayor Carrier thanked the Deputy Mayor for organizing the Christmas Parade.

Councilor Williams thanked the election workers for their work on Election Day.

16. ADJOURN

Councilor Warach moved to adjourn, seconded by Councilor Williams.

Vote: 8-0.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.1. Ordinance Number: O – 2024.11.13 - 10 Ordinance Title: Peace and Good Order Chapter: 105 Section: 21 Purchase, use and possession of tobacco products
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The City of Dover Ordains:

1. **PURPOSE**
- The purpose of this ordinance is to expressly codify the City’s prohibition on using tobacco or other smoking products in City-owned buildings.
2. **AMENDMENT**
- Chapter 105 entitled “Peace and Good Order” is hereby amended by revising Section 105-21, “Purchase, use and possession of tobacco products”, as follows:
- a. **THE FOLLOWING ARE AMENDED:**

§ 105-21. Purchase, use and possession of tobacco products.

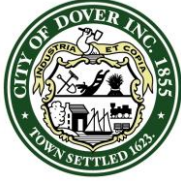
- A. No person shall consume or use any tobacco product or any smoking product inside any building or facility owned or possessed by the City. No person under the age of 21 shall:
- (1) Purchase a tobacco product or electronic cigarette.
- (2) Use or possess a tobacco product or electronic cigarette.
- B. No person or business shall sell or provide a tobacco product or electronic cigarette to a person under the age of 21.
- C. For the purposes of this section, the term "tobacco product" shall include any product defined as a tobacco product in RSA 126-K and defined as an electronic cigarette in § 105-1 of this chapter.
- D. Any person violating the provisions of this section shall be subject to a fine as provided in the City Fine Schedule.
3. **TAKES EFFECT**
- This ordinance shall take effect upon passage. The City Clerk shall cause publication of notice as required by RSA 47:18.

REQUIRES PUBLIC HEARING
TO BE REFERRED TO PUBLIC MEETING ON DECEMBER 11, 2024

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request



CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2024.11.13 - 10

Ordinance Title: Peace and Good Order

Chapter: 105

Section: 21 Purchase, use and possession of tobacco products

CITY OF DOVER

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

Recorded by: Jerrica Vanslyvong-Bizier
 City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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:		
Ordinance does does not pass.		

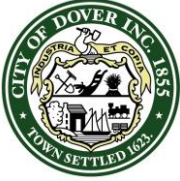
ORDINANCE BACKGROUND MATERIAL:

This ordinance is intended to expressly codify the City’s prohibition on using tobacco or other smoking products within City-owned buildings. The State’s Indoor Smoking Act arguably already prohibits same, indirectly by way of prohibition in spaces that cannot be adequately segregated, as stated in the final paragraph of that statute (copied in full below for reference). This ordinance is intended to make the prohibition express and abundantly clear in Dover.

155:66 Smoking Prohibited. –

I. Except as provided in RSA 155:67 and notwithstanding any law to the contrary, smoking is prohibited in:

- (a) Public educational facilities at any time, and in child care agencies licensed under RSA 170-E during the hours of operation, except foster family homes and foster family group homes.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

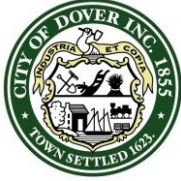
Agenda Item#: 12.A.1.

Ordinance Number: **O – 2024.11.13 - 10**
Ordinance Title: Peace and Good Order
Chapter: 105
Section: 21 Purchase, use and possession of tobacco products

- (b) Hospitals and other acute care facilities.
- (c) Grocery stores by customers.
- (d) Elevators, tramways, gondolas, and other such public conveyances.
- (e) Public conveyances.
- (f) Restaurants.
- (g) Cocktail lounges.
- (h) Enclosed places owned and operated by social, fraternal, or religious organizations when open to the general public. Purposes for which such places may be open to the general public may include, but not be limited to, public meetings, voting, suppers, bingo games, theatrical events, fairs, and bazaars.

II. Smoking may be permitted in enclosed places of public access and publicly-owned buildings and offices, including workplaces, other than those listed in paragraph I, in effectively segregated smoking-permitted areas designated by the person in charge. **Smoking shall be totally prohibited in any such enclosed place, if smoking cannot be effectively segregated.** The person in charge may declare any facility non-smoking in its entirety.

Source. 1990, 236:2. 2007, 203:3, eff. Sept. 17, 2007 (emphasis added).



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.10.23 - 187**
Resolution Re: Reprogram Unexpended Bond Proceeds from Chestnut Street Bridge Replacement to Sixth Street (Blackwater) Bridge Replacement Project

- WHEREAS: On an annual basis the City Council adopts the Capital Improvements Program (CIP), which includes the Debt Financing authorization for certain CIP projects; and
- WHEREAS: Due to lower than anticipated project costs there is an excess \$612,345.34 of unexpended bond proceeds from the Chestnut Street Bridge Replacement project; and
- WHEREAS: The City identified in the adopted FY2025 CIP the Bridge Replacement Sixth Street over Blackwater Brook to be financed with existing available unexpended bond proceeds; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT: The amount of \$612,345.34 (Six Hundred Twelve Thousand Three Hundred Forty-Five dollars and Thirty-four cents) of unexpended appropriations is hereby reprogrammed from the Chestnut Street Bridge Replacement CIP project to the Bridge Replacement Sixth Street (Blackwater) CIP project:

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
4022.1.300.43130.4752.03155.22.000.000.700	Bridge Replacement - Chestnut Street	10,222.00	(10,222.00)	0.00
4024.1.300.43130.4752.03155.24.000.000.700	Bridge Replacement - Chestnut Street	602,123.34	(602,123.34)	0.00
4022.1.300.43130.4752.03171.22.000.000.700	Bridge Replacement - Sixth St (Blackwater)	0.00	10,222.00	10,222.00
4024.1.300.43130.4752.03171.24.000.000.700	Bridge Replacement - Sixth St (Blackwater)	0.00	602,123.34	602,123.34
		612,345.34	0.00	612,345.34

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

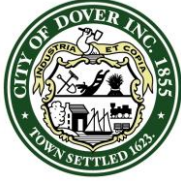
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

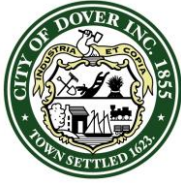
Resolution Number: **R – 2024.10.23 - 187**
Resolution Re: Reprogram Unexpended Bond Proceeds from Chestnut
Street Bridge Replacement to Sixth Street (Blackwater)
Bridge Replacement Project

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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 pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.10.23 - 187**
Resolution Re: Reprogram Unexpended Bond Proceeds from Chestnut Street Bridge Replacement to Sixth Street (Blackwater) Bridge Replacement Project

RESOLUTION BACKGROUND MATERIAL:

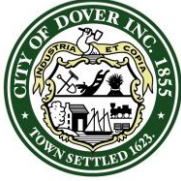
This resolution does not authorize any additional appropriation.

The City Council previously authorized the appropriation for the Bridge Replacement – Chestnut Street project. On November 18, 2020 the City Council adopted the FY2022 Capital Improvements Plan (CIP) Authorization for bonding, which included \$250,000.00 for the bridge replacement project. City Council resolution 2020.10.14 – 175. The City Council previously authorized an additional appropriation for the Bridge Replacement – Chestnut Street project. On October 26, 2022 the City Council adopted the FY2024 CIP Authorization for bonding, which included \$1,344,000 for the Chestnut Street bridge replacement project. City Council resolution 2022.09.28 – 204.

This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized financing the Chestnut Street bridge replacement project. This resolution reprograms funding from Chestnut Street bridge replacement project to the Bridge Replacement Sixth Street (Blackwater) project. The Chestnut Street bridge project is completed and unexpended bond proceeds exist that can be reprogrammed to a similar type CIP project.

The Bridge Replacement Sixth Street (Blackwater) project was identified in the FY2025 – FY2030 CIP to be financed through the use of existing funds. City Council approved the FY2025 – FY2030 CIP on December 13, 2023 via resolution 2023.11.29 – 183

The Bridge Replacement Sixth Street (Blackwater) project is a priority. The project design and permitting will be beginning this fall. The current cost estimate for the project is \$1,000,000, therefore, the City is recommending reprogramming the \$612,345.34. These reprogrammed bond proceeds and available State Bridge Aid funding will be used to fund the project.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2024.10.23 - 188**
Resolution Re: Reprogram Unexpended Bond Proceeds from Downtown
Traffic Efficiency Improvements Project to Cochecho
Waterfront Development Site Improvements Project

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

WHEREAS: Due to lower than anticipated project costs there is an available amount of \$360,870.60 of unexpended bond proceeds from the Downtown Traffic Efficiency Improvements project; and

WHEREAS: The City has identified the immediate need for additional funding for the Cochecho Waterfront Development Site Improvements project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT: The amount of \$360,870.60 (Three Hundred Sixty Thousand Eight Hundred Seventy dollars and Sixty cents) of unexpended appropriations is hereby reprogrammed from the Downtown Traffic Efficiency Improvements CIP project to the Cochecho Waterfront Development Site Improvements CIP project:

		Available	Reprogram	Adjusted
Project Number	Project Description	Balance	Adjustment	Balance
4021.1.180.43122.4751.03340.21.000.000.700	Downtown Traffic Efficiency Improvements	734,236.53	(360,870.60)	373,365.93
4021.1.180.41910.4715.02513.21.000.000.700	Cochecho Waterfront Development Site Improvements	0.00	360,870.60	360,870.60
		734,236.53	0.00	734,236.53

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

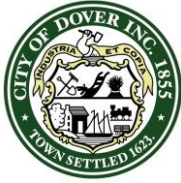
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

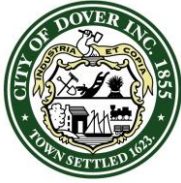
Resolution Number: **R – 2024.10.23 - 188**
Resolution Re: Reprogram Unexpended Bond Proceeds from Downtown
Traffic Efficiency Improvements Project to Cochecho
Waterfront Development Site Improvements Project

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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 pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2024.10.23 - 188**
Resolution Re: Reprogram Unexpended Bond Proceeds from Downtown
Traffic Efficiency Improvements Project to Cochecho
Waterfront Development Site Improvements Project

RESOLUTION BACKGROUND MATERIAL:

This resolution does not authorize any additional appropriation.

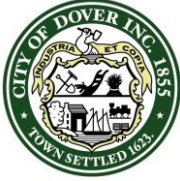
The City Council previously authorized the appropriation for the Downtown Traffic Efficiency Improvements. On December 11, 2019 the City Council adopted the FY2021 Capital Improvements Plan (CIP) Authorization for bonding, which included \$1,400,000 for the traffic efficiency improvements project. City Council resolution 2019.10.23 – 171.

This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized debt financing the Downtown Traffic Efficiency Improvements project. This resolution reprograms funding from Downtown Traffic Efficiency Improvements project to the Cochecho Waterfront Development Site Improvements project.

City staff recommend reallocating the funding from the Downtown Traffic Efficiency Improvements project, as the implementation of the project is now six years out from adoption, based upon the FY26-31 CIP. The current funding was intended to finalize designs, but based upon conversations with the design engineer and potential contractors, revisions would be required to ensure current trends and engineering requirements are in place before bidding out the project. As a result, a portion of the current funding will remain with the project to cover design updates as the City gets closer to possibly bidding out the work.

For the Cochecho Waterfront Development Site Improvements project Eversource reviewed the waterfront plans and provided conceptual costs for the project. These estimates were close to a third of the current workorder costs. The difference in the pricing is due to the switch gear. This equipment costs have increased in cost significantly over the past two years due to supply chain, inflation, and overall demand. The cost is approximately \$250,000 per switch gear (there are two). In 2020, the City paid \$50,000 for similar equipment at the McConnell Center. There is a 90 week lead time to receive the equipment, and Eversource understanding the project significance pre-ordered the equipment a year ago.

Further cost increases related to the Eversource work are due to continuing to transition the overhead wires underground on the west bound side of the Makem bridge, as opposed to transitioning on the waterfront side. This necessitates work to tie in the One Washington complex and improves the overall visual impression of the development and assists with a long term project to bury lines on Washington Street to better mirror Central Avenue. This work began in 2020 with the aforementioned switch gear at the McConnell Center, which allowed for overhead wire to be removed on Washington Street from Chestnut to Central. Another portion, along Henry Law Park was completed in 2022, and the final portion of the work will be included in the final phase of the Henry Law Avenue reconstruction in 2025/2026.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2024.10.23 - 189**

Resolution Re: Adoption of FY2026-FY2031 Capital Improvements Plan

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

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

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

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

The Proposed Capital Improvements Program for Fiscal Year 2026-2031 reflected in the attached document is hereby adopted.

NOTE: This resolution requires a duly advertised public hearing.

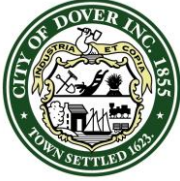
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2024.10.23 - 189**

Resolution Re: Adoption of FY2026-FY2031 Capital Improvements Plan

DOCUMENT HISTORY:

First Reading Date:

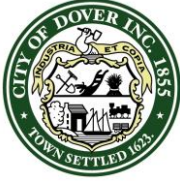
Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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#: 12.C.3.

Resolution Number: **R – 2024.10.23 - 189**

Resolution Re: Adoption of FY2026-FY2031 Capital Improvements Plan

RESOLUTION BACKGROUND MATERIAL:

This resolution establishes the attached FY2026 through FY2031 Capital Improvements Program.

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

The FY2026 – FY2031 CIP projects and their anticipated schedule for funding are reflected in the attached document.

Capital Improvements Program - FY2026-2031

Proposed 16-Oct-24

All Projects

BOLD = New Project

UNDERLINED = Change in Schedule

* = Multi Category Project

ITALIC = \$ Change

PROJECT DESCRIPTION	2026	2027	2028	Fiscal Year 2029	2030	2031	Total	Finance Method
GENERAL GOVERNMENT								
<i>Transfer to Capital Reserve - Infrastructure & Equip</i>	1,785,000	1,955,000	2,025,000	2,175,000	2,275,000	2,375,000	12,590,000	OB
<i>Transfer to Capital Reserve - Cemetery</i>	125,000	130,000	135,000	140,000	145,000	150,000	825,000	OB
<i>General Facility Improvements</i>	50,000	75,000	75,000	90,000	100,000	120,000	510,000	RF
<i>General Vehicle Replacement</i>	35,000	40,000	45,000	50,000	55,000	60,000	285,000	OB
<i>Cemetery Equipment & Improvements</i>		250,000		250,000		250,000	750,000	RF
<i>City Hall Renovation</i>			375,000	375,000			750,000	OB
Lowell Avenue Building						500,000	500,000	GR
TOTAL GENERAL GOVT.	1,995,000	2,450,000	2,655,000	3,080,000	2,575,000	3,455,000	16,210,000	
POLICE								
<i>Police Cruiser Replacement Program</i>	144,000	144,000	144,000	144,000	144,000	144,000	864,000	RF
<i>Public Safety Communications/Security Improvements</i>	150,000	150,000	150,000	150,000	150,000	175,000	925,000	OB/RF
<i>Radio Console System</i>	437,220						437,220	GR
TOTAL POLICE	731,220	294,000	294,000	294,000	294,000	319,000	2,226,220	
FIRE & RESCUE								
EMS Stretchers	100,000			100,000			200,000	RF
<u>Facilities Renovations</u>	1,500,000	500,000	850,000		650,000		3,500,000	RF/DF
<u>Pumper/Ladder Replacement</u>	800,000		1,400,000		840,000		3,040,000	RF/DF
<i>Ambulance Replacement</i>		525,000		613,000		710,000	1,848,000	RF
<u>Command/Staff Vehicle Replacement</u>			125,000		135,000		260,000	RF
<u>Heavy Rescue Replacement</u>			1,500,000				1,500,000	DF
<u>Mobile and Portable Radio Replacement</u>			530,000				530,000	RF
<i>Personal Protective Gear</i>			450,000				450,000	RF
<u>Aerial Tower Replacement</u>				3,000,000			3,000,000	DF
TOTAL FIRE & RESCUE	2,400,000	1,025,000	4,855,000	3,713,000	1,625,000	710,000	14,328,000	
COMMUNITY SERVICES - PUBLIC WORKS								
<i>Bridge Improvements</i>	250,000	300,000	350,000	400,000	450,000	500,000	2,250,000	OB
<i>Drainage System Improvements</i>	400,000	450,000	500,000	550,000	600,000	650,000	3,150,000	OB
<i>General Streets Improvements</i>	2,288,000	2,379,520	2,474,701	2,573,689	2,676,636	2,783,702	15,176,248	OB
<i>General Sidewalk Improvements</i>	210,000	255,000	305,000	365,000	410,000	426,400	1,971,400	OB
<i>PW Heavy Equipment</i>	800,000	850,000	900,000	950,000	1,000,000	1,100,000	5,600,000	RF
<i>Traffic Signal Upgrades/Traffic Calming</i>	250,000	300,000	350,000	400,000	450,000	500,000	2,250,000	OB
<i>Bouchard PW Facility Improvements</i>	250,000	250,000	250,000	350,000	350,000	450,000	1,900,000	RF
Littleworth Road Business Park	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	6,000,000	DF
Street Reconstruction - Broadway Neighborhood*	700,000	4,600,000	4,600,000	4,600,000	4,600,000	4,600,000	23,700,000	DF
Bridge Replacement - Sixth Street	700,000						700,000	EF
<i>Street Reconstruction - Lower Central Avenue</i>	4,500,000	300,000	800,000	1,550,000			7,150,000	GR/DF
<u>Culvert Reconstruction - Portland Avenue</u>	50,000	550,000	1,400,000				2,000,000	DF
<u>Outfall Replacement - Cochecho Storm Drain</u>		400,000					400,000	DF
Durham Road Congestion Mitigation			4,500,000	1,500,000			6,000,000	GR
<i>Street Reconstruction - Oak Street (Former Oak St. Bridge)</i>			8,000,000				8,000,000	GR
Citywide Drainage Model and Masterplan				375,000			375,000	OB
Street Reconstruction - Mount Vernon*					1,500,000		1,500,000	DF
TOTAL COMM SERV - PW	11,398,000	11,634,520	25,429,701	14,613,689	13,036,636	12,010,102	88,122,648	
CULTURE & RECREATION								
<i>Transfer to Capital Reserve - Arena</i>	100,000	100,000	100,000	100,000	100,000	100,000	600,000	OB
<i>Transfer to Capital Reserve - Park/Playground Imprv.</i>	125,000	130,000	135,000	140,000	140,000	140,000	810,000	OB
Neighborhood Park Investments	80,000	85,000	90,000	95,000	100,000	100,000	550,000	RF
<i>Park Infrastructure Replace/Maintenance</i>	75,000	75,000	75,000	75,000	75,000	75,000	450,000	RF
<u>Arena HVAC</u>	35,000	40,000	440,000			300,000	815,000	RF
<i>Community Trail Phase IV-B & Phase V</i>	100,000			600,000	500,000	500,000	1,700,000	RF/GR
Nebi Park Pavilion	295,000						295,000	RF
<u>Outdoor Pool Improvements</u>	800,000	1,000,000					1,800,000	DF
<u>Indoor Pool/Locker Room Lobby Renovations</u>				80,000	615,000	500,000	1,195,000	DF
Shaw's Lane Parking						100,000	100,000	DF
TOTAL CULTURE & RECREATION	1,610,000	1,430,000	840,000	1,090,000	1,530,000	1,815,000	8,315,000	
PUBLIC LIBRARY								
<i>Library Books and Collections</i>	141,225	145,462	149,826	154,320	158,950	163,719	913,502	OB
TOTAL PUBLIC LIBRARY	141,225	145,462	149,826	154,320	158,950	163,719	913,502	
TOTAL CITY DEPARTMENTS	18,275,445	16,978,982	34,223,527	22,945,009	19,219,586	18,472,821	130,115,370	
EDUCATION								
<i>Transfer to Capital Reserve - Athletics</i>	20,000	20,000	20,000	20,000	20,000	20,000	120,000	OB
<i>Transfer to Capital Reserve - Curriculum</i>	150,000	150,000	150,000	150,000	150,000	150,000	900,000	OB
<i>Transfer to Capital Reserve - Info. Technology</i>	125,000	125,000	125,000	125,000	125,000		625,000	OB
<i>Curriculum Replacement and Upgrade</i>	30,000	100,000	100,000	100,000	100,000	100,000	530,000	RF
<i>Facilities/School Maintenance and Repairs District Improv.</i>	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
<i>Furniture Replacement</i>	170,000	170,000	170,000	170,000	170,000	170,000	1,020,000	OB
<i>Information Technology Replacement and Upgrade</i>	370,000	370,000	370,000	370,000	370,000	620,000	2,470,000	OB
Intercom System Replacement	383,000						383,000	RF
<u>DHS Solar Panel Purchase</u>	600,000	100,000	100,000	100,000	100,000		1,000,000	RF
<i>Transfer to Capital Reserve - Facilities</i>		250,000	250,000	250,000	250,000	250,000	1,250,000	OB
DHS Equip., Storage, Bleacher, Turf/Track Replacement		8,000,000					8,000,000	RF/DF
<i>Garrison Elementary School Renovations</i>		6,500,000					6,500,000	DF
TOTAL EDUCATION	1,948,000	15,885,000	1,385,000	1,385,000	1,385,000	1,410,000	23,398,000	

Capital Improvements Program - FY2026-2031

Proposed 16-Oct-24

All Projects

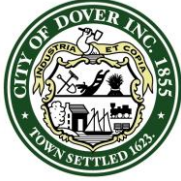
BOLD = New Project

UNDERLINED = Change in Schedule

* = Multi Category Project

ITALIC = \$ Change

PROJECT DESCRIPTION	2026	2027	2028	Fiscal Year 2029	2030	2031	Total	Finance Method
TOTAL GENERAL FUND	20,223,445	32,863,982	35,608,527	24,330,009	20,604,586	19,882,821	153,513,370	
SPECIAL REVENUE FUNDS								
Conservation Funding	250,000	250,000	250,000	250,000	250,000	250,000	1,500,000	OB
<i>DoverNet Client System Replacement</i>	62,195	62,195	62,195	62,195	62,195	62,195	373,170	OB
General Parking Garage Repairs	50,000	50,000	50,000	50,000	3,000,000	50,000	3,250,000	RF
McConnell Center Building Improvements	266,500	300,000	200,000	200,000	200,000	200,000	1,366,500	OB
School Athletic Improvements	30,000	30,000	30,000	30,000	30,000	30,000	180,000	OB
School Cafeteria Maintenance/Repair/Upgrade	40,000	40,000	40,000	40,000	40,000	40,000	240,000	OB
School Light Vehicle Replacement	50,000	50,000	50,000	50,000	50,000	50,000	300,000	OB
<i>Building Access Control and CCTV Systems</i>	95,000						95,000	RF
Parking Meter Replacement	60,900	510,000					570,900	RF
Parking Vehicle	35,000						35,000	OB
<u>Parking Facility - Downtown</u>			8,100,000				8,100,000	DF
<u>Enterprise Park Expansion - Road</u>					1,216,655		1,216,655	GR
TOTAL SPECIAL REVENUE FUNDS	939,595	1,292,195	8,782,195	682,195	4,848,850	682,195	17,227,225	
TIF FUNDS								
Street Reconstruction Henry Law Avenue/River Street	3,300,000	3,300,000					6,600,000	DF
<u>Park Improvements - Maglaras</u>		2,100,000					2,100,000	DF
Cochecho Commercial Incubators					440,824		440,824	GR
<u>Downtown Pedestrian Improvements</u>						12,000,000	12,000,000	GR
TOTAL TIF FUNDS	3,300,000	5,400,000	0	0	440,824	12,000,000	21,140,824	
COMMUNITY SERVICES - WATER FUND								
Transfer to Capital Reserve	500,000	500,000	500,000	500,000	500,000	500,000	3,000,000	OB
Drinking Water State Revolving Fund	150,000	625,000	625,000	625,000	625,000	625,000	3,275,000	DF
Water Exploration	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
<i>Water Heavy Equipment Replacement</i>	75,000	78,000	81,120	84,365	87,739	91,929	498,153	RF
<i>Water Light Vehicle Replacement*</i>	50,000	52,000	54,080	56,243	58,493	60,833	331,649	OB
Water Main Replacement - City Wide	182,498	189,798	197,390	205,286	213,497	222,037	1,210,506	RF
<i>Water Meter Replacement</i>	175,000	175,000	175,000	175,000	175,000	175,000	1,050,000	OB
Water Treatment Plant & Well Equipment	91,250	94,900	98,696	102,643	106,749	111,019	605,257	RF
Wellhead Protection	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
Water Main Replacement - Broadway Neighborhood*	500,000	1,000,000	1,000,000	1,000,000	1,700,000	1,000,000	6,200,000	DF
Water Main Replacement - Highland	600,000						600,000	DF
<u>Water Main Replacement - Central Avenue</u>	2,500,000		7,700,000				10,200,000	DF
<u>Water Main Replacement - Garrison Hill to Florence</u>	1,300,000						1,300,000	DF
New Supply Source Development		300,000	4,000,000	4,000,000			8,300,000	RF/DF
<u>Water Main - Littleworth, Columbus, French Cross</u>		2,000,000			3,000,000	3,000,000	8,000,000	DF
Water Main Replacement - Lower Central Avenue*		1,920,000					1,920,000	DF
Water Main Replacement - Sixth Street*		100,000					100,000	RF
Water Main Replacement - Oak Street*			510,000				510,000	DF
<u>Well Upgrades - Hughes Well</u>						5,000,000	5,000,000	DF
<u>Water Main Replacement - Littleworth Road</u>				3,000,000	7,300,000		10,300,000	DF
Water Main Replacement - Mount Vernon*					2,100,000		2,100,000	DF
TOTAL WATER FUND	6,323,748	7,234,698	15,141,286	9,948,537	16,066,478	10,985,818	65,700,565	
COMMUNITY SERVICES - SEWER FUND								
Transfer to Capital Reserve	500,000	500,000	500,000	500,000	500,000	500,000	3,000,000	OB
Inflow/Infiltration Study/Mitigation	300,000	300,000	300,000	300,000	300,000	300,000	1,800,000	RF
Pump Station Equipment Replace-Maintenance	91,250	94,900	98,696	102,643	106,749	243,331	737,569	OB
<i>Sewer Heavy Equipment Replacement</i>	75,000	78,000	81,120	84,365	87,739	91,249	497,473	RF
<i>Sewer Light Vehicle Replacement*</i>	50,000	52,000	54,080	56,243	58,493	60,833	331,649	OB
Sewer Main Replacements - City Wide*	182,494	189,794	197,386	205,281	213,492	222,032	1,210,479	RF
WWTP General Permit Compliance	400,000	400,000	400,000	400,000	400,000	400,000	2,400,000	OB
North End Gravity Sewer	50,000					7,000,000	7,050,000	RF/DF
Pump Station Upgrade - Wentworth Terrace	500,000	3,600,000	3,000,000				7,100,000	DF
Pump Station HVAC - City Wide	75,000		75,000		75,000		225,000	RF
<u>Sanitary Sewer Model</u>	300,000						300,000	RF
Sewer Main Replacement - Broadway Neighborhood*	500,000		1,200,000		1,400,000	700,000	3,800,000	DF
Sewer Main Replacement - Central Core*	1,500,000						1,500,000	DF
Sewer Main Replacement - Lower Central*	350,000						350,000	DF
WWTP Capacity/Treatment Updates	4,500,000	3,000,000					7,500,000	DF
South End Gravity Sewer			2,000,000	3,000,000			5,000,000	DF
Sewer Main Replacements - Oak Street*			500,000				500,000	DF
Sewer Main Replacements - Mount Vernon*					550,000		550,000	DF
TOTAL SEWER FUND	9,373,744	8,214,694	8,406,282	4,648,532	3,691,473	9,517,445	43,852,170	
TOTAL OTHER FUNDS	19,937,087	22,141,587	32,329,763	15,279,264	25,047,625	33,185,458	147,920,784	
TOTAL ALL PROJECTS	40,160,532	55,005,569	67,938,290	39,609,273	45,652,211	53,068,279	301,434,154	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R – 2024.10.23 - 190**

Resolution Re: Appropriation For FY2026 Capital Improvements Program
– Non-Debt Financed Projects

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

WHEREAS: The City Council desires to make public improvements as listed in the Capital Improvements Program for Year 2 and Year 5 Fire & Rescue vehicle replacements that require orders to be placed during FY2026 to receive vehicles in FY2027 and FY2030 and to finance these improvements with transfers from Capital Reserve Funds and appropriation of existing funds.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL, THAT:
The following capital outlays are appropriated as part of the FY2026 Capital Improvements Program for the purposes so designated and the Finance Director is authorized to transfer the funds from the respective Reserve Funds in the amounts listed.

Item	Description	Appropriation	Funding	Fund
1	General Facility Improvements	50,000	General Fund Capital Reserve	Trust
2	Police Cruiser Replacement Program	144,000	General Fund Capital Reserve	Trust
3	EMS Stretchers	100,000	General Fund Capital Reserve	Trust
4	Fire & Rescue Pumper Replacement	800,000	General Fund Capital Reserve	Trust
5	Public Works Heavy Equipment	800,000	General Fund Capital Reserve	Trust
6	Bouchard Public Works Facility Improvements	250,000	General Fund Capital Reserve	Trust
7	Community Trail Phase IV-B & V	100,000	Transportation Improvement Reserve	Trust
8	Neighborhood Park Improvements	80,000	Park Improvements Capital Reserve	Trust
9	Park Infrastructure Replace/Maintenance	75,000	Park Improvements Capital Reserve	Trust
10	Public Safety Communication/Security Improve	50,000	Police Facilities Capital Reserve	Trust
11	Building Access Control and CCTV Systems	95,000	Police Facilities Capital Reserve	Trust
12	Fire & Rescue South End Station Addition	400,000	Fire & Rescue Facilities Capital Reserve	Trust
13	Nebi Park Pavilion	295,000	Recreation Facilities Capital Reserve	Trust
14	Arena HVAC	35,000	Arena Improvements Capital Reserve	Trust
15	General Parking Garage Repairs	50,000	Parking Improvements Capital Reserve	Trust
16	Parking Meter Replacement	60,900	Parking Improvements Capital Reserve	Trust
17	School Facilities Maintenance and Repairs	100,000	School Facilities Capital Reserve	Trust
18	Intercom System Replacement	383,000	School Facilities Capital Reserve	Trust
19	DHS Solar Panel Purchase	600,000	School Facilities Capital Reserve	Trust
20	Curriculum Replacement & Upgrade	30,000	School Curriculum Reserve	Trust
21	Water Exploration	100,000	Water Fund Capital Reserve	Trust
22	Water Heavy Equipment Replacement	75,000	Water Fund Capital Reserve	Trust
23	Water Main Replacement - City Wide	182,498	Water Fund Capital Reserve	Trust
24	Water Treatment Plant & Well Equipment	91,250	Water Fund Capital Reserve	Trust
25	Wellhead Protection	100,000	Water Fund Capital Reserve	Trust
26	Inflow/Infiltration Study/Mitigation	300,000	Sewer Fund Capital Reserve	Trust
27	Sewer Heavy Equipment Replacement	75,000	Sewer Fund Capital Reserve	Trust
28	Sewer Main Replacements - City Wide	182,494	Sewer Fund Capital Reserve	Trust
29	North End Gravity Sewer	50,000	Sewer Fund Capital Reserve	Trust
30	Pump Station HVAC - City Wide	75,000	Sewer Fund Capital Reserve	Trust
31	Sanitary Sewer Model	300,000	Sewer Fund Capital Reserve	Trust
	Total	6,029,142		

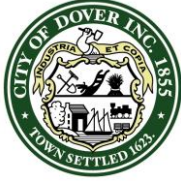
R-2024.10.23 CIP FY2026 Non Debt Financed Projects

Document Created by: Finance Department

Resolution Financed

Document Posted on: December 6, 2024

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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R – 2024.10.23 - 190**

Resolution Re: Appropriation For FY2026 Capital Improvements Program
– Non-Debt Financed Projects

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

The following capital outlays are appropriated as part of the FY2026 Capital Improvements Program for the purpose of Fire & Rescue vehicle replacements requiring orders to be placed in FY2026 to receive vehicles in FY2027 and FY2030 as presented in the CIP, and to finance these improvements with transfers from Capital Reserve Funds in the amounts listed in CIP Year 2 and Year 5.

Item	Description	Appropriation	Funding	Fund
1	Ambulance Replacement	525,000	General Fund Capital Reserve	Trust
2	Fire & Rescue Pumper Replacement	840,000	General Fund Capital Reserve	Trust
	Total	1,365,000		

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

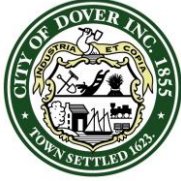
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R – 2024.10.23 - 190**

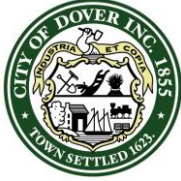
Resolution Re: Appropriation For FY2026 Capital Improvements Program
– Non-Debt Financed Projects

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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#: 12.C.4.

Resolution Number: **R – 2024.10.23 - 190**

Resolution Re: Appropriation For FY2026 Capital Improvements Program
– Non-Debt Financed Projects

RESOLUTION BACKGROUND MATERIAL:

This resolution appropriates capital reserve funds to finance a portion of the FY2026 Capital Improvements Program (CIP) as presented in the FY2026 to FY2031 Capital Improvements Program book. In addition, this resolution authorizes the transfer of Capital Reserve Fund moneys.

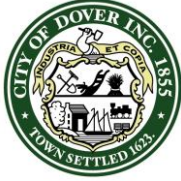
The following table reflects the amount to be appropriated for FY2026 CIP projects from the various funds and their projected balances as of 6/30/2025:

Description	Proposed Appropriation	Balance 6/30/2025	Notes
Capital Reserve Funds CIP			
General Fund Capital Reserve	\$2,144,000	\$739,842	(1)
Transportation Improvements Reserve	\$100,000	\$375,919	
Parks Improvements Reserve	\$155,000	\$185,628	
Police Facilities Capital Reserve	\$145,000	\$145,000	
Fire & Rescue Facilities Reserve	\$400,000	\$400,000	
Recreation Facilities Reserve	\$295,000	\$295,000	
Arena Improvements Reserve	\$35,000	\$166,899	
School Facilities Reserve	\$1,083,000	\$1,925,000	
School Curriculum Reserve	\$30,000	\$487,950	
Water Fund Capital Reserve	\$548,748	\$3,646,141	
Sewer Fund Capital Reserve	\$982,494	\$1,727,157	
Parking Improvements Reserve	\$110,900	\$2,230,291	
Total	\$6,029,142		

1. The General Fund Capital Reserve will have sufficient funds for the appropriations as a transfer from the General Fund of \$1,785,000 into the reserve is proposed in the FY2026-2031 CIP to be budgeted during FY2026 as part of the City's General Fund Operating Budget.

The General Fund Capital Reserve will have sufficient funds for the Ambulance replacement appropriation of \$525,000 that will be expended in FY2027 as a transfer from the General Fund of \$1,955,000 into the reserve is proposed in the FY2026-2031 CIP to be budgeted during FY2027 as part of the City's General Fund Operating Budget. The projected balance in the General Fund Capital Reserve as of June 30, 2026 will be \$463,241.

The General Fund Capital Reserve will have sufficient funds for the Fire & Rescue Pumper replacement appropriation of \$840,000 that will be expended in FY2030 as a transfer from the General Fund of \$2,275,000 into the reserve is proposed in the FY2026-2031 CIP to be budgeted during FY2030 as part of the City's General Fund Operating Budget. The projected balance in the General Fund Capital Reserve as of June 30, 2029 will be \$286,412.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

Resolution Number: **R – 2024.10.23 - 191**

Resolution Re: Appropriation For FY2026 Capital Improvements Program
and Authorization for Bonding

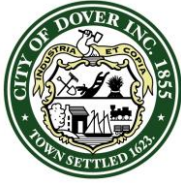
WHEREAS: The City Council desires to make public improvements and to finance these improvements with the sale of general obligation bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The following capital projects are appropriated, with estimated useful lives in excess of the length indicated, as part of the FY2026 Capital Improvements Program:

Item #	Description	Proposed	Life/Yrs	Department	Fund
		Appropriations			
1	Fire & Rescue - South End Station Addition	\$ 850,000	20	Fire & Rescue	General
2	Fire & Rescue - North End Station Renovations	250,000	20	Fire & Rescue	General
3	Fire & Rescue - Ladder Replacement	1,400,000	20	Fire & Rescue	General
4	Fire & Rescue - Heavy Rescue Replacement	1,500,000	20	Fire & Rescue	General
5	Fire & Rescue - Aerial Tower Replacement	3,000,000	20	Fire & Rescue	General
6	Littleworth Road Business Park	6,000,000	20	Comm Serv - PW	General
7	Street Reconstruction - Broadway Neighborhood	5,300,000	20	Comm Serv - PW	General
8	Culvert Replacement - Portland Avenue	2,000,000	20	Comm Serv - PW	General
9	Outdoor Pool Improvements	1,800,000	20	Recreation	General
10	Street Reconstruction - Henry Law Avenue	3,300,000	20	Downtown TIF	TIF
11	Street Reconstruction - Henry Law Avenue	3,300,000	20	Waterfront TIF	TIF
12	Drinking Water State Revolving Fund - Waterline Replacements	775,000	20	CS - Water	Water
13	Water Main Replacement - Broadway Neighborhood	1,500,000	20	CS - Water	Water
14	Water Main Replacement - Highland	600,000	20	CS - Water	Water
15	Water Main Replacement - Central Avenue	2,500,000	20	CS - Water	Water
16	Water Main Replacement - Garrison Hill to Florence	1,300,000	20	CS - Water	Water
17	Pump Station Upgrade - Wentworth Terrace	4,100,000	20	CS - Sewer	Sewer
18	Sewer Main Replacement - Broadway Neighborhood	500,000	20	CS - Sewer	Sewer
19	Sewer Main Replacement - Central Core	1,500,000	20	CS - Sewer	Sewer
20	Sewer Main Replacement - Lower Central	350,000	20	CS - Sewer	Sewer
21	WWTP Capacity/Treatment Updates	4,500,000	20	CS - Sewer	Sewer
	Total	<u>\$46,325,000</u>			

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.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

Resolution Number: **R – 2024.10.23 - 191**

Resolution Re: Appropriation For FY2026 Capital Improvements Program
and Authorization for Bonding

AND FURTHER BE IT RESOLVED THAT:

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

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

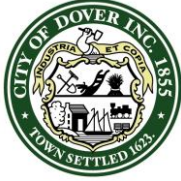
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

Resolution Number: **R – 2024.10.23 - 191**

Resolution Re: Appropriation For FY2026 Capital Improvements Program
and Authorization for Bonding

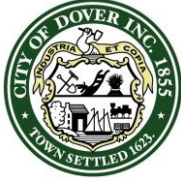
DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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#: 12.C.5.

Resolution Number: **R – 2024.10.23 - 191**

Resolution Re: Appropriation For FY2026 Capital Improvements Program
and Authorization for Bonding

RESOLUTION BACKGROUND MATERIAL:

This resolution makes appropriations for the projects of the FY2026 Capital Improvements Program financed by debt and authorizes the sale of bonds and/or participation in the CWSRF or DWSRF.

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

Debt Authorization versus Debt Retirement

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

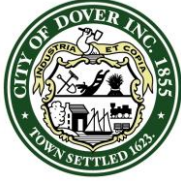
Description	City	School	Water	Sewer	Downtown TIF	Waterfront TIF	Total
FY2026 Authorization	22,100,000	0	6,675,000	10,950,000	3,300,000	3,300,000	46,325,000
FY2026 Retirement	3,526,734	3,560,651	1,631,485	1,787,745	650,000	227,542	11,384,157
Net Change	18,573,266	(3,560,651)	5,043,515	9,162,255		3,072,458	34,940,843

Legal Debt Limits

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

Description	City	School	Water	Downtown TIF	Waterfront TIF	Exempt	Total
Debt Outstanding	42,226,642	75,982,225	20,731,109	7,265,000	11,465,999	25,457,836	183,128,811
Authorized - Unissued	30,547,195	9,161,100	20,483,287	0	15,912,500	20,373,965	96,478,047
Total Issued & Unissued	72,773,837	85,143,325	41,214,396	7,265,000	27,378,499	45,831,801	279,606,858
This Authorization	22,100,000	0	6,675,000	3,300,000	3,300,000	10,950,000	46,325,000
Grand Total	94,873,837	85,143,325	47,889,396	10,565,000	30,678,499	56,781,801	325,931,858
Legal Debt Limit	200,186,929	467,102,834	667,289,763	NA	NA	NA	
Unused Capacity	105,313,092	381,959,509	619,400,367				
Percent Unused	52.6%	81.8%	92.8%				

Notes: Legal debt limits are based on a percent of equalized assessed value. City 3%, School 7%, Water 10%.
Exempt includes Sewer and Tolend Road Landfill debt.
Debt exempt from legal debt limits are Sewer, Tolend Road Landfill debt, Downtown TIF, Waterfront TIF



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

Resolution Number: **R – 2024.10.23 - 191**

Resolution Re: **Appropriation For FY2026 Capital Improvements Program
and Authorization for Bonding**

Multi-Year Projects Proposed Bonding Schedule

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

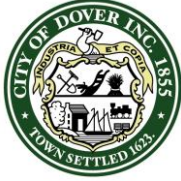
Item #	Description	Proposed						
		Appropriations	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
1	Fire & Rescue - South End Station Addition	\$ 850,000	850,000					
2	Fire & Rescue - North End Station Renovations	250,000	250,000					
3	Fire & Rescue - Ladder Replacement	1,400,000			1,400,000			
4	Fire & Rescue - Heavy Rescue Replacement	1,500,000			1,500,000			
5	Fire & Rescue - Aerial Tower Replacement	3,000,000				3,000,000		
6	Littleworth Road Business Park	6,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
7	Street Reconstruction - Broadway Neighborhood	5,300,000	700,000	4,600,000				
8	Culvert Replacement - Portland Avenue	2,000,000	50,000	550,000	1,400,000			
9	Outdoor Pool Improvements	1,800,000	800,000	1,000,000				
10	Street Reconstruction - Henry Law Avenue	3,300,000	3,300,000					
11	Street Reconstruction - Henry Law Avenue	3,300,000		3,300,000				
12	Drinking Water State Revolving Fund - Waterline Replacements	775,000	150,000	625,000				
13	Water Main Replacement - Broadway Neighborhood	1,500,000	500,000	1,000,000				
14	Water Main Replacement - Highland	600,000	600,000					
15	Water Main Replacement - Central Avenue	2,500,000	2,500,000					
16	Water Main Replacement - Garrison Hill to Florence	1,300,000	1,300,000					
17	Pump Station Upgrade - Wentworth Terrace	4,100,000	500,000	3,600,000				
18	Sewer Main Replacement - Broadway Neighborhood	500,000	500,000					
19	Sewer Main Replacement - Central Core	1,500,000	1,500,000					
20	Sewer Main Replacement - Lower Central	350,000	350,000					
21	WWTP Capacity/Treatment Updates	4,500,000	4,500,000					
	Total	\$ 46,325,000	\$19,350,000	\$15,675,000	\$ 5,300,000	\$ 4,000,000	\$1,000,000	\$1,000,000

Financial Policy Considerations

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

- A. Water Fund debt service for any given fiscal year shall not exceed 40% of the total appropriations for the fund.
- B. Sewer Fund debt service for any given fiscal year shall not exceed 40% of the total appropriations for the fund.

Water Fund debt service as a percentage of budget is projected to exceed the 40% policy level in FY2026 and continue through FY2031 as a result of the funding appropriated in this resolution and the funding for New Water Storage Tank in the FY2023 CIP, Water System Facilities Upgrade in the FY2017 and FY2018 CIP, and Water Main Replacement projects approved in the past three years' CIPs. The Sewer Fund debt service as a percentage of budget is projected to exceed the 40% policy level in FY2027 and continue through FY2031. This is the result of the funding appropriated in this resolution and funding for the River (Payne) Street Pump Station Upgrade in FY2022 and FY2024 CIP and WWTP MLE Conversion Upgrade in FY2017 CIP.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

Resolution Number: **R – 2024.10.23 - 191**

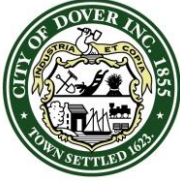
Resolution Re: **Appropriation For FY2026 Capital Improvements Program
and Authorization for Bonding**

Rate Impacts

The following tables summarize the change from year to year on the Property Tax Rate and the Utility Rates, net of existing debt service and aid, related to the projects proposed to be bonded in FY2026. The top table reflects the impact of the new CIP projects only; the second set reflects the combined impact of the new CIP projects and anticipated debt related to prior year authorizations. The rate changes have been adjusted for any amendments to projects from the proposed CIP.

CIP Only					CIP Only				
Net Change in Property Tax Rates					Net Change in Utility Rates				
		2026	2027	2028			2026	2027	2028
City		0.23	0.22	0.19	Water		0.66	1.40	1.29
School		0.00	0.00	0.00	Sewer		0.98	1.69	1.45
Total Change		0.23	0.22	0.19	Total Change		1.64	3.09	2.74
Est Tax Rate		19.83	20.05	20.24	Est Utility Rate		19.72	22.81	25.55
% Change City		3.33%	3.09%	2.67%	% Change Water		8.92%	17.37%	14.66%
% Change School		0.00%	0.00%	0.00%	% Change Sewer		9.18%	14.49%	11.72%
% Change Total		1.17%	1.11%	0.96%	% Change Total		9.07%	15.67%	12.94%
Including Prior Year Authorizations					Including Prior Year Authorizations				
Net Change in Property Tax Rates					Net Change in Utility Rates				
		2026	2027	2028			2026	2027	2028
City		0.35	0.19	0.02	Water		2.05	1.32	0.92
School		0.15	0.14	(0.05)	Sewer		2.25	1.20	0.77
Total Change		0.50	0.33	(0.03)	Total Change		4.30	2.52	1.69
Est Tax Rate		20.10	20.43	20.40	Est Utility Rate		22.38	24.90	26.59
% Change City		5.07%	2.62%	0.28%	% Change Water		27.70%	13.97%	10.55%
% Change School		1.57%	1.44%	-0.51%	% Change Sewer		21.07%	9.28%	6.48%
% Change Total		2.55%	1.64%	-0.15%	% Change Total		23.78%	11.26%	8.20%
Rate per \$1,000 of Assessed Value					Rate per 100 Cubic Feet of Water Consumption				

The table below reflects the net change from year to year, and the total change after 3 years, for an average single-family home for taxes and user fees, based on the FY25 estimated assessed value at \$513,892 with 75 HCF of average water usage.



CITY OF DOVER

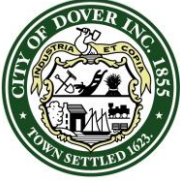
CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

Resolution Number: **R – 2024.10.23 - 191**

Resolution Re: Appropriation For FY2026 Capital Improvements Program
and Authorization for Bonding

Impact to Average Single Family Home				
				Change
				After
Description	Yr1	Yr2	Yr3	3 Years
CIP Only				
Property Tax	118	113	98	329
Water Fees	50	105	97	251
Sewer Fees	74	127	109	309
Total Avg SFH Impact	241	345	303	889
Including PY Authorizations				
Property Tax	257	170	(15)	411
Water Fees	154	99	69	322
Sewer Fees	169	90	58	317
Total Avg SFH Impact	579	359	111	1,049



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2024.12.11 - 201**
Resolution Re: B23024 – Architectural Design Services – Waterfront Park Building, Additional Scope of Work

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

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

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

WHEREAS: On October 25, 2024, the City received an updated proposal from CJ Architects for additional construction administration services in the amount of \$52,000.00; and,

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

The Purchasing Agent is hereby authorized to issue a change order to CJ Architects of Portsmouth, NH at rates in conjunction with B23024, not to exceed \$52,000.00. 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
4024.1.180.41910.4715.02513.24	Waterfront Development Site	9,943,467.00	1,807,022.00

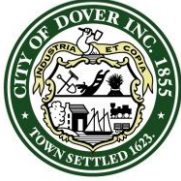
AUTHORIZATION

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

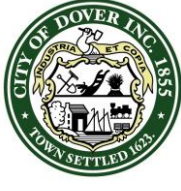
 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.1.	
Resolution Number: R – 2024.12.11 - 201 Resolution Re: B23024 – Architectural Design Services – Waterfront Park Building, Additional Scope of Work		

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 – 2024.12.11 - 201 Resolution Re: B23024 – Architectural Design Services – Waterfront Park Building, Additional Scope of Work
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RESOLUTION BACKGROUND MATERIAL:

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

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

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

On October 25, 2024, the City received a proposal to provide additional services of Architectural Construction Administration for the Waterfront Pavilion Project (B25007) in the amount of \$52,000.

This proposal includes reviewing construction documents, provide clarification on design intent and address initial contractor questions. CJ will conduct regular site visits to observe construction program and verify work is getting complete and, if needed, report any deviations from approved plans or specifications. CJ will review any contractor submittals, shop drawings, data, and material samples to ensure compliance with design intent and ensure there is no delay in construction progress by responding timely to resolve any questions. If necessary, CJ will review and assess proposed change order for design compliance and cost implications and prepare supplemental instructions, drawings, or modifications if design changes are required.

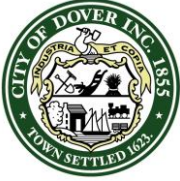
CJ will attend as needed project meetings with the owner and contractor to discuss project status, issues, and schedule updates and will identify potential issues affecting quality and provide recommendations to maintain the integrity of the design intent.

CJ will conduct a substantial completion walkthrough to create a punch list of outstanding or deficient items and collaborate with the contractor to address and resolve punch list items prior to final acceptance.

For project closeout, CJ will review as-built drawings, warranties, operation manuals, and other closeout documentation for completeness and accuracy and provide final certification (if applicable) that the project conforms to the design intent and contractual requirements.

Deliverables:

Document Created by: Purchasing Document Posted on: December 6, 2024	R-2024-12.11 B23024 Additional Scope of Work for Architectural Design Services Waterfront Park Building Page 3 of 4
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2024.12.11 - 201**
Resolution Re: B23024 – Architectural Design Services – Waterfront Park Building, Additional Scope of Work

- Site visit reports
- Submittal and RFI logs
- Change order reviews and approvals
- Punch list documentation
- Certification of substantial completion

Bid Information:

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

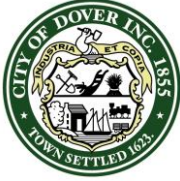
Award Information:

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

Purchasing Information:

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

[B23024 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2024.12.11 - 202**
Resolution Re: B14074 Engineering Services for the Construction of the
Pudding Hill Water Treatment Facility, Amendment No. 5 –
Underwood Engineers

- WHEREAS: Underwood Engineers (UE) was awarded Request for Qualification B14074 Professional Engineering Services for City Wide Water Systems Upgrades in 2014. UE completed the final design for the construction of the Pudding Hill water treatment facility that was bid ([#B22013](#)) by the City on September 21, 2021; and
- WHEREAS: The original scope of work from UE consisted of professional engineering services for the construction of the Pudding Hill Water Treatment Facility in the total amount of \$1,175,000; and
- WHEREAS: The City has previously received and approved four other change orders for additional scopes of work totaling \$385,000 as outlined in the background section of this resolution; and.
- WHEREAS: In November 2024, the City received Amendment No. 5 to the agreement with UE to aid with monitoring the performance of the facility. UE will provide water quality tracking and trending quality results from samples collected by Dover and EPA in the amount not to exceed \$28,900 for the period of 24 months; 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 Underwood Engineers of Portsmouth, NH for Amendment No. 5 for professional engineering services of the Pudding Hill Water Treatment Facility in the amount of \$28,900.00. 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
5300.1.300.43320.4720.03595.22.	Water-Pudding Hill WTP	566,294.33	199,575.90

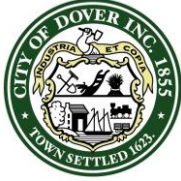
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier, City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

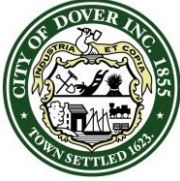
Resolution Number: **R – 2024.12.11 - 202**
Resolution Re: B14074 Engineering Services for the Construction of the
Pudding Hill Water Treatment Facility, Amendment No. 5 –
Underwood Engineers

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.2.

Resolution Number: **R – 2024.12.11 - 202**
Resolution Re: B14074 Engineering Services for the Construction of the
Pudding Hill Water Treatment Facility, Amendment No. 5 –
Underwood Engineers

RESOLUTION BACKGROUND MATERIAL:

The City's original scope of work from UE for professional engineering services for the construction of the Pudding Hill water treatment facility. The construction phase included construction administration, resident project representative services, startup services, preparation of an operation and maintenance manual, record drawings, as well as funding assistance and field testing in the total amount of \$1,125,000.00; and

In December 2021, City Council approved a proposal of \$50,000.00 received from UE for professional engineering services for the construction of the Pudding Hill water treatment facility in the new amount of \$1,175,000.00 via resolution [R-2021.12.08-196](#)

In April 2022, City Council approved a proposal of \$35,000.00 which is eligible to receive funding assistance through a PFAS American Rescue Plan Act (ARPA) grant for this project. This Amendment **No. 1** included a cost proposal for added costs to comply with ARPA funding requirements to the current contract documents via approved resolution [R-2022.04.27-191](#)

In February 2023, the city received Amendment **No. 2** to the agreement with UE for additional construction administration services in the amount of \$150,000.00, which was approved via [R-2023.03.22-049](#):

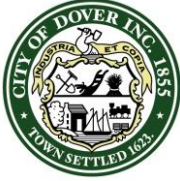
In December 2023, the city received Amendment **No. 3** to the agreement with UE for additional construction administration, establishment of Standard Operating Procedures, and Artificial Recharge Startup in the amount of \$150,000.00, which is eligible for full reimbursement under NHDES's PFAS Remediation Grant, and which was approved by council via [R-2024.01.24-014](#): and

In March 2024, the city received Amendment **No. 4** to the agreement with UE for additional construction administration and additional improvements at the Griffin Well which includes maintaining the Griffin Well as a backup well in the Pudding Hill Aquifer in the amount of \$50,000.00, which is eligible for full reimbursement under NHDES's PFAS Remediation Grant via [R-2024.04.10-54](#): and

In November 2024, UE's current scope of work Amendment **No. 5** is to provide ongoing, on-call support related to the sampling and monitoring of the Pudding Hill Water Treatment Plant in the amount of \$28,900.00. This includes coordination with EPA's Water Infrastructure Division in regards to sampling and modeling predictions of filter saturation. Due to the Pudding Hill Aquifer being out of service for an extended period, the aquifer has record high water levels, presumed to be augmented by rainfall. As such, the level of monitored contamination has been extremely low. So extensive sampling remains ongoing to monitor presence of contaminants, as well as overall treatment efficiency.

Award Information:

A purchase order revision will be issued to Underwood Engineers to authorize expenditures as outlined in this resolution.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2024.12.11 - 203**

Resolution Re: B13052 Emulsion Polymer Extension with Solenis LLC

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

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

WHEREAS: In June 2022 based on the past success with this product since July 2013, it was the recommendation, and council approved, to remain with this product and company at the new rate of \$1.59/lb. plus a tote surcharge in the amount of \$0.04/lb. and raw material surcharge of 9%. In December 2022 council approved a new rate of \$1.72/lb to be held from January 1, 2023 to December 31, 2023. Solenis LLC agreed to offer, and council approved, the same pricing of \$1.72/lb, no surcharge or fee for 2023 and 2024; and,

WHEREAS: In December 2024, Solenis LLC offered the same rate for one year of \$1.72/lb., no surcharge or fee, and it is the recommendation to remain with same product and vendor as outlined herein; and,

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

The Purchasing Agent is hereby authorized to issue a purchase order to Solenis LLC at the rate of \$1.72/lb. for the Praestol K274 FLX IBC emulsion polymer. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5320.1.300.43256.4612.00000.00	CS - Sewer - WWTP -Operating Supplies	93,171.20	58,857.38

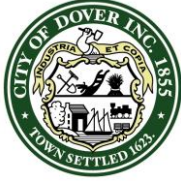
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2024.12.11 - 203**

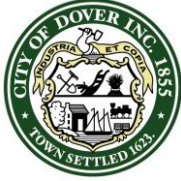
Resolution Re: B13052 Emulsion Polymer Extension with Solenis LLC

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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.3.

Resolution Number: **R – 2024.12.11 - 203**

Resolution Re: B13052 Emulsion Polymer Extension with Solenis LLC

RESOLUTION BACKGROUND MATERIAL:

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

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

The City Council approved the request to continue with the same product and vendor for the contracted pricing schedule for the period of January 1, 2024 to December 31, 2024. In December 2024, the City received the same one-year rate of \$1.72, no surcharge or fee, and is recommending award for January 1, 2025 - December 31, 2025.

Bid Information:

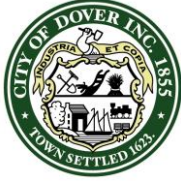
A sealed bid #B13052 was issued and received on April 16, 2013 at 2:00 p.m.

Award Information:

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

Purchasing Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2024.12.11 - 204**

Resolution Re: Tire, Electronics and Propane Tank Recycling Services

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

WHEREAS: As a member of this organization, the City would like to continue to utilize Northeast Resource Recovery Association for its recycling needs. The estimated annual expenditure for 2025 is \$98,000 of which \$50,000 will be applied to the Vehicle Reclamation Trust (Fund 8933) and \$48,000 to the General Fund Community Services Recycling & Waste Management Budget; and

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

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Northeast Resource Recovery Association for continued as-needed recycling services at rates outlined in the background section for calendar year 2025. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.300.43240.4421.00000.00	Recyding Mgmt-Waste Disp Svs	242,360.00	\$53,698.00
8933.1.300.43240.4831.00000.00	Vehide Redamation Trust		\$521,400.94

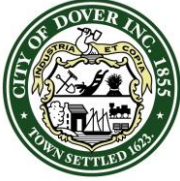
AUTHORIZATION

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.4.

Resolution Number: **R – 2024.12.11 - 204**

Resolution Re: Tire, Electronics and Propane Tank Recycling Services

DOCUMENT HISTORY:

First Reading Date:

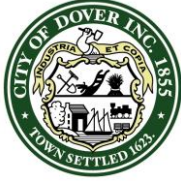
Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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.4.

Resolution Number: **R – 2024.12.11 - 204**

Resolution Re: Tire, Electronics and Propane Tank Recycling Services

RESOLUTION BACKGROUND MATERIAL:

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

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

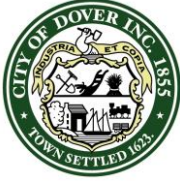
Electronic Recycling Services: NRRA will provide the City a closed container at the rate of \$120.00 per month, and a per pound fee of \$.005 - 0.22 for mixed electronics and \$0.310 for projection and console televisions. There is no commodity surcharge as there was in the past.

Tire Recycling Services: NRRA will supply a 20' on-site container at the rate of \$120.00 per month, as well as a per tire fee ranging from \$4.00/each for car tires (up to 19.5") to a fee of \$160.00/each for oversized 25" loader tires.

Propane Tank Services: NRRA will provide removal services of propane tanks in good or bad condition at rates ranging from \$1.00/each – 1.75/each for 1 -10 lb. tanks and \$1.00/each for 20 lb. tanks. NRRA also accepts larger size tanks up to 100 lb. at the cost of \$2.75/each. In addition to the per unit recycling cost, NRRA has a trip charge of \$200.00 (estimate). The minimum pickup is 50 - 20 lb. tanks or 109 - 1 lb. tanks.

Purchasing Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2024.12.11 - 205**

Resolution Re: Holmatro Rescue Tools - State of MA Contract with
Industrial Protection Services, LLC

WHEREAS: There are several State of Massachusetts contract pricing schedules available for municipal use with various vendors that offer discounts off manufacturer's suggested retail pricing for public safety equipment, supplies, services and repairs. Industrial Protection Services, LLC of Salem, NH is one such participating vendor with whom the City has previously worked with; and

WHEREAS: The City received a quote from Industrial Protection Services, LLC to purchase Holmatro rescue tools in the amount of \$55,696.00 via PSE01 Public Safety Equipment and Two-Way Radio contract; Category 1. This pricing represents a discount of approximately 7% off list prices; and

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

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 Industrial Protection Services, LLC of Salem, NH for the purchase of Holmatro rescue tools in the amount of \$55,696.00. 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
4025.1.220.42220.4743.02251.25.000.000.700	Fire & Rescue - Heavy Vehicles	450,000.00	103,324.00

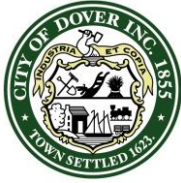
AUTHORIZATION

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.A.5.

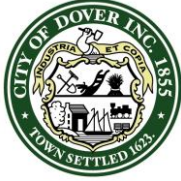
Resolution Number: **R – 2024.12.11 - 205**
Resolution Re: Holmatro Rescue Tools - State of MA Contract with
Industrial Protection Services, LLC

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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.5.

Resolution Number: **R – 2024.12.11 - 205**
Resolution Re: Holmatro Rescue Tools - State of MA Contract with
Industrial Protection Services, LLC

RESOLUTION BACKGROUND MATERIAL:

Dover Fire is moving to a smaller rescue vehicle to replace the 1996 heavy rescue. The purchase of the battery powered rescue tools and accessories aligns with the Capital Improvement purchase of the light rescue vehicle. As a result of the advances in technology surrounding fire service rescue tools, the large vehicle mounted rescue tools are being phased out and replaced with smaller, battery powered rescue tools.

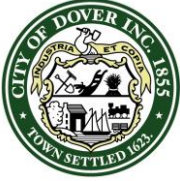
By eliminating the vehicle mounted rescue tool system, the need for compartment space is reduced significantly. This allows for a smaller, more economical rescue vehicle to be utilized. Battery powered rescue tools can be deployed more quickly and provide a broader range of practical use due to their increased portability over the older tethered rescue tools. Maintenance costs are reduced as well due to the decreased amount of equipment required for rescue tool operation. The intent of the battery powered rescue tool purchase is to eliminate older, antiquated rescue tools and additionally allow for the purchase of a smaller rescue vehicle to take the place of a costly heavy rescue that needs replacement.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	12/31/2024	Estimated Delivery:	Immediately
Recommended Award to:	Industrial Protection Services, LLC	Fund:	CIP
Other Approvals Required:	Yes, contract extension approved through 12/31/2026 by the State of MA	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2024.12.11 - 206**
Resolution Re: Amendment to Ad Hoc Committee to Address
Community Housing Needs

WHEREAS: On May 24, 2023 the City Council passed a resolution to form the Ad Hoc Committee to Address Community Housing Needs originally charged with submitting a final, written report to City Council no later than September 30, 2024 ([R-2023.05.24-084](#)); and

WHEREAS: On August 28, 2024 the City Council granted the Committee's request to that it be given until January 31, 2025 to conclude its work and provide the final, written report to City Council, due to extensions to the InvestNH grant programs supporting the Committee's work; and

WHEREAS: Additional time for the Committee's work has been requested in light of the Committee's charge to prepare a thoroughly researched report and action plan for City Council review.

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

The Ad Hoc Committee to Address Community Housing Needs shall continue to exist until a date yet to be determined and shall submit a final, written report to City Council no later than December 31, 2025 summarizing the Committee's findings, potential solutions, and the Committee's ultimate recommendations.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

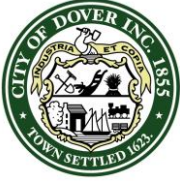
Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

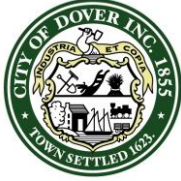
Resolution Number: **R - 2024.12.11 - 206**
Resolution Re: Amendment to Ad Hoc Committee to Address
Community Housing Needs

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:

This resolution extends the date of existence and final report date for the Ad Hoc Committee to Address Community Housing Needs. On November 21, 2024 the Committee voted to formally request this extension. A previous extension request was made at their meeting on July 25, 2024, and was granted by the City Council on August 28, 2024. The Committee's work is supported by two InvestNH grant programs, Housing Opportunity Planning (HOP) and Housing Navigator, whose timelines were extended by NH Housing on July 16, 2024, to amend completion dates to December 31, 2024 and February 28, 2025, respectively. By way of further background, the Committee's membership was amended on October 11, 2023 ([R-2023.10.11-170](#)) to include additional alternate members.

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.7.	
Resolution Number: R - 2024.12.11 - 207 Resolution Re: Approval of Amendments to Ethics Commission Operating Rules		

WHEREAS: On September 9, 2024, the Ethics Commission the Committee held a meeting and approved a set of Operating Rules as set forth in the attachment to this resolution.

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

The City Council approves the amendments to the Ethics Commission’s Operating Rules, as adopted by the Ethics Commission on September 9, 2024.

AUTHORIZATION

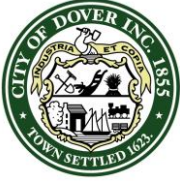
Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor Robert Carrier By request
Approved as to Legal Form and Compliance:	Joshua M. Wyatt City Attorney		
	Recorded by:	Jerrica Vanslyvong- Bizier City Clerk	

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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.7.

Resolution Number: **R - 2024.12.11 - 207**
Resolution Re: Approval of Amendments to Ethics Commission
Operating Rules

RESOLUTION BACKGROUND MATERIAL:

See attached tracked changes (Attachment 1) showing the operational rules changes adopted by the Ethics Commission on September 9, 2024. A clean copy containing these changes is included as Attachment 2.

[Dover Code Section 9-1\(F\)](#) requires that the City Council approve committee rules.



ETHICS COMMISSION OPERATING RULES

Article I. Name

The name of the board is the Ethics Commission.

Article II. Authority and Duties

The Authority and Duties of the Ethics Commission are:

- i. To provide a forum to hear and accept complaints of violations of ethical standards of behavior for elected and appointed officers under the jurisdiction of the Ethics Commission;
- ii. To encourage Dover elected and appointive officers, and all members of boards, commissions, committees and subcommittees to act in the best interests of the City and perform their duties and responsibilities according to the ethical provisions of the City Charter and City ordinances;
- iii. To require the disclosure of financial interests or other interests in matters affecting City business where the interests constitute a conflict of interest;
- iv. To prohibit those holding public office and volunteer positions in our City from using their positions for personal gain and to foster the use of such positions only to advance public interests
- v. To promote the integrity of City government;

Article III. Membership

- A. **Membership.** There shall be five (5) commissioners who shall be Dover residents and appointed by the City Council. At least one commissioner shall be a former City Councilor or former School Board member as provided in C11-4 of the Dover City Charter. There shall be three (3) alternates appointed for one (1) year terms. Members shall be appointed to terms of three (3) years.
- B. **Attendance, Vacancies and Removal.** All appointments to the board shall serve for the terms appointed and until a successor shall have been appointed and qualified, unless any board member is absent for four (4) consecutive meetings or four (4) regular meetings in a calendar year, whereby a vacancy shall be created in the position, and said vacancy shall be filled by the appointing authority. Appointments made to fill any vacancies shall be for full terms to begin the date of appointment by the appointing authority unless otherwise provided in state statute. Conditions for removal of any board member shall be defined by statute, ordinance or the Charter.

Article IV. Officers and Staffing

- A. **Officers.** The officers consist of a Chair and Vice Chair who shall be selected by the membership and who shall serve at the pleasure of the membership for one-year terms. Officers may be re-elected.
- B. **Duties of the Chair.** The Chair shall have general supervisory and directional powers over the board. The Chair shall preside at all board meetings and set the board's agenda. The Chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the board, unless this responsibility is delegated in writing.
- C. **Vice Chair.** The Vice Chair shall execute all powers of the Chair in the absence of the Chair.
- D. **Staff.** The City of Dover may provide staff support to the board for meeting notification, typing, copying, and information gathering to the extent permitted by the city budget. All staff shall remain under the direction of the employer.

Article V. Procedures

- A. **Meetings.** The board shall hold regular meetings as necessary at a time and place designated by the Chair. The business of the public shall be conducted in public session unless otherwise permitted by state law. All meetings of the board and subcommittees shall be posted to comply with state law. State law requires all meetings to be posted in two (2) places with a minimum of twenty-four (24) hours notice.
- B. **Quorum.** Fifty-one percent (51%) of the voting membership of the board shall constitute a quorum.
- C. **Parliamentary Authority.** The parliamentary authority for the board is *Robert's Rules of Order Revised*, ~~11th~~ 12th ed, except as provided by these rules or local, state or federal law.
- D. **Minutes.** Minutes shall be kept for all meetings of the board. The minutes shall include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the members, and a summary of all discussions. Draft minutes shall be provided to the City Clerk within five (5) business days of each meeting for posting on the city website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the board at the next meeting of the board, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website.
- E. **Recording of Meetings.** The Commission may arrange for video recording at meetings. If video is not available or utilized, meetings shall be recorded using audio equipment. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- F. **E-mail accounts.** Board members may obtain a City of Dover e-mail address to facilitate communications regarding meetings, agendas and the dissemination of information. Board members shall refrain from using e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the board. In addition, board members shall refrain from conducting the official business of the board outside the view of the public and the press unless permitted by state law.
- G. **Nonpublic meetings.** The board may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by General Legal Counsel for nonpublic meetings.
- H. **Amendment of Rules.** These rules may be repealed or amended by a vote of the Dover City Council based upon the recommendation of the board.

Adopted ~~May 8, 2014~~

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H.I. **Complaint Hearing Procedures.** Procedures outlined in Dover Code § 21-13 will be followed when the board receives an Ethics Complaint. In conjunction with a hearing before the board based upon a Complaint, the scope of the hearing may include a review of all pertinent sections of the Charter and ordinances involving facts alleged in the Complaint, in addition to the provisions cited in the Complaint.



ETHICS COMMISSION OPERATING RULES

Article I. Name

The name of the board is the Ethics Commission.

Article II. Authority and Duties

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- ii. To encourage Dover elected and appointive officers, and all members of boards, commissions, committees and subcommittees to act in the best interests of the City and perform their duties and responsibilities according to the ethical provisions of the City Charter and City ordinances;
- iii. To require the disclosure of financial interests or other interests in matters affecting City business where the interests constitute a conflict of interest;
- iv. To prohibit those holding public office and volunteer positions in our City from using their positions for personal gain and to foster the use of such positions only to advance public interests
- v. To promote the integrity of City government;

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- B. **Attendance, Vacancies and Removal.** All appointments to the board shall serve for the terms appointed and until a successor shall have been appointed and qualified, unless any board member is absent for four (4) consecutive meetings or four (4) regular meetings in a calendar year, whereby a vacancy shall be created in the position, and said vacancy shall be filled by the appointing authority. Appointments made to fill any vacancies shall be for full terms to begin the date of appointment by the appointing authority unless otherwise provided in state statute. Conditions for removal of any board member shall be defined by statute, ordinance or the Charter.

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- C. **Vice Chair.** The Vice Chair shall execute all powers of the Chair in the absence of the Chair.
- D. **Staff.** The City of Dover may provide staff support to the board for meeting notification, typing, copying, and information gathering to the extent permitted by the city budget. All staff shall remain under the direction of the employer.

Article V. Procedures

- A. **Meetings.** The board shall hold regular meetings as necessary at a time and place designated by the Chair. The business of the public shall be conducted in public session unless otherwise permitted by state law. All meetings of the board and subcommittees shall be posted to comply with state law. State law requires all meetings to be posted in two (2) places with a minimum of twenty-four (24) hours notice.
- B. **Quorum.** Fifty-one percent (51%) of the voting membership of the board shall constitute a quorum.
- C. **Parliamentary Authority.** The parliamentary authority for the board is *Robert's Rules of Order Revised, 12th ed*, except as provided by these rules or local, state or federal law.
- D. **Minutes.** Minutes shall be kept for all meetings of the board. The minutes shall include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the members, and a summary of all discussions. Draft minutes shall be provided to the City Clerk within five (5) business days of each meeting for posting on the city website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the board at the next meeting of the board, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website.
- E. **Recording of Meetings.** The Commission may arrange for video recording at meetings. If video is not available or utilized, meetings shall be recorded using audio equipment. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- F. **E-mail accounts.** Board members may obtain a City of Dover e-mail address to facilitate communications regarding meetings, agendas and the dissemination of information. Board members shall refrain from using e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the board. In addition, board members shall refrain from conducting the official business of the board outside the view of the public and the press unless permitted by state law.
- G. **Nonpublic meetings.** The board may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by General Legal Counsel for nonpublic meetings.
- H. **Amendment of Rules.** These rules may be repealed or amended by a vote of the Dover City Council based upon the recommendation of the board.

- I. **Complaint Hearing Procedures.** Procedures outlined in Dover Code § 21-13 will be followed when the board receives an Ethics Complaint. In conjunction with a hearing before the board based upon a Complaint, the scope of the hearing may include a review of all pertinent sections of the Charter and ordinances involving facts alleged in the Complaint, in addition to the provisions cited in the Complaint.

APPOINTMENTS COMMITTEE REPORT

December 11, 2024

New Appointments:

Virginia Kristl – Solid Waste Advisory Committee – Alternate Member (term: 12/11/2024 to 12/11/2027)

Paige VaughAn – Arts Commission – Alternate Member (term: 12/11/2024 to 2/14/2027)

Amy Wernock – Arts Commission – Regular Member (term: 12/11/2024 to 9/14/2025)

Chris Jennings – Recreation Advisory – Regular Member (term: 12/11/2024 to 12/11/2027)

Resignations:

George Regan – Zoning Board of Adjustment

Denyse Anderson – McConnell Center Advisory

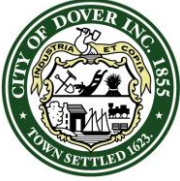
Maurice Olivier – Transportation Advisory

Change in Status:

Jackson Browne – Alternate to Regular Member – Zoning Board of Adjustment

Removal due to absenteeism:

Shawn Mickelonis – Recreation Advisory Committee & Dover Utilities Commission



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2024.12.11 - 208**
Resolution Re: B25007 Award of Bid Waterfront Pavilion Construction

- WHEREAS: A sealed Request for Proposal #B25007 was issued and received for the Construction of the Waterfront Pavilion on October 24, 2024 at 2:30 p.m. A mandatory pre-bid meeting was conducted on September 26, 2024 with eighteen firms attending; and
- WHEREAS: The scope of work involves the construction of a new waterfront pavilion as outlined in the background section of this resolution; and
- WHEREAS: Five bid responses were received and reviewed for necessary qualifications, experience, understanding of project scope, approach for completing the work, certification to design, deliver, support and manage proposed solution and the offer deemed most advantageous came from Pine Brook Construction. The City currently utilizes this vendor for other work throughout the city. It is the recommendation to award project to Pine Brook Construction in the amount of \$1,362,875 plus a contingency amount of \$100,000; and
- WHEREAS: Acceptance of the Federal Land and Water Conservation Grant was approved via Resolution [R-2023.12.13-206](#); 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 Pine Brook Construction for the construction of the Waterfront Pavilion in the amount of \$1,462,875.00. 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
2350.1.350.45220.4720.05208.24	LWCF Grant for Cocheco River Park Pavilion	500,000.00	500,000.00
TBD	FY26 CIP Nebi Park Pavilion	295,000.00	295,000.00
4024.1.180.41910.4715.02513.24	Waterfront Development	9,943,467.00	1,807,022.00

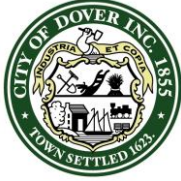
AUTHORIZATION

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 Vanslyvong-
Bizier
City Clerk



CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

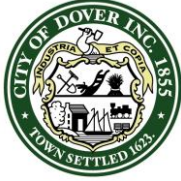
Resolution Number: **R – 2024.12.11 - 208**
Resolution Re: B25007 Award of Bid Waterfront Pavilion Construction

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.1.	
Resolution Number: R – 2024.12.11 - 208 Resolution Re: B25007 Award of Bid Waterfront Pavilion Construction		

RESOLUTION BACKGROUND MATERIAL:

This work involves the construction of a new waterfront pavilion building at the location indicated on the drawings. The work includes but is not limited to, concrete slab-on-grade, steel structure, wood timber structure, light gauge steel framing, asphalt roof shingles, standing seam metal roofing, roof membrane, sheet metal flashing, unit pavers, masonry, insulation, tiles, solid surface countertops, carpentry, painting, vinyl windows, metal doors, metal frames, door hardware, sectional overhead doors, rolling counter doors, metal fabrication, toilet accessories, signage, fire detection systems, electrical, and heating and ventilation equipment, complete and ready for use. Contractor shall coordinate the work as requires with excluded work performed under separate contract.

Excluded work includes but is not limited to site work, demolition, earthwork, ground improvements, site retaining walls outside the building foundation, landscaping, sidewalks and pavers out the building foundation, site utilities, site electrical, site drainage and site improvements, paving and landscaping. This work will be performed under separate contract by owner.

Bid Information:

A sealed Request for Proposal #B25007 was issued and received for the Construction of the Waterfront Pavilion on October 24, 2024 at 2:30 p.m.

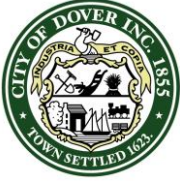
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	433	Number of Responses:	5
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	Fall 2025
Recommended Award to:	Pine Brook Construction	Fund:	LWCF Grant/CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B25007 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2024.12.11 - 209**

Resolution Re: Approval of Funds to Eversource for New Underground
Utility Source to Waterfront

WHEREAS: The City of Dover, through the work of their selected contractor Northeast Earth Mechanics, has completed the installation of underground electrical conduit, in accordance with the City's Code § 157-44, that is necessary for the distribution of electrical power to the Cochecho Waterfront Redevelopment Project; and

WHEREAS: Eversource Energy is solely responsible for the installation and maintenance of aerial and underground electrical wires within the city limits; and

WHEREAS: The installation of electrical wires within the existing conduit is essential to provide service to the residents and businesses of the City of Dover; and

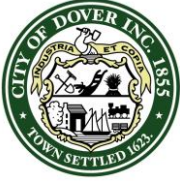
WHEREAS: The City of Dover has incurred significant costs in the installation of the conduit infrastructure; and

WHEREAS: It is in the best interest of the City of Dover to partner with Eversource Energy to complete the electrical infrastructure installation as part of the Cochecho Waterfront Redevelopment Project;

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

The Purchasing Agent is hereby authorized to issue a purchase order in the amount of \$925,038.13 to Eversource Energy of Springfield, MA, and operating out of various locations across the northeast, to install underground electrical wiring within existing underground conduit for the Cochecho Waterfront Development with the understanding that Eversource Energy will be responsible for the costs associated with the future maintenance of the electrical wires as well as the conduit. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

Account	Description	Appropriation	Balance
4021.1.180.41910.4715.02513.21	Cochecho Waterfront Develop Site Improv	360,870.60	360,870.60
4325.1.300.43230.4757.03190.22	Cochecho Dredge Cell Closure	3,300,000.00	2,784,098.00
4024.1.180.41910.4715.02513.24	Waterfront Development FY24 CIP	9,943,467.22	1,136,647.22
5320.1.300.43250.4741.04594.24	WWTP - River Street Pump Station Upgrade	3,846,365.65	1,389,078.75



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2024.12.11 - 209**
Resolution Re: Approval of Funds to Eversource for New Underground
Utility Source to Waterfront

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

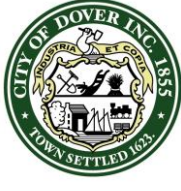
Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

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 – 2024.12.11 - 209 Resolution Re: Approval of Funds to Eversource for New Underground Utility Source to Waterfront
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RESOLUTION BACKGROUND MATERIAL:

The City of Dover has made significant investments along the waterfront by installing underground electrical and communications conduit to facilitate the distribution of electrical power and communications to the redevelopment project.

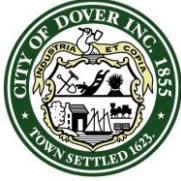
The design and layout of the underground conduit duct bank was coordinated with Eversource and other utility companies prior to commencing construction. Eversource’s prior reviews of the waterfront plans included conceptual costs for the project and while their initial estimates for the electrical portion of the work were lower than the amount in this resolution, the difference in the pricing is primarily due to the increase in equipment costs due to supply chain, inflation, and overall demand.

A significant portion of the cost is from two switch gear within the project that are approximately \$250,000 each. For comparison purposes, in 2020, the City paid \$50,000 for similar equipment at the McConnell Center. There is also a 90 week lead time to receive the equipment, and Eversource, understanding the project significance, pre-ordered the equipment a year ago.

Further cost increases are due to continuing to transition the overhead wires underground on the west bound side of the Makem bridge, as opposed to transitioning on the waterfront side. While burying lines west of the bridge improves the overall visual aesthetics of the development, it also helps meet a long term goal of burying lines on Washington Street similar to other areas of the downtown district.

Conversion of overhead lines to below ground began in 2020 with the installation of a new switch gear at the McConnell Center, which allowed for overhead wires to be removed on Washington Street from Chestnut to Central. Another portion, along Henry Law Park was completed in 2022, and the final portion of the work will be included in the final phase of the Henry Law Avenue/Payne Street reconstruction project in 2025 and 2026.”

To ensure the timely and efficient delivery of electricity to future waterfront residents, businesses, the River Street Pump Station, and Nebi park patrons it is imperative to partner with Eversource Energy for the installation of electrical wires within the recently installed underground conduit. This collaborative effort will enhance the reliability of our power grid by reducing the amount of overhead electrical and communications service in downtown Dover.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2024.12.11 - 210**
Resolution Re: Groundwater Exploration & Development-Griffin
Production Well Re-Permitting - Emery & Garrett

WHEREAS: Emery and Garrett Groundwater Investigations (EGGI) was the awarded firm through [Sealed Bid B13043](#) for hydrogeological consulting services, exploration and development of replacement groundwater supply. EGGI has been the ongoing consultant for various other groundwater projects for the City throughout the years; and

WHEREAS: The City recently received a proposal in the amount of \$128,900 to provide work tasks needed to re-permit the Griffin Production Well for use as a backup water supply source. The scope of work will be focused on retesting the well and re-permitting it as another source of water should a catastrophic failure occur to other wells servicing the city. Once completed the well will be pumped directly to the new treatment plant and be treated to reach potability standards; and

WHEREAS: Per 5-28.B, Formal Bidding may be waived by a majority vote of the City Council, which may be done at the time of making the award.

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 Emery & Garrett Groundwater Investigations for Griffin Production Well Re-Permitting Program in the amount not to exceed \$128,900.00. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03571.18	Water Exploration *CC	46,478.39	13,758.39
5300.1.300.43320.4757.03571.19	Water Exploration *CC	96,921.36	96,921.36
5300.1.300.43320.4757.03571.20	Water Exploration *CC	100,000.00	100,000.00

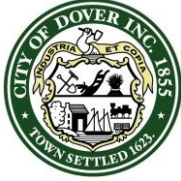
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

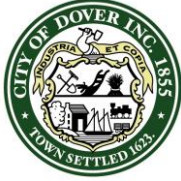
Resolution Number: **R – 2024.12.11 - 210**
Resolution Re: Groundwater Exploration & Development-Griffin
Production Well Re-Permitting - Emery & Garrett

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.3.

Resolution Number: **R – 2024.12.11 - 210**
Resolution Re: Groundwater Exploration & Development-Griffin
Production Well Re-Permitting - Emery & Garrett

RESOLUTION BACKGROUND MATERIAL:

The Griffin Well has remained offline and out-of-service since 2015, when PFAS contamination was first detected within the Pudding Hill Aquifer. The well was officially decommissioned per the NH Department of Environmental Services (DES) due to contamination. But now that the new Pudding Hill Water Treatment Plant is in operation, the City would like to relicense and renovate the Griffin Well for use.

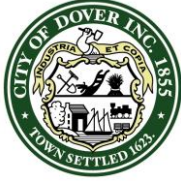
In support of constructing the Pudding Hill Water Treatment Plant, the City secured a \$5,188,000 PFAS remediation grant from NH DES. There are still remaining funds to cover the proposed scope of work by EGGI. Concurrently, a Change Order had previously been approved (using same PFAS Grant funds) for electrical renovations and controls upgrades for the Griffin Well. EGGI's proposed scope of work focuses on the production capacity of the well, and will include updated pump test to verify capacity and drawdown impacts, which is required by NH DES as part of the permitting process.

EGGI has provided ongoing hydrogeological consulting services in support of the City's public water supply operations, which relies entirely on groundwater sources using wells. Their proposed scope of work shall include the following:

TASK DESCRIPTION	COST
TASK 1 – Review all background data, video logs, pumping tests, monitoring well data, and water quality information related to Griffin Production Well	\$7,500
TASK 2 – Prepare and submit pumping test plan to NHDES for review and approval	\$6,500
TASK 3 – Provide and install transducers and data loggers in selected monitoring wells and Griffin Production well	\$22,000
TASK 4 – Perform 120-hour pumping test- includes project management, general consulting services and recovery measures	\$39,000
TASK 5 – Collect and analyze water quality data – Per EPA and NHDES requirements	\$7,400
TASK 6 – Analyze data, prepare and submit final hydrogeological report to NHDES – Obtain permit to reactivate the Well	\$36,500
Contingency (to be used for temporary power if needed or other unforeseen items that come up through the process	\$10,000
TOTAL COST:	\$128,900

Award Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2024.12.11 - 211**

Resolution Re: B11001 Construction Oversight of Upgrades to River Street
Pump Station Amendment No. 1 Wright-Pierce

- WHEREAS: A sealed (RFQ) Request for Qualifications B11001 was issued and received for Professional Engineering Services for the Waste Water Treatment Facilities Plan on August 23, 2010 at 2:00 PM. Wright-Pierce was awarded design of equipment upgrades and plant processes via resolution [R-2012.07.25-96](#). City Council has approved various change orders throughout the years as additional scope of services were submitted using available funds as outlined in the background section of this resolution; and
- WHEREAS: At the end of 2021, the River Street Pump Station Upgrade Design was approved via resolution [R-2021.08.25-151](#) and completed by Wright-Pierce in the amount not to exceed \$677,000.00 as approved by the NH Department of Environmental Services; and
- WHEREAS: In 2023, City Council approved construction engineering, inspection, and administrative services provided by Wright-Pierce in the amount of \$950,500.00 via resolution [R-2023.07.12-118](#); and
- WHEREAS: The city is now seeking approval of amendment No. 1 to this agreement in the amount of \$380,000.00 for additional resident project representative oversight and additional construction administration and engineering support tasks; and
- NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The Purchasing Agent is hereby authorized to issue a Purchase Order revision to Wright-Pierce of Portsmouth, NH for Amendment No.1 to Construction Oversight of the River Street Pump Station Upgrade in the amount not to exceed \$380,000.00. 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
5320.1.300.43250.4741.04594.24	WWTP River St Pump Station	3,846,365.65	1,389,078.75

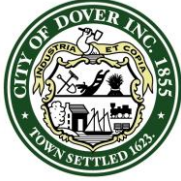
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2024.12.11 - 211**

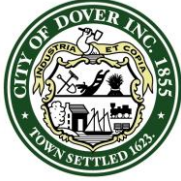
Resolution Re: B11001 Construction Oversight of Upgrades to River Street
Pump Station Amendment No. 1 Wright-Pierce

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.4.

Resolution Number: **R – 2024.12.11 - 211**

Resolution Re: B11001 Construction Oversight of Upgrades to River Street
Pump Station Amendment No. 1 Wright-Pierce

RESOLUTION BACKGROUND MATERIAL:

The River Street Pump Station and associated force main are critical components of the City's wastewater infrastructure as over 80% of the City's wastewater is conveyed through the station and force main. The River Street Pump Station is now over 30 years old and a substantial amount of the existing building, controls, and electrical systems are original to the station, and it is currently undergoing a \$9 million renovation with enhanced odor control systems being added. During original design, the intent was to salvage and reuse the existing pumping equipment, as the pumps had previously been upgraded as part of prior renovation. But since design, and prior to ongoing renovations, there was a catastrophic flooding event that submerged both the pumps and electrical motors of the two primary duty pumps.

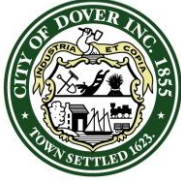
A focus of the renovation work includes a complete overhaul of the electrical system, with a new transformer installed by Eversource, all new electrical service, main control center, SCADA system, and emergency generator. Some of the electrical switch-gear, and back-up generator, have significant lead-times of up to 24 months. A major portion of the proposed engineering scope is to authorize an allowance, for additional, as-needed time for both onsite inspections, but also construction administration services. Additional time is included to cover the retrofit and installation of the new primary duty pumps.

The City qualified for an \$8.2 million Clean Water SRF funding package to support the renovation work. The expected, on-call, as-needed services are outlined below. City Engineering staff will monitor progress and attempt to minimize the services needed.

Tasks	Task Description	Original \$	C/O 1	New total
Task 1	Project Representative	\$200,000	\$200,000	\$400,000
Task 2	Initial Start of and Operations	\$60,000		\$60,000
Task 3	Preparation of Manual	\$61,000		\$61,000
Task 4	Special Services	\$128,000		\$128,000
Task 5	Record Drawings	\$84,000		\$84,000
Task 6	Engineering Services	\$417,500	\$180,000	\$597,500
	Total	\$950,500	\$380,000	\$1,330,500

Award Information:

A purchase order will be issued to Wright-Pierce to authorize expenditures as outlined in this resolution. Approval of the Construction Oversight as required by the NH Department of Environmental Services.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

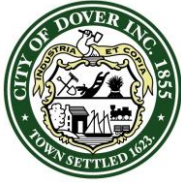
Resolution Number: **R – 2024.12.11 - 211**

Resolution Re: B11001 Construction Oversight of Upgrades to River Street
Pump Station Amendment No. 1 Wright-Pierce

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	117	Number of Responses:	8
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	2024-2025
Recommended Award to:	Wright-Pierce	Fund:	CIP
Other Approvals Required:	NHDES	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B11001 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2024.12.11 - 212**

Resolution Re: Authorization to Purchase Two Ambulances Using Body Re-Mount Program with PL Custom Body & Equipment with Sugarloaf Ambulance-Rescue Vehicles via Sourcewell

WHEREAS: The City of Dover is a member of Sourcewell, formally the National Joint Powers Alliance (NJPA), a member-focused public cooperative of more than 50,000-member agencies throughout the United States and, therefore, may purchase utilizing any of their cooperative purchasing agreements. In November of 2023, Sourcewell solicited RFP#122123 for Ambulance and Emergency Medical Services Vehicles which included equipment, accessories and supplies. In February 2024, Sourcewell awarded contract #122123-PLC to PL Custom Body and Equipment Co, Inc. of Manasquan, NJ with Sugarloaf Ambulance/Rescue Vehicles, located in Alfred, Maine, as the New England dealer; and

WHEREAS: The City seeks to participate in the ambulance body remount program by sending our 2017 Ford F-450 and 2018 Ram D5500 (one at a time) to the PL Custom Factory to recondition the patient compartment body and remount onto a new Ford F-550 XLT chassis. The cost per unit is \$249,156.28 and \$254,546.28 respectively, which results in an estimated savings of \$158,000 per vehicle for a total savings of \$366,000 and build time decrease estimated of more than a year; and

WHEREAS: Per 5-29A, Exemptions to Formal Bidding: Purchases made through the State of NH, other governmental agencies, or cooperative buying groups. The purchasing agent may, with approval by the City Manager, waive bidding procedures when purchasing through the State of New Hampshire or at state bid prices, other governmental agencies or cooperative buying groups.

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 Sugarloaf Ambulance/Rescue Vehicles of Alfred, ME for two Re-Mount Ambulances in the amount of \$503,702.56. The City Manager, or designee, is hereby authorized to contract with 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
4026.1.220.42220.4743.02252.26	CIP FY26 Fire & Rescue Ambulance	525,000.00	525,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

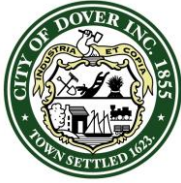
Sponsored by: Mayor Robert Carrier
By Request

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

Document Created by: Purchasing
Document Posted on: December 6, 2024

R-2024.12.11 Authorization to Purchase Two Re-Mount Ambulances from Sugarloaf Ambulance & Rescue Vehicle via Sourcewell

Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2024.12.11 - 212**
Resolution Re: Authorization to Purchase Two Ambulances Using Body Re-Mount Program with PL Custom Body & Equipment with Sugarloaf Ambulance-Rescue Vehicles via Sourcewell

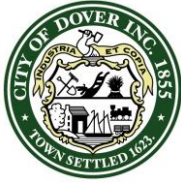
Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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.5.

Resolution Number: **R – 2024.12.11 - 212**
Resolution Re: Authorization to Purchase Two Ambulances Using Body Re-Mount Program with PL Custom Body & Equipment with Sugarloaf Ambulance-Rescue Vehicles via Sourcewell

RESOLUTION BACKGROUND MATERIAL:

Two of the existing PL Custom ambulances in the department's fleet will be sent back to the PL Custom factory to recondition the patient compartment body and remounted onto the new Ford F-550 XLT chassis. This purchase is funded through the City of Dover's Capital Improvement Program. The purchase of the two chassis remounts will accelerate the department vehicle replacement while saving thousands of dollars.

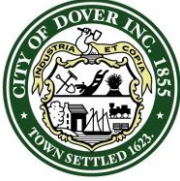
Once approved the department will be back on the established vehicle replacement program. A chassis remount removes the patient compartment body from the existing vehicle chassis and will undergo a complete overhaul. The body will be stripped down to bare metal and receive new paint and graphics. All systems (electrical, lighting, HVAC, etc.) will be examined and updated as needed. The refurbished body will then be remounted onto a new vehicle chassis. The benefits of utilizing the chassis remount purchase option versus purchasing a new ambulance include but are not limited to a significant cost savings of approximately \$158,000 per ambulance, for a total of \$366,000, and build time is decreased by more than a year. By remounting these ambulances, the configuration and layout remain the same for consistency across the fleet, reducing training time and increasing efficiency.

This purchase is intended to ensure the reliability of our current three front-line ambulance and two reserve ambulance response model. Even with the accelerated schedule this change enjoys, the time frame for the chassis remount is approximately 5-6 months once work begins, however, the lead time to start the work is 12 months. In total, the entire process will take about 18 months before the ambulances are in use. It's still far better than the 36-48 month for a new ambulance purchase. Unfortunately, these timeframes are consistent across all ambulance manufacturers. Only one ambulance will have its work completed at a time and a loaner ambulance will be provided by Sugarloaf Ambulance/Rescue Vehicles, LLC while the work is being performed.

Due to these significant lead times, the department would be behind in the fleet replacement schedule, affecting the reliability of our fleet. As a result, the department requests the approval of two chassis remount purchases to secure a place in the queue to ensure we keep up with the necessary replacement schedule ensure our fleet in maintained in a cost effective and efficient manner

Award Information:

A purchase order 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.B.6.

Resolution Number: **R – 2024.12.11 - 213**

Resolution Re: Authorization to Purchase Two 2025 Ford F-600 Plow Trucks and Upfit

WHEREAS: A sealed Request for Bid #2957-25 was solicited and received by the State of New Hampshire in September 2024 for pricing of various 2025 model year vehicles. Contracts were awarded to several vendors, including Grappone Ford, for several different types of vehicles for 2025; and

WHEREAS: Community Services is working toward replacing currently inventoried diesel 6-wheelers that are fairly limited on usability throughout the year, with gas powered F600's that will allow more flexibility and usage throughout the year; and,

WHEREAS: Although the State of NH did not request pricing for F-600 trucks on their state bid, Grappone Ford offered the City higher-rated F600's at the same rate as F550's, plus 1.5%, per the State bid discount and incentives. Grappone's price proposal was for two (2) new F600 4x4 Chassis Cab in the amount of \$59,119.00 each for a total of \$118,238.00; and

WHEREAS: The trucks will also be upfitted by H.P. Fairfield of Hopkinton, NH, with full plow gear and dual-purpose live body & sander per rates applicable to Sourcewell contract 062222-AGI, in the amount of \$92,550.00 each for a total of \$185,100.00; and,

WHEREAS: Per 5-29A, Exemptions to Competitive Bidding; Waiver. Competitive bidding may be waived by purchased made through the State of New Hampshire, other governmental agencies, or cooperative buying groups; and

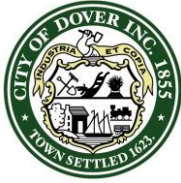
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Purchasing Agent is hereby authorized to issue a purchase order to Grappone Ford, of Bow NH for the purchase of two (2) New 2025 Ford F-600 Plow trucks in the total amount of \$118,238.00. In addition, Purchasing Agent is authorized to issue a purchase order to H.P Fairfield of Hopkinton, NH in the amount of \$185,100.00. The City Manager, or designee, is hereby authorized to contract with the vendor(s), consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
TBD	FY 26 CIP PW Heavy Equip	800,000.00	800,000.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2024.12.11 - 213**

Resolution Re: Authorization to Purchase Two 2025 Ford F-600 Plow Trucks and Upfit

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

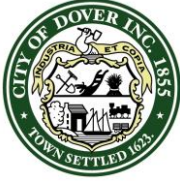
DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing 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.6.

Resolution Number: **R – 2024.12.11 - 213**

Resolution Re: Authorization to Purchase Two 2025 Ford F-600 Plow Trucks and Upfit

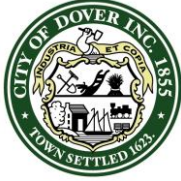
RESOLUTION BACKGROUND MATERIAL:

The City's inventory of public works related rolling-stock, trucks, equipment and vehicles has a replacement value of nearly \$9 million. As part of the City's Vehicle Replacement Program, critical vehicles or construction equipment are targeted for replacement each year. The current proposal is to replace two (2) frontline, diesel-powered, 6-wheel dump trucks used primarily for snow plowing. These 6-wheel dumps surpass a GVWR of 26,000 pounds necessitating that operators have a valid Commercial Driver's License "B". The proposed F600 vehicles fall below the GVWR trigger of 26,000 pounds, at about 22,000. Thus the trucks can be operated by non-CDL licensed drivers.

Primarily for winter snow removal operations, the City maintains up to 15 large dump trucks that get equipped with full plow, wing plow and sand/salt spreaders. During the non-winter months, several of these vehicles may sit relatively idle, with only a few dump trucks necessary to support the water, sewer, highway or storm drainage construction operations. After extensive internal discussion amongst management staff, we plan to include several F600's eventually replaces diesel 6-wheelers as part of the long-term vehicle replacement program. The expectation is that the F600's will prove to be much more diverse and useable on a year-round basis. The F600's are gas-powered and as previously noted, have a GVWR of only 22,000 lbs, which puts them below 26,000 rating that triggers a CDL-B operator's license. They will have almost identical sander capacities, and the trucks will be equipped with "live-bodies" that have the flexibility to spread and distribute sand/salt, while also hauling bulk sand, gravel and other aggregates without having to pull sanders, as is required with current dump trucks that have older style sanders placed in the beds of the dump bodies.

The expectation is to save significantly on the funding of each frontline plow truck, as to fully equip a new F600 with complete set of plow gear is projected to cost around \$160K, while the slightly larger, fully-equipped 6-wheeler runs about \$260K.

Due to the long lead times for larger commercial vehicles, the hope is that by ordering now there is a chance the vehicles will arrive, fully-equipped, within 12 months. As an example, a similar sized Ford chassis equipped with a "bucket-lift" to replace current vehicle has been on order well over 20 months and still hasn't arrived.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

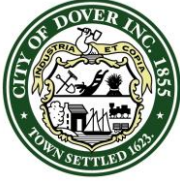
Agenda Item#: 13.B.6.

Resolution Number: **R – 2024.12.11 - 213**

Resolution Re: Authorization to Purchase Two 2025 Ford F-600 Plow Trucks and Upfit

Purchasing Information:

Type:	Purchase Order	Advertised:	N/A
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	Until Delivery	Estimated Delivery:	In stock
Recommended Award to:	Grappone Ford for truck and HP Fairfield for Upfit	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Waive competitive bidding.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2024.12.11 - 214**
Resolution Re: Purchase of 2025 Model Year Vehicles - State of NH
Contracts

WHEREAS: A sealed Request for Bid #2957-25 was solicited and received by the State of New Hampshire in August 2024 for pricing of various 2025 model year vehicles. Contracts were awarded to nine vendors for several vehicles for the period of one year; and

WHEREAS: The City would like to make purchases, as needed, off these State of New Hampshire contracts utilizing the low bid pricing for various 2025 model year vehicles including any adjustment costs for additional options and or trim levels as deemed necessary, and while using available appropriations; and

WHEREAS: Per 5-29A, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the Purchasing Agent may, with approval of the City Manager, waive bidding procedures when purchasing through the State of New Hampshire or at State bid prices.

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

The Purchasing Agent is hereby authorized to issue purchase orders to various vendors for the purchase of 2025 model year vehicles at costs that correspond with prices provided in State of New Hampshire Bid#2957-25. The City Manager, or designee, is hereby authorized to contract with the vendor(s), 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
xxxx.1.xxx.xxxxx.4742.xxxxx.xx	Light Vehides	428,334	206,165

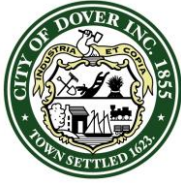
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

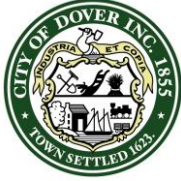
Resolution Number: **R – 2024.12.11 - 214**
Resolution Re: Purchase of 2025 Model Year Vehicles - State of NH
Contracts

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.7.

Resolution Number: **R – 2024.12.11 - 214**
Resolution Re: Purchase of 2025 Model Year Vehicles - State of NH
Contracts

RESOLUTION BACKGROUND MATERIAL:

A sealed Request for Bid #2957-25 was solicited and received by the State of New Hampshire in August 2024 for pricing of various 2025 model year vehicles. Contracts were awarded to nine vendors for several vehicles for the period of one year;

The City would like to make purchases off this State bid, utilizing the low bid pricing for various vehicles including any options deemed necessary while using only available appropriations.

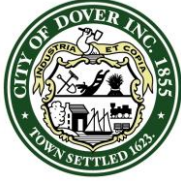
Bid Information:

State of New Hampshire bid solicitation. Per 5-29A, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the Purchasing Agent may, with approval of the City Manager, waive bidding procedures when purchasing through the State of New Hampshire or at State bid prices.

Purchasing Information:

Type:	Purchase Order	Advertised:	N/A
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	2025	Estimated Delivery:	As needed
Recommended Award to:	Various Vendors as identified under State of NH Bid#2957-25	Fund:	CIP
Other Approvals Required:	Yes, awarded by the State of NH	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval.

[B25033 - State of NH Bid #2957-25 Results](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.8.

Resolution Number: **R – 2024.12.11 - 215**

Resolution Re: Appropriation For FY2026 Capital Improvements Program
– Ambulance Replacement Non-Debt Financed Project

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

WHEREAS: The City Council desires to make public improvements as listed in the Capital Improvements Program for Year 4 Fire & Rescue Ambulance replacement that require orders to be placed during FY2026 to receive ambulance in FY2029 and to finance these improvements with transfers from Capital Reserve Funds; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL, THAT:
The following capital outlays are appropriated as part of the FY2026 Capital Improvements Program for the purpose of Fire & Rescue ambulance replacement requiring orders to be placed in FY2026 to receive vehicles in FY2029 as presented in the CIP, and to finance these improvements with transfers from Capital Reserve Funds in the amounts listed in CIP Year 4.

Item	Description	Appropriation	Funding	Fund
1	Ambulance Replacement	613,000	General Fund Capital Reserve	Trust

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

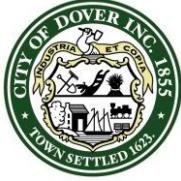
Approved as to Legal Joshua Wyatt
Form and Compliance: City Attorney

Recorded by: Jerrica Vansylyvong-Bizier
City Clerk

DOCUMENT HISTORY:

Document Created by: Finance Department
Document Posted on: December 6, 2024

R-2024.12.11 FY2026 CIP Ambulance Replacement Non Debt
Financed Project Resolution AML (3)
Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.8.

Resolution Number: **R – 2024.12.11 - 215**

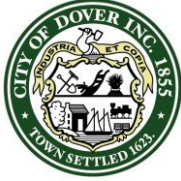
Resolution Re: Appropriation For FY2026 Capital Improvements Program
– Ambulance Replacement Non-Debt Financed Project

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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.8.

Resolution Number: **R – 2024.12.11 - 215**

Resolution Re: Appropriation For FY2026 Capital Improvements Program
– Ambulance Replacement Non-Debt Financed Project

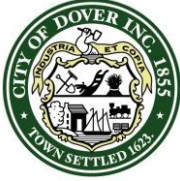
RESOLUTION BACKGROUND MATERIAL:

This resolution appropriates capital reserve funds to finance a portion of the FY2026 Capital Improvements Program (CIP) as presented in the FY2026 to FY2031 Capital Improvements Program book. In addition, this resolution authorizes the transfer of Capital Reserve Fund moneys.

The amount to be appropriated for the Fire & Rescue Ambulance Replacement CIP project will be financed by a transfer from the General Fund Capital Reserve.

The General Fund Capital Reserve will have sufficient funds for the Ambulance replacement appropriation of \$613,000 that will be expended in FY2029 as a transfer from the General Fund of \$2,175,000 into the reserve is proposed in the FY2026-2031 CIP to be budgeted during FY2029 as part of the City's General Fund Operating Budget. The projected balance in the General Fund Capital Reserve as of June 30, 2028 will be \$286,412. Accounting for the proposed transfer into the capital reserve in FY2029 and proposed FY2029 CIP expenditures from the General Fund capital reserve, the projected balance of the capital reserve as of June 30, 2029 is \$292,276.

In February 2024, Sourcewell awarded contract #122123-PLC to PL Custom Body and Equipment Co, Inc. of Manasquan, NJ as the contract holder with Sugarloaf Ambulance/Rescue Vehicles, located in Alfred, Maine, as the New England dealer. The City wishes to purchase a 2025 Ford F550 Classic Type 1 ambulance, including applicable upfit, in the amount of \$408,000.00 using CIP funds.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.9.

Resolution Number: **R – 2024.12.11 - 216**
Resolution Re: Reprogram Unexpended CIP Appropriation from Ireland Well Replacement FY2017 CIP Project to Garrison Hill Water Storage Tank CIP Project

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

WHEREAS: The City has identified the immediate need for additional funding for the Garrison Hill Water Storage Tank rehabilitation FY2025 CIP project; and

WHEREAS: There is unexpended appropriations in the amount of \$261,100.00 from the Ireland Well Replacement FY2017 CIP project and the project has been completed, those funds are available to be reprogrammed to the Garrison Hill Water Storage Tank CIP project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT: The amount of \$261,100.00 (Two Hundred Sixty-One Thousand One-Hundred) of unexpended appropriations is hereby reprogrammed from the Ireland Well Replacement CIP project to the Garrison Hill Water Storage Tank CIP project as follows:

		Available	Reprogram	Adjusted
Project Number	Project Description	Balance	Adjustment	Balance
5300.1.300.43320.4741.03586.17.000.000.700	Ireland Well Replacement	261,100.00	(261,100.00)	0.00
5300.1.300.43320.4757.03529.17.000.000.700	Garrison Hill Water Storage Tank Rehabilitation	0.00	261,100.00	261,100.00
		261,100.00	0.00	261,100.00

NOTE: This resolution reprograms unexpended bonding authorization and therefore requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

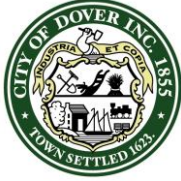
Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-Bizier
City Clerk

DOCUMENT HISTORY:

Document Created by: Finance Department	R2024.12.11 Reprogram Unexpended CIP Appropriation from Ireland Well Replacement FY2017 CIP Project to Garrison Hill Water Storage Tank CIP Project
Document Posted on: December 6, 2024	Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.9.

Resolution Number: **R – 2024.12.11 - 216**
Resolution Re: Reprogram Unexpended CIP Appropriation from Ireland
Well Replacement FY2017 CIP Project to Garrison Hill
Water Storage Tank CIP Project

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

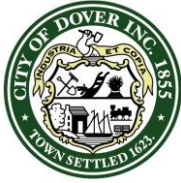
VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor S. April Richer, Ward 1		
Councilor Robert Warach, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does pass.		

RESOLUTION BACKGROUND MATERIAL:

Document Created by: Finance Department
Document Posted on: December 6, 2024

R2024.12.11 Reprogram Unexpended CIP Appropriation
from Ireland Well Replacement FY2017 CIP Project to
Garrison Hill Water Storage Tank CIP Project

Page 2 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.9.

Resolution Number: **R – 2024.12.11 - 216**
Resolution Re: Reprogram Unexpended CIP Appropriation from Ireland
Well Replacement FY2017 CIP Project to Garrison Hill
Water Storage Tank CIP Project

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the Ireland Well Replacement project. On December 9, 2015 the City Council adopted the FY2017 Capital Improvements Plan (CIP) Non-Debt Financed Projects resolution, which included \$500,000.00 for the Ireland Well Replacement project.

This resolution reprograms funding from Ireland Well Replacement project to the Garrison Hill Water Storage Tank rehabilitation project.

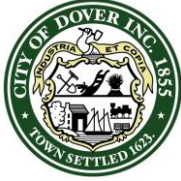
The City Council previously authorized the appropriation for the Garrison Hill Water Storage Tank rehabilitation project. On December 13, 2023 the City Council adopted the FY2025 Capital Improvements Plan (CIP) Authorization for bonding, which included \$2,100,000.00 for the Garrison Hill Water Storage Tank project. City Council resolution [2023.11.29 – 184](#).

The City recently received bid responses for the Garrison Hill Water Storage Tank project, with an apparently low bid of \$2.877 million. This necessitates the need for additional funding for the project. In addition, the city's contracted engineering firm on this project has recommended the city have available contingency funding to address any unforeseen items that may arise during the rehabilitation work.

The City Council previously authorized the appropriation of \$500,000.00 for Ireland Well Replacement project as part of the adoption of the FY2017 CIP non-debt financed projects on December 9, 2015 via resolution [2015.11.04 – 147](#). This project is completed and has \$261,100.00 of available unexpended appropriations that can be reprogrammed to the Garrison Hill Water Storage Tank project.

The original appropriation of \$2,100,000.00 for the Garrison Hill Water Storage Tank rehabilitation project and the reprogramming of \$261,100.00 will provide an available amount of \$2,361,100.00 for the project.

In a separate resolution a request will be made to the City Council to reprogram available unexpended bond proceeds appropriations from four Water Fund capital projects to the Garrison Hill Water Storage Tank project. This will provide an additional \$894,693.26 in funding. This will result in a total of \$3,255,793.26 being available for the Garrison Hill Water Storage Tank rehabilitation project.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.10.

Resolution Number: **R – 2024.12.11 - 217**
Resolution Re: Reprogram Unexpended Bond Proceeds from Various Water Fund Capital Projects to Garrison Hill Water Storage Tank Rehabilitation Project

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

WHEREAS: There is unexpended bond proceeds in the amount of \$894,693.26 from four (4) Water Fund capital projects that have been completed, and those funds are available to be reprogrammed to another Water Fund capital project; and

WHEREAS: The City has identified the immediate need for additional funding for the Garrison Hill Water Storage Tank rehabilitation FY2025 CIP project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT: The amount of \$894,693.26 (Eight Hundred Ninety-Four Thousand Six Hundred Ninety-Three dollars and Twenty-six cents) of unexpended bond proceeds appropriation is hereby reprogrammed from the four Water Fund CIP projects to the Garrison Hill Water Storage Tank Rehabilitation CIP project:

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
5300.1.300.43320.4757.03544.15.000.000.700	Water Main Replacement - Silver Street	90,718.94	(90,718.94)	0.00
5300.1.300.43320.4757.03529.15.000.000.700	Garrison Hill Water Storage Tank Rehabilitation	0.00	90,718.94	90,718.94
5300.1.300.43320.4757.03567.21.000.000.700	Water Main Replacement - Littleworth Road	169,513.25	(169,513.25)	0.00
5300.1.300.43320.4757.03529.21.000.000.700	Garrison Hill Water Storage Tank Rehabilitation	0.00	169,513.25	169,513.25
5300.1.300.43320.4757.03588.21.000.000.700	Water Main Replacement - Main/Washington Streets	476,271.07	(476,271.07)	0.00
5300.1.300.43320.4757.03529.21.000.000.700	Garrison Hill Water Storage Tank Rehabilitation	0.00	476,271.07	476,271.07
5300.1.300.43320.4757.03547.23.000.000.700	Glenwood Avenue Water Storage Tank	158,190.00	(158,190.00)	0.00
5300.1.300.43320.4757.03529.21.000.000.700	Garrison Hill Water Storage Tank Rehabilitation	0.00	158,190.00	158,190.00
		894,693.26	0.00	894,693.26

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

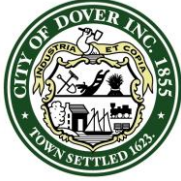
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.10.

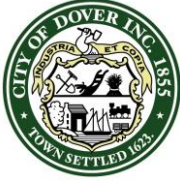
Resolution Number: **R – 2024.12.11 - 217**
Resolution Re: Reprogram Unexpended Bond Proceeds from Various
Water Fund Capital Projects to Garrison Hill Water Storage
Tank Rehabilitation Project

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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 pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.10.

Resolution Number: **R – 2024.12.11 - 217**
Resolution Re: Reprogram Unexpended Bond Proceeds from Various Water Fund Capital Projects to Garrison Hill Water Storage Tank Rehabilitation Project

RESOLUTION BACKGROUND MATERIAL:

This resolution does not authorize any additional appropriation. This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized financing the four Water Fund capital projects. This resolution reprograms funding from the four Water Fund capital projects to the Garrison Hill Water Storage Tank rehabilitation project. The four Water Fund projects are completed and unexpended bond proceeds exist that can be reprogrammed to another Water Fund CIP project.

The City Council previously authorized the appropriation for the Garrison Hill Water Storage Tank rehabilitation project. On December 13, 2023 the City Council adopted the FY2025 Capital Improvements Plan (CIP) Authorization for bonding, which included \$2,100,000.00 for the Garrison Hill Water Storage Tank project. City Council resolution [2023.11.29 – 184](#).

The City recently received bid responses for the Garrison Hill Water Storage Tank project, with an apparently low bid of \$2.877 million. This necessitates the need for additional funding for the project. In addition, the city's contracted engineering firm on this project has recommended the city have available contingency funding to address any unforeseen items that may arise during the rehabilitation work.

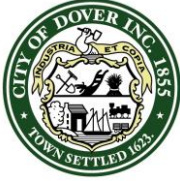
Due to lower than anticipated project costs there is unexpended bond proceeds in the amount of \$894,693.26 from four (4) Water Fund capital projects that have been completed, and those funds are available to be reprogrammed to the Garrison Hill Water Storage Tank rehabilitation CIP project.

The City Council previously authorized the appropriation of \$850,000.00 for Silver Street Water Main Replacement project as part of the adoption of the FY2015 CIP authorization for bonding on January 22, 2014 via resolution [2013.11.13 – 136](#). This project is completed and has \$90,718.94 of available unexpended bond proceeds that can be reprogrammed to the Garrison Hill Water Storage Tank project.

The Littleworth Road Water Main Replacement project, in the amount of \$1,100,000.00, was adopted in the FY2021 CIP to be debt financed. City Council approved the appropriation on December 11, 2019 via resolution [2019.10.23 – 171](#). The project is completed and has \$169,513.25 of available bond proceeds that can be reprogrammed to the Garrison Hill Water Storage Tank project.

In the FY2021 CIP the Main & Washington Streets Water Main Replacement project, in the amount of \$1,400,000.00, was adopted to be debt financed. City Council approved the appropriation on December 11, 2019 via resolution [2019.10.23 – 171](#). The project is completed and has \$476,271.07 of available bond proceeds that can be reprogrammed to the Garrison Hill Water Storage Tank project.

The City Council previously authorized the appropriation of \$6,100,000.00 for Glenwood Avenue Water Tank project as part of the adoption of the FY2023 CIP authorization for bonding on November 10, 2021 via resolution [2021.10.13 – 177](#). This project is near completion and has \$158,190.00 of available unexpended bond proceeds that can be reprogrammed to the Garrison Hill Water Storage Tank project.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

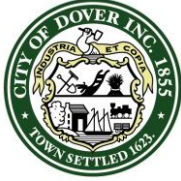
Agenda Item#: 13.B.10.

Resolution Number: **R – 2024.12.11 - 217**

Resolution Re: Reprogram Unexpended Bond Proceeds from Various
Water Fund Capital Projects to Garrison Hill Water Storage
Tank Rehabilitation Project

The original appropriation of \$2,100,000.00 for the Garrison Hill Water Storage Tank rehabilitation project and the reprogramming of \$894,693.26 will provide an available amount of \$2,994,693.26 for the project.

In a separate resolution a request will be made to the City Council to reprogram available non-debt financed Water Fund capital project appropriations to the Garrison Hill Water Storage Tank project. This will provide an additional \$261,100.00 in funding. This will result in a total of \$3,255,793.26 being available for the Garrison Hill Water Storage Tank rehabilitation project.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.11.

Resolution Number: **R – 2024.12.11 - 218**
Resolution Re: Reprogram Unexpended Bond Proceeds from Dover High School Construction Project to Dover Schools LED Lighting Upgrades Project

WHEREAS: The Dover High School and Regional Career Technical Center Joint Building Committee voted on October 3, 2024 to transfer the completed Dover High School and Regional Career Technical Center buildings to the School Department; and

WHEREAS: The Dover School Board voted on October 7, 2024 to accept the completed Dover High School and Regional Career Technical Center buildings and request that the \$9,941.35 of unexpended bond proceeds be reprogrammed to the Dover Schools LED Lighting Upgrades project; and

WHEREAS: On October 23, 2024 the City Council adopted resolution [R-2024.10.23 – 182](#) to accept the final financial report of the Dover High School and Regional Career Technical Center Joint Building Committee, which reported \$9,941.35 of unexpended bond proceeds remaining at the completion of the project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT: The amount of \$9,941.35 (Nine Thousand Nine Hundred Forty-One dollars and Thirty-five cents) of unexpended bond proceeds is hereby reprogrammed from the Dover High School Construction CIP project to the Dover Schools LED Lighting Upgrades CIP project:

		Available	Reprogram	Adjusted
Project Number	Project Description	Balance	Adjustment	Balance
4016.1.600.46900.4725.07101.16.000.000.700	Dover High School Facilities Construction	9,941.35	(9,941.35)	0.00
4016.1.600.46900.4725.07120.16.000.000.700	Dover Schools LED Lighting Upgrades	0.00	9,941.35	9,941.35
		9,941.35	0.00	9,941.35

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

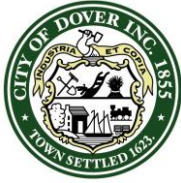
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.11.

Resolution Number: **R – 2024.12.11 - 218**
Resolution Re: Reprogram Unexpended Bond Proceeds from Dover High School Construction Project to Dover Schools LED Lighting Upgrades Project

DOCUMENT HISTORY:

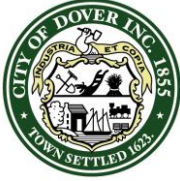
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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 pass.		

RESOLUTION BACKGROUND MATERIAL:

Document Created by: Finance Department	R2024.12.11 Reprogram Unexpended Bond Proceeds from Dover High School Construction Project to Dover Schools LED Lighting Upgrades Project
Document Posted on: December 6, 2024	Page 2 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.11.

Resolution Number: **R – 2024.12.11 - 218**
Resolution Re: Reprogram Unexpended Bond Proceeds from Dover High School Construction Project to Dover Schools LED Lighting Upgrades Project

This resolution does not authorize any additional appropriation.

This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized financing the construction of a new Dover High School and Regional Career Technical Center as part of the adoption of the FY2016 Capital Improvements Program (CIP) via resolution [R-2014.10.08 - 104](#) adopted November 12, 2014. The new high school and regional career technical center project is completed and unexpended bond proceeds exist that can be reprogrammed to another School department CIP project.

The Dover Schools LED Lighting Upgrades project was adopted as part of the FY2024 CIP for an appropriation of \$1,305,100.00 to be debt financed. City Council approved the appropriation and authorization for bonding on July 12, 2023 via resolution [R-2023.05.24 – 091](#). This project is currently being finalized and will allow for the new high school unexpended bond proceeds to be utilized now in order to close out the 2016 high school bond post issuance compliance obligations.