



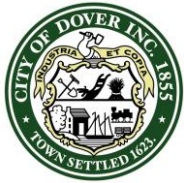
CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 14, 2025**
Meeting Time: **7:00 pm**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PROCLAMATIONS/AWARDS – Evan Hennessey & Public Works Week**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
 - A. **AUTHORIZATION TO ACCEPT AND EXPEND THE HOUSING CHAMPION HOUSING INFRASTRUCTURE MUNICIPAL GRANT FROM NH DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST
 - B. **ACKNOWLEDGEMENT AND ACCEPTANCE OF DONATION OF FUNDS FROM DOVER YOUTH HOCKEY FOR ARENA SCOREBOARD**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST
8. **PUBLIC FORUM**

Taxpayers, Business owners, and Residents are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
9. **CITY MANAGER'S REPORT**
10. **APPROVAL OF MINUTES**
 - A. **April 23, 2025 – Regular Meeting**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
 - A. **ORDINANCES IN THE 2nd READING**
 - B. **ORDINANCES IN THE 3RD READING**
 - C. **RESOLUTIONS**
 1. **AUTHORIZATION TO ACCEPT AND EXPEND THE HOUSING CHAMPION HOUSING INFRASTRUCTURE MUNICIPAL GRANT FROM NH DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST
 2. **ACKNOWLEDGEMENT AND ACCEPTANCE OF DONATION OF FUNDS FROM DOVER YOUTH HOCKEY FOR ARENA SCOREBOARD**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 14, 2025**
Meeting Time: **7:00 pm**

13. NEW BUSINESS

A. CONSENT CALENDAR

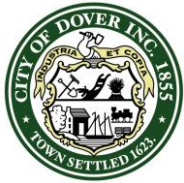
1. **AUTHORIZATION TO PURCHASE FIRE/EMS PUBLIC SAFETY EQUIPMENT FROM FIRE, TECH AND SAFETY OF NEW ENGLAND VIA MASSACHUSETTS STATE CONTRACT PSE01**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **AUTHORIZATION TO ACCEPT AND EXPEND THE COMMUNITY ART WALL DONATION AND ACCEPTANCE OF LOCATION**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **APPROVAL OF THREE (3) PUBLIC ART INSTALLATIONS - DHS STUDENT MURAL ON CITY-OWNED TRAFFIC CONTROL BOXES**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **APPROVAL OF PERMANENT PUBLIC ART INSTALLATION AT CENTRAL AVE ENTRANCE TO JOE PARKS GARDEN**
COUNCILOR LINNEA NEMETH
5. **APPROVAL OF REACH FOR THE TOP THERAPY SERVICES AMENDMENT TO LEASE AGREEMENT**
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

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

B. RESOLUTIONS

1. **APPROVAL TO APPLY FOR DHA GRANT TO ESTABLISH RECOVERY HOUSE ON AVON AVENUE**
SPONSORED BY COUNCILOR RICHER
2. **B25064 AUTHORIZATION TO PURCHASE A KENWORTH 10-WHEEL DUMP TRUCK FOR COMMUNITY SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **B25014 COURT AND UNION RECONSTRUCTION PROJECT**
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 14, 2025**
Meeting Time: **7:00 pm**

4. **B25043 AWARD OF BID FOR WASTE WATER TREATMENT FACILITY SECONDARY CLARIFIER NO. 3 TO WATERLINE INDUSTRIES**
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **B11001 WRIGHT-PIERCE CONSTRUCTION ADMINISTRATION SERVICES FOR THE WASTE WATER TREATMENT FACILITY SECONDARY CLARIFIER NO. 3**
SPONSORED BY MAYOR CARRIER BY REQUEST
6. **FY2025 TRANSFER OF APPROPRIATION – GENERAL FUND CITY DEPARTMENTS**
SPONSORED BY MAYOR CARRIER BY REQUEST
7. **FY2025 DISSOLUTION OF PRIOR YEARS' CAPITAL PROJECT FUNDS INTO THE GENERAL FUND**
(TO BE REFERRED TO A PUBLIC HEARING AND VOTE ON MAY 28, 2025)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST
8. **FY2025 GENERAL FUND UNASSIGNED FUND BALANCE TRANSFERS TO CERTAIN SPECIAL REVENUE AND CAPITAL PROJECT FUNDS TO ADDRESS FUND DEFICITS**
(TO BE REFERRED TO A PUBLIC HEARING AND VOTE ON MAY 28, 2025)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST
9. **ACCEPTANCE OF THE FY26-FY30 CDBG CONSOLIDATED PLAN AND FY26 ACTION PLAN AND EXPENDITURES FOR FISCAL YEAR 2026 CDBG ENTITLEMENT FUNDS**
(TO BE REFERRED TO A PUBLIC HEARING AND VOTE ON MAY 28, 2025)
SPONSORED BY FERGUS CULLEN

C. ORDINANCES IN 1ST READING

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



PROCLAMATION

- WHEREAS:** The City of Dover proudly recognizes individuals and businesses whose innovation, talent, and dedication elevate the cultural fabric of our community; and
- WHEREAS:** *Stages* restaurant, led by Dover native Chef Evan Hennessey, has redefined what is possible for fine dining in small towns, proving that world-class cuisine and thoughtful hospitality can thrive beyond the borders of major metropolitan centers; and
- WHEREAS:** *Stages* has shown that innovative, small-scale restaurants can be sustainable and impactful, bringing visitors to Dover who stay, dine, and explore, while offering residents the chance to experience exceptional dining just minutes from home; and
- WHEREAS:** Chef Hennessey's deep connection to the Dover community—rooted in his upbringing here—is reflected in his partnerships with local farms and artisans such as Fox Point Oysters, New Hope Farm, and Loudonshire Farm, and in his commitment to mentoring young chefs, closing supply chain gaps, and fostering sustainable and educational collaborations with organizations like the Center for Wildlife; and
- WHEREAS:** *Stages'* recognition as a James Beard Award Semifinalist is a proud milestone for both the restaurant and the City of Dover, celebrating not only the excellence of Chef Hennessey's leadership but also the tireless dedication of his entire team, whose efforts and talents are the heart of every achievement; and
- WHEREAS:** Chef Hennessey's restaurant has earned the distinction of being named to the *Opinionated About Dining* Top 100 Restaurants of North America list for eight consecutive years—firmly placing Dover on the culinary map and offering an enduring reminder of what is possible through vision, perseverance, and community support;

NOW, THEREFORE, I, Robert Carrier, Mayor of the City of Dover in the State of New Hampshire, and the entire City Council do hereby recognize and honor Chef Evan Hennessey and *Stages* Restaurant for their extraordinary contributions Dover's growing reputation as a culinary destination, for their unwavering commitment to excellence, and for their role in shaping a more connected, inspired, and proud community.

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Dover to be affixed this 14th Day of May, 2025.

Robert Carrier, Mayor
City of Dover, New Hampshire



PROCLAMATION

- WHEREAS:** Public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to public health, high quality of life, and well-being of the people of the City of Dover; and
- WHEREAS:** These infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and
- WHEREAS:** It is in the public interest for the citizens, civic leaders, and children in the City of Dover to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and
- WHEREAS:** The year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association; and

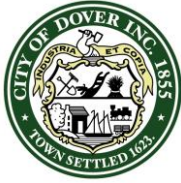
NOW, THEREFORE, I, Robert Carrier, Mayor of the City of Dover in the State of New Hampshire, do hereby proclaim May 18 to May 24, 2025 as:

NATIONAL PUBLIC WORKS WEEK

I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Dover to be affixed this 14th Day of May, 2025.

Robert Carrier, Mayor
City of Dover, New Hampshire



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2025.04.23 - 62**

Resolution Re: Authorization to Accept and Expend the Housing
Champion Housing Infrastructure Municipal Grant from
NH Department of Business and Economic Affairs

WHEREAS: The City has received notice from the NH Department of Business and Economic Affairs (BEA) of an award of the Housing Champion Housing Infrastructure Municipal Grant in the amount of \$859,689.00 for the purpose of the Central Ave Water Main Replacement; and

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

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

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

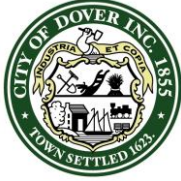
AND, FURTHER BE IT RESOLVED THAT:

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

Financing

Account	Description	Appropriation	Balance
TBD	Housing Champion Housing Infrastructure Municipal Grant	859,689.00	859,689.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2025.04.23 - 62**

Resolution Re: Authorization to Accept and Expend the Housing
Champion Housing Infrastructure Municipal Grant from
NH Department of Business and Economic Affairs

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal: Jennifer Perez
Form and Compliance: Acting City Attorney

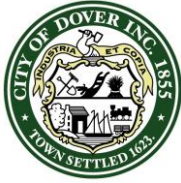
Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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.1.

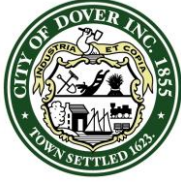
Resolution Number: **R – 2025.04.23 - 62**

Resolution Re: Authorization to Accept and Expend the Housing
Champion Housing Infrastructure Municipal Grant from
NH Department of Business and Economic Affairs

RESOLUTION BACKGROUND MATERIAL:

The Project for which the grant award has been approved is identified as Central Ave Water Main Replacement located at Central Ave and Broadway. The project involves replacing the aging 1880s cast iron water main along Central Avenue to improve the reliability and performance of Dover's water distribution system.

This upgrade will increase water flow capacity and strengthen the connections between the southern part of the city and its well supply pumps and storage tanks. The improvements will also support further residential development and contribute to the long-term sustainability and resilience of the overall systems. Additionally, the project will facilitate the rehabilitation of the Garrison Hill Water Storage Tank, which is the only storage facility serving Dover's main pressure zone.

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 12.C.2. Resolution Number: R – 2025.04.23 - 63 Resolution Re: Acknowledgement and Acceptance of Donation of Funds from Dover Youth Hockey for Arena Scoreboard
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WHEREAS: The City of Dover Arena has received notice of a donation of \$10,000.00 from Dover Youth Hockey to assist with the purchase of a new scoreboard for the Dover Arena. The City will in return advertise their logo and name on this scoreboard.; and

WHEREAS: In adhering to the requirements established per NH RSA 31:95-b, Appropriations for Funds Made Available During Year (adopted in Resolution R-2024.02.14-28 Fiscal Year 2025 Budget Appropriations) a Public Hearing and authorization by the City Council is required; and

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

In accordance with NH RSA 31:95-b, the City Manager is authorized to accept, and expend donated funds of \$10,000.00 allocated to the City of Dover for Arena Scoreboard and any funding received is hereby appropriated for said purposes. The City Council, in a majority vote, accepts the terms and requirements of the donation, and authorizes the City Manager to sign any necessary paperwork for the acceptance, as well as contract(s) with a vendor, consistent with the authority herein.

AND, FURTHER BE IT RESOLVED THAT:

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

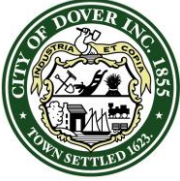
Financing			
Account	Description	Appropriation	Balance
TBD	Arena Scoreboard	10,000.00	10,000.00

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

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor Robert Carrier By Request
Approved as to Legal Form and Compliance:	Jennifer Perez Acting City Attorney		
Recorded by:	Jerrica Vansylyvong-Bizier City Clerk		

DOCUMENT HISTORY: Document Created by: Finance Document Posted on: May 9, 2025	R-2025.04.23 Acknowledgement and Acceptance of Donation from Dover Youth Hockey for Arena Scoreboard Page 1 of 2
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2025.04.23 - 63**
Resolution Re: Acknowledgement and Acceptance of Donation of Funds
from Dover Youth Hockey for Arena Scoreboard

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

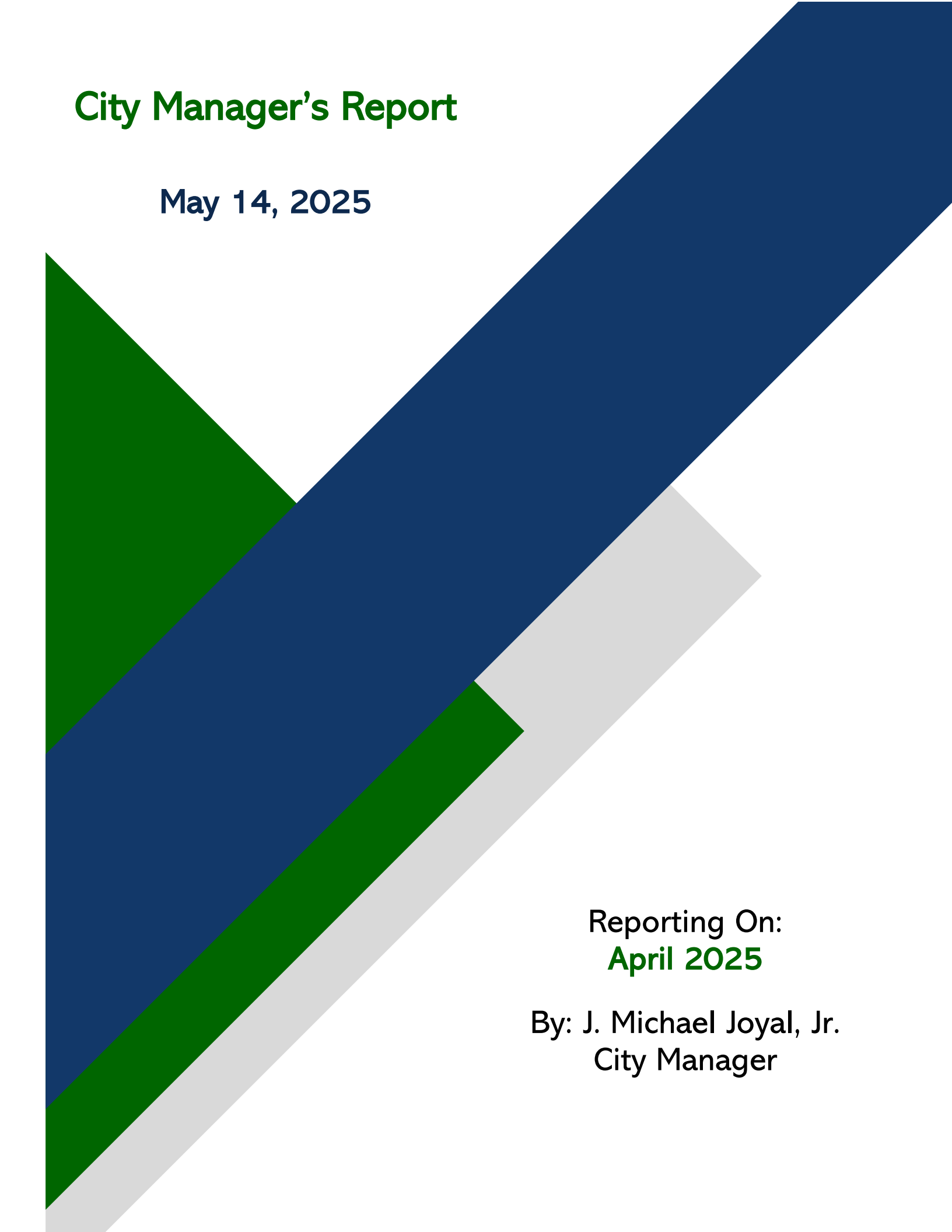
DOCUMENT ACTIONS:

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.			

RESOLUTION BACKGROUND MATERIAL:

After meeting with representatives from Dover Youth Hockey, they have decided that they would like to move forward with helping the City purchase a new scoreboard at the Arena and in return we will be advertising their logo and name on the scoreboard. They would like to donate \$10,000.00 to go toward the new scoreboard.

The generous donation of \$10,000.00 from Dover Youth Hockey is hereby acknowledged, appreciated, and accepted.



City Manager's Report

May 14, 2025

Reporting On:
April 2025

By: J. Michael Joyal, Jr.
City Manager

Executive Department

Six Divisions ♦ 23 Employees

Office of Business Development (OBD)

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

	February 2024	March 2024	February 2025	March 2025	12-Mo. Avg.
Total Labor Force	20,300	20,460	20,620	20,640	20,743
Unemployment Rate	2.1%	2.0%	2.7%	2.6%	2.1%

	March 2024	March 2025	12-Mo. Avg.
Median Home Sales-Single Family	\$565,000	\$625,000	\$582,375
Average Days on Market	16	36	24

Business Updates

April brought a mix of economic pressures and positive momentum for Dover’s small business community. While local entrepreneurs are facing headwinds tied to national and global economic shifts, there is still clear evidence that Dover remains an attractive and resilient environment for small business growth and innovation.

Retailers are beginning to feel the effects of rising tariffs and softening consumer spending. In response, many have pivoted quickly, collaborating on flash sales, cross promotions, and increasing their outreach through targeted email campaigns to drive in store traffic and customer engagement. Two longtime retailers made the difficult decision to close their doors this month, but the quick leasing of both spaces to new tenants underscores the enduring demand for commercial storefronts downtown.

In the restaurant industry, high food costs, staffing shortages, and reduced foot traffic have contributed to a difficult season. One establishment is scheduled to close in May, and another is currently listed for sale. Outdoor dining, typically a seasonal draw, is now more costly for some due to increased liquor liability insurance rates (doubling in some cases), causing some restaurant owners to reevaluate their participation this summer. Despite these concerns, signs of growth remain: a new food and entertainment concept is actively preparing to open by June, and a high end bakery is also finalizing plans to launch their grand opening.

Salons and service based businesses have not been immune to the slowdown, with a slight decline in client volume noted by several business owners. However, some are taking this as an opportunity to expand their services, relocate into more visible spaces, or build out their offerings.

Several new business openings are on the horizon for summer, including an Escape Room experience and an Art Café, both of which will provide residents and visitors with new ways to engage with the community and support local entrepreneurship. Notably, one of Dover's largest art galleries has completed a major expansion, nearly doubling its capacity for resident artists.

Dover Business & Industrial Development Authority (DBIDA)

The Dover Business and Industrial Development Authority (DBIDA) adopted an update to its strategic plan in April. This update organizes DBIDA's efforts for FY 2026-2029 around 3 goals:

Goal #1: Eliminate barriers to starting, operating, and expanding a business in Dover.

Goal #2: Provide a variety of resources that will support existing Dover businesses or attract new businesses to Dover.

Goal #3: Identify and implement effective strategies for communicating with target audiences.

Goals 1 and 2 align with City Council goals related to resiliency, inclusivity, and ensuring that opportunities in Dover are accessible for all individuals and businesses, as well as master plan vision for expanding business and employment opportunities.

Goal 3 reflects both City Council's and the master plan's commitment to strong civic engagement with high participation and a transparent and communicative local government. This goal has separate objectives for three types of communication –distributing information to businesses, gathering feedback from Dover businesses, and promoting information about Dover's business community to a broader audience, including residents and visitors.

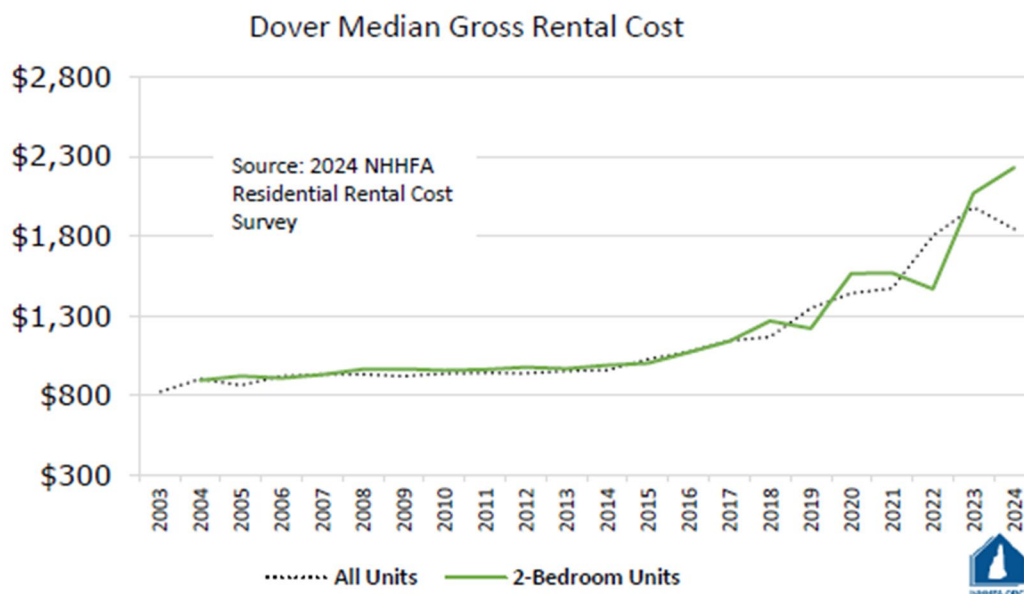
The plan includes an action plan that will guide implementation and assist with tracking progress in future years. The entire plan can be viewed on DBIDA's page of the City website:

<https://www.dover.nh.gov/government/boards-and-commissions/dover-business-industrialdev-authority/>

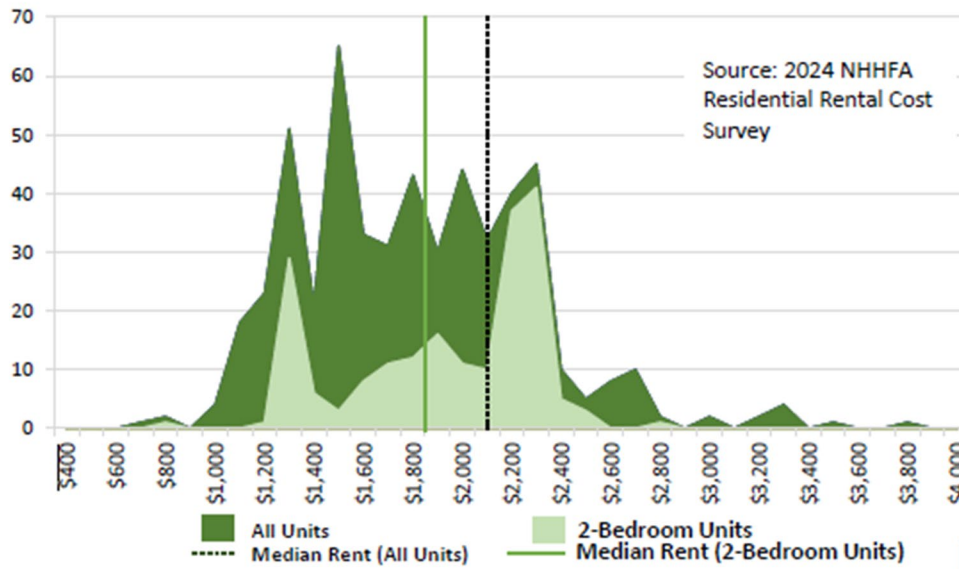
Economic Trends

Economist Brian Gottlob presented an economic forecast in April in which he significantly revised his predictions for the New Hampshire economy through the remainder of 2025.

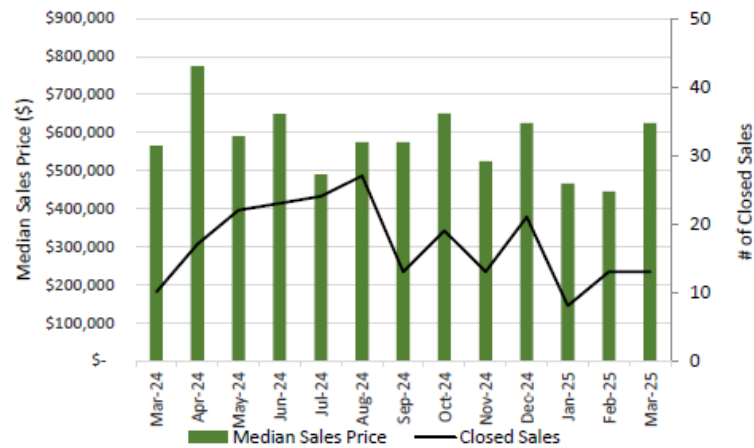
- ★ Consumer spending is beginning to decline, with low restaurant spending in Q1 2025 being a potential leading indicator of future retail spending. Job growth has slowed, but unemployment remains low and we have not seen significant job losses yet.
- ★ Q1 border crossing data shows a 23% decrease in Canadian vehicles returning from the US compared to the same period in 2024, indicating possible reductions in visitors. Cuts to federal spending and labor force and tariffs on both imports and exports are also likely to negatively impact growth.
- ★ Strafford Regional Planning Commission has adopted their 2025 Regional Data Snapshot, which contains a variety of metrics and indicators related to the region's demographics, economic vitality, and transportation system. The regional data will be broken out into individual community profiles for each SRPC member community, including Dover, later this year. The Regional Data Snapshot can be viewed online at: https://straftord.org/uploads/documents/plans/rpc/datasnapshot_2025.pdf
- ★ Rental data from New Hampshire Housing Finance Authority's annual Rental Cost Survey has been included in this month's report as a comparison to monthly homeownership metrics. Graphs on the following page demonstrate changes to Dover's rental market over time and variation within the market in 2024.
- ★ Since 2015, rents have risen nearly 80% for all units, while two-bedroom rents have risen 96%. However, the survey data shows a slight market correction in 2024 after years of growth, with rents falling by 6.0% for all units and 6.0% for two-bedroom units compared to 2023.



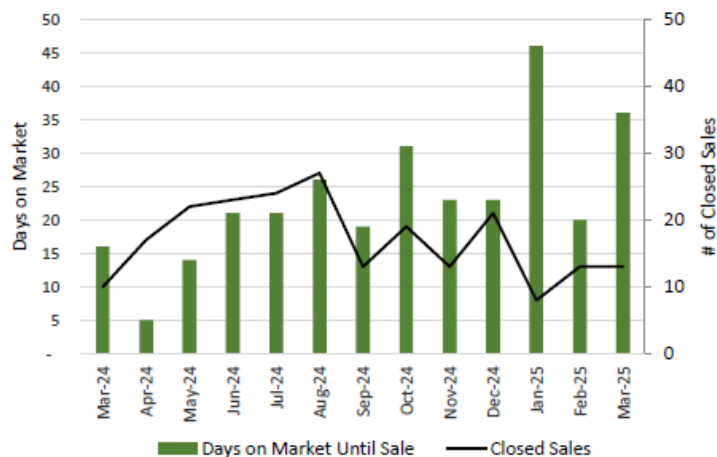
Dover Rent Frequency 2024

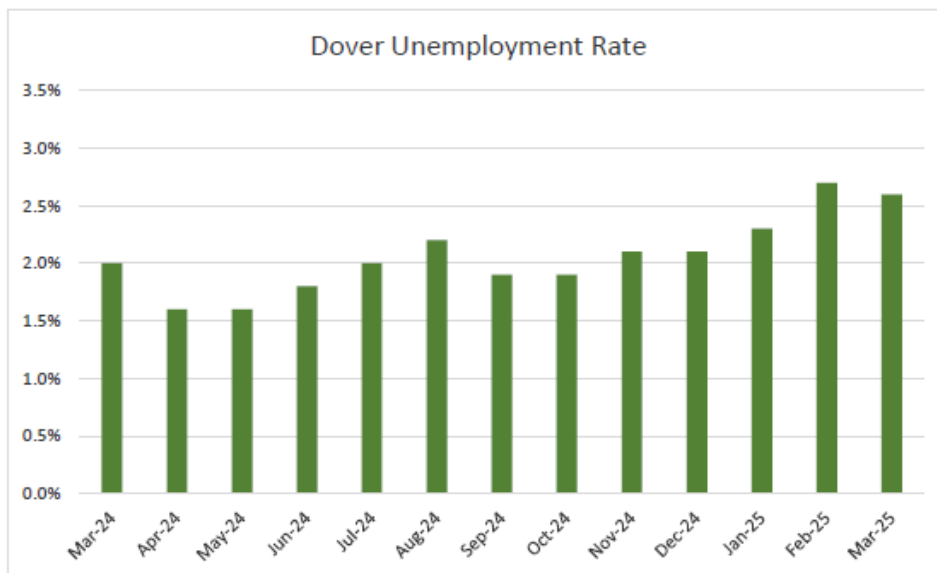
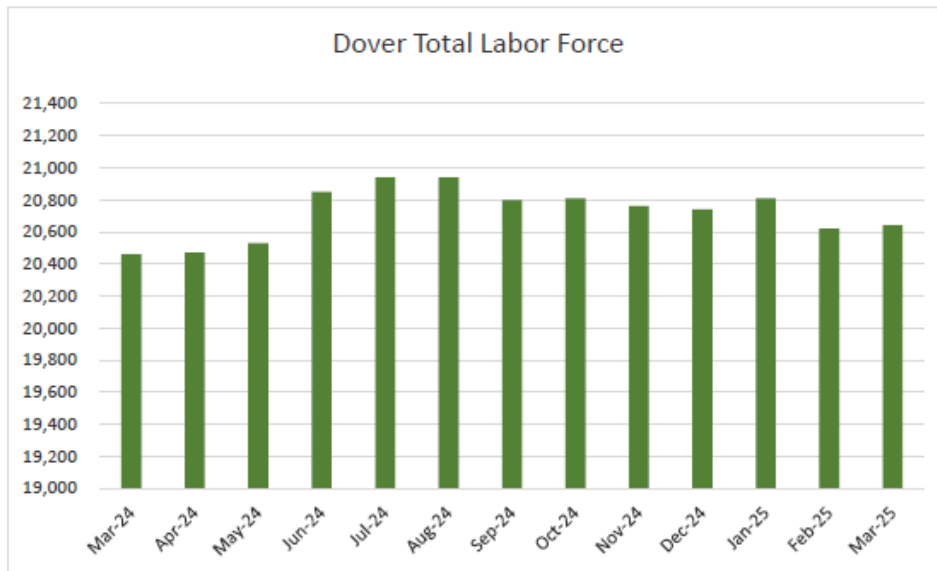


Median Home Sales Price (Single-Family)



Mean Days on Market until Sale (Single Family)







As of 04.30.2025

Waterfront Update:

Overall Project Status:

The Waterfront development is proceeding well, even with the challenges of a wet spring. The anticipation of faster progress with the longer daylight hours is understandable. Here are a few highlights from the report:

- **Private Improvements:** Significant interior work on Buildings C & D, near completion of Townhome group E-3, and ongoing construction in Townhome groups E-1 and E-2 all point to steady advancement.
- **Public Improvements:**
 - The Granite bridge stair construction is moving forward, with steps closest to the water being installed.
 - Eversource is close to energizing the waterfront development – a crucial step!
 - Work on the Payne Street bio drainage and light pole bases is underway.
 - The park area surveys and RAP closure are progressing.
 - The start of the river walk sidewalk installation is exciting.
 - The bio-retention area for outfall 2 is taking shape.
 - The Pavilion retaining wall is nearly complete.
 - The City's efforts to restore the former Army Corp bulkhead area, including the upcoming meeting with NH DES, are important for the long-term health of the shoreline.
 - The installation of coir logs for the living shoreline is a positive step towards ecological enhancement.
 - The demolition of the Butler building is now complete, opening up possibilities for future development.

Overall, there is positive ongoing progress for the project. The combination of private and public improvements suggests a vibrant and developing waterfront area.

Office of the City Attorney (OCA)

Vacant, 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 APRIL 2025

	For Month	FY25 FYTD	FY24	FY23
Legal Matters/Questions Handled	63	756	1,072	1,061
Review Existing Legal Contracts & Draft Memo	11	117	156	153
Legal Contracts/Memo Created	24	199	213	201
Right to Know Requests Processed	7	70	81	100
Resolutions	4	36	72	70
Ordinances	0	7	16	17
Leases	0	8	10	4
Primex Auto Claims Handled	0	45	59	80
Primex Liability Claims Handled	2	36	56	67
Primex Property Claims Handled	4	44	52	54

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

- Bradley Amari – Re: request for all product and service agreements for last four years, any expired or executed agreements that predate 2025 and were executed between 2022 and 2024, all invoices and other financial records and any purchasing lists from all departments that have been created, any and all bid documents and any planning records showing a partnership for years 2022 and 2025 with Waterline Industries
- Campbell Conroy & O'Neil – Re: additional documentation regarding a fire at 8 Gold Post Road
- Clean Soils Environmental – Re: 14 & 18-20 Pierce St, Dover for building and health department records of environmental issues and fire department records re: hazardous spill
- FastApp Appraisal Management– Re: any documents referencing short-term rentals in the City of Dover
- KPMG – Re: list of uncashed check list over \$500
- Emily Martuscello Re: 10 Uncommon Dr/54 Back River Road development document
- Jen Patterson – Re: voting specific history on two Dover residents

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

Assisted with closing on a conservation easement.

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

Other activities of potential interest during the month:

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 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 policy matters as requested.

Community Services: Assisted with property rights questions; assisted with procurement contracts; assisted with Waste Management contract extensions; assisted with contract administration questions;

Executive Department: Assisted Human Resources with general employment inquiries.

Finance Department: Assisted with resolution of pending tax abatement matters; assisted with review of bid packages and specific Terms and Conditions needs.

Planning: Assisted with purchase and sale agreements; search of easements and deeds for various properties.

Police: Assisted with subpoena motion to quash and attend District Court hearing.

Public Welfare: Assisted with welfare program inquiries.

Recreation: Assisted with leases; assisted with program waiver 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. In December 2024, the City filed a motion to bring forward the case so as to request a status conference with the Court. A status hearing occurred in January 2025, with an expected Order to follow that has yet to issue. **A Status Conference was held April 14, 2025 after which the Court issued an order documenting the City's intent to enforce the trial order and the Hebbard's objection to such enforcement.**

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 April 2025.**

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 held on January 14, 2025. Case has now been submitted for appeal decision.

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 December 2024. No decision has yet been issued.

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. **Opinion issued April 4, 2025 affirming the trial court Order.**

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. A motion to approve the sale of property in Dover has been submitted to the Court in February 2025. The Court Approved the sale of the Dover property on March 12, 2025.

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. Parties have now filed for dismissal of the case, which the Court has approved.

Fergus and Jennifer Cullen v. City of Dover:

Two residents have appealed an October 2024 denial by the Planning Board. The appeal has been filed with the New Hampshire Housing Appeals Board. The City has retained outside counsel to represent the City. Briefing before the Housing Appeals Board occurred recently,

with the City filing its hearing memorandum through outside counsel in January 2025. The final hearing before the board took place in February 2025. **The HAB issued an Order reversing and remanding the matter to the Planning Board. The City filed a Motion for Reconsideration and Clarification. On April 30, 2025 the HAB issued a Clarification Order reaffirming its prior decision.**

Hilary Hamer and Merlin Mason v. City of Dover:

Two residents have appealed a January 2025 Planning Board decision approving a Transfer of Development Rights application. The appeal has been filed with the New Hampshire Housing Appeals Board. An Answer is due to the Board March 31, 2025. The City filed the Certified Record with the Board on March 31, 2025. **The City filed the Answer with the HAB and a Hearing on the Merits is scheduled for May 27, 2025.**

ABATEMENT CASES - 2022

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. In January 2025, City disclosed its initial expert. Case is expected to undergo mediation. **Mediation occurred on March 27, 2025 where a settlement was reached.**

ABATEMENT CASES – 2023

(Mandated settlement conferences are ongoing with certain matters settled as noted below):

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. **Hearing scheduled for September 9, 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. **Hearing scheduled for September 24, 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 5, 2025. **Waiting on a hearing date from the BTLA.**

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 5, 2025. **Waiting on a hearing date from the BTLA.**

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. A hearing has been scheduled for July 1, 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. Hearing scheduled for August 20, 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. **Waiting on a hearing date from the BTLA.**

Professional Development

The Office of the City Attorney places significant importance on professional development in areas germane to the City's needs. The Deputy City Attorney attends the bar's Law Related Education Committee and is a member of the local Inns of Court.

Management Framework

The activities of the Office of the City Attorney are guided by the management framework for the City of Dover, with a day-to-day emphasis on customer focus and results. The Office continues to review and explore ways to reinforce the management framework, generally and in concert with the City Council's goals and the City's Master Plan. The Office of the City Attorney has also adopted a new strategic plan this year to help guide priorities and processes in the future in keeping with the management framework and with a focus on results. More recently, the Office is continually reviewing its recently adopted strategic plan and possible updates to same.

Office of the City Manager (OCM)

Michael Joyal, City Manager; Colleen Bessette, Executive Assistant

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

There were 2 workplace injuries throughout the City during the month in which the City Manager's Assistant (CMA) processed. 2. One claim was a 'records only' and the other a medical claim. The CMA continued to monitor and update all open claims, coordinating efforts with PRIMEX.

Staff is continuing to recruit using JazzHR. This month, the City Manager's Assistant gathered information from various departments and processed 8 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 162 applicants that applied to all of the City of Dover's open positions in during the month. \ At the time of this report, there are currently 20 open positions the City is recruiting for.

The City Manager's Assistant monitored new position and/or new hire physicals and background/motor vehicle checks for 8 employees. This oversight ensures all eligible employees and/or applicants are able to move on in the hiring process.

There was one Coordinating meeting held in April. A Coordinating meeting is where the City Manager, Planning Director, Community Services Director and City Engineer discuss various projects going on in the City of Dover.

The City Manager held two Department Head meetings 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 and working together.

The CMA supported the Racial Equity & Inclusion Committee by working up and posting the agenda and minutes for their two monthly meetings. She also supported Dover Doers by placing requested orders. The CMA was also on the City Attorney recruitment team and interviewed 4 applicants. Two applicant names were forwarded to the City Manager and final interviews were held. Ultimately, the City Manager decided to go back out and recruit for new applicants.

Various meetings took place during the month in the City Manager's Office surrounding SCADA, attorney interviews, Broadway/Oak Signals, Willand Pond, turf field, waterfront, waterfront TIF, tax deeding, Shaws Lane Field, Adopt-A-Spot and Recovery Friendly Workplace.

Office of Human Resources (OHR)

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

Employee Anniversaries for May		
Employee Name	Employee Department	Length of Service
Clark, Ann	Police	35
Ladisheff, Kathleen	Police	28
Irwin, Keith	Fire	27
Purpura, William	CS	26
Babel, Patrick	Fire	25
Stevens, Jamie	CS	24
Glidden, Jean	Planning	22
Harris, Victoria	Police	21
Madden, Kevin	Finance	19
Donnelly, Christopher	Fire	14
Travaglini, Matthew	Police	14
Hitchcock, Christopher	Recreation	13
Gaudreault, Adam	Police	12
Harnish, Matthew	Police	12
Ainaire, Emily	Library	10
Holt, Hunter	Fire	9
Bouchard, Jared	Fire	8
Calderone, James	Fire	8
Bernier, Amy	Finance	6
Burke, Shannon	Police	3
Hall, Justin	CS	3
Kent, James	Fire	3
Kitchen, Todd	Police	3
Lluberes, Isaac	Police	3
Whitehouse, Cameron	CS	3
Carlson, Mylinda	Police	2
Poder, Jeremy	Fire	2
Ryan, Sean	Police	2
Bruedle, Robert	CS	1
Mask, Sean	Police	1
Rodney, Debra	Public Welfare	1

April Employment Statistics

Employment Separations = 10		Employment New Hires = 6	
Community Services	3	Community Services	2
Finance	1	Finance	1
Public Library	1	Police	1
Recreation	5	Recreation	2

The City of Dover is now officially designated as a Recovery Friendly Workplace! This designation, part of a statewide initiative led by the State of New Hampshire, highlights our commitment to fostering a workplace culture that supports those in recovery and anyone impacted by substance misuse. It also connects our team with helpful state-run resources for mental health and recovery support.

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

Update for March 2025:

Office of Information Technology managed 133 total monthly IT Support Tickets in February 2025. The majority of tickets were created in the Police department. The majority of tickets were categorized as Application – Issue and User Account – Issue.

Update Tyler EPL in preparation for migration to new credit card processor, Tyler Payments. Start implementation of Tyler Payments.

Update enterprise work order / asset management system sandbox environment to the latest release on new systems.

Cutover enterprise geographic information system (GIS) services from old to new application and hardware.

Complete requested modifications to Outdoor Dining permit in advance of new summer season.

Allied Universal and subcontractors continue municipal security project involving access control, camera systems and required wiring. Five (5) weekly project meetings held in March. Wiring for all three fire stations in support of this project was completed in March.

An upgrade of building systems management application is completed.

Create B25053 Municipal Facilities Wiring bid request, provide walk-through for bidders.

IT Director attends Water Cyber Response Workshop hosted by NH Primex, NH DES, CISA, ATOM Group, OverWatch, NH Cyber Defense Program.

IT Director attends Advisory Board Meeting for the New Hampshire Digital Government Summit to assist with agenda setting.

Cybersecurity and Infrastructure Security Agency (CISA) representatives conduct CISA Water Sector Cyber/Physical Security Assessment onsite with Community Services and Office of IT staff. Resulting report received in Mar 2025 as well.

Five (5) weekly meetings regarding SCADA Upgrade Project, supporting remaining task completion and updates.

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

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

Media Services continued to provide updates on the proposed FY2026 budget, which the City Council deliberated in March, and adopted in April. Updates included all meeting videos, budget documents presented to the City Council, and other related material posted to the online Budget Revealed resource on the city's website. Additionally, Media Services prepares and distributed a weekly newsletter about the budget process, as provided by the city manager.

In April, work continued on two major projects within Media Services. The first, a significant upgrade to the city's broadcast system and infrastructure. This project is the first major upgrade in more than a decade, and will modernize the city's broadcast, streaming, and media capabilities, enhancing public communication. The second major project is a complete redesign and overhaul of the city's public-facing website.

Media Services produced five episodes of the Dover Download podcast in April. Topics included an update on the activities of Dover's public bodies in the prior month, and several episodes looking back at the Planning Board over the decades. Dover Download is a weekly look at what's happening in Dover, hosted by Deputy City Manager Christopher Parker.

In April, Media Services continued to provide content and design assistance to various informational projects and assets to several departments and divisions, including Community Services, Engineering, Planning, Business Development, Police, Fire and Rescue, and Recreation.

In April, Media Services produced content to help promote events sponsored by the City of Dover, Greater Dover Chamber of Commerce, and Dover Main Street, as well as other civic groups, including Don't Trash Dover.

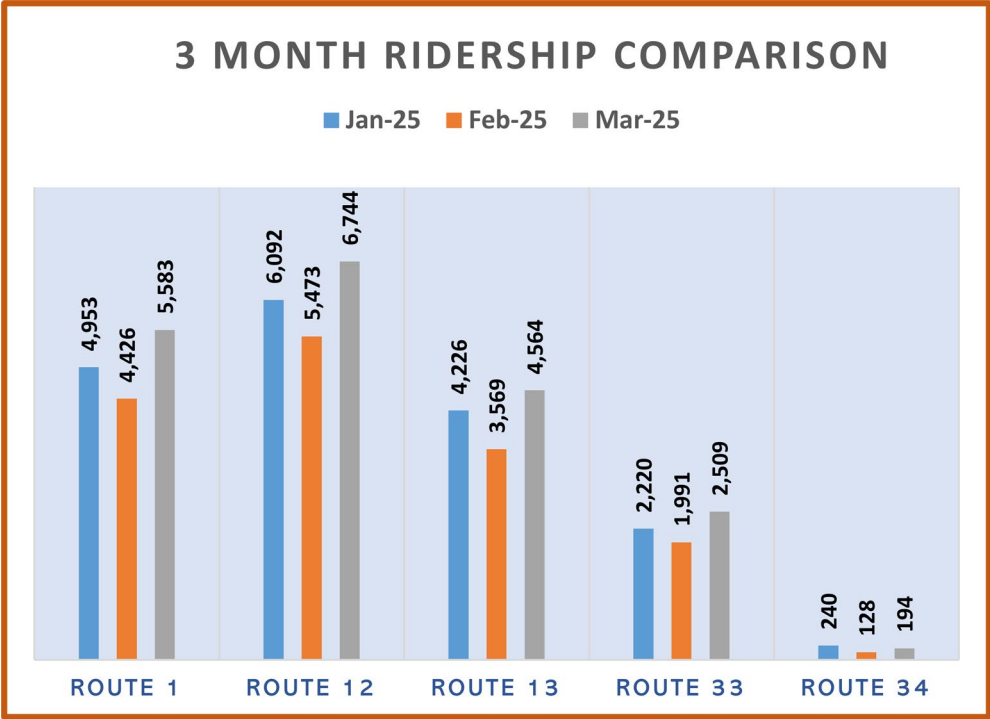
In April, Media Services sent out 53 email newsletters, including the weekly editions of Dover Download, special alerts, and departmental and project updates. These newsletters are designed to help communicate a wide variety of information to the public of general interest and for specific projects and topics and to instill the city's commitment to community stewardship. More than 200 updates were posted to social media and other external communications platforms.

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

Media Services provided live and taped televised and/or multimedia coverage of 22 meetings and special events in April.

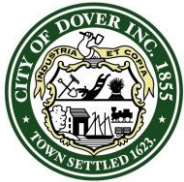
Ridership Activity

Ridership was up significantly in March.



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

J. MICHAEL JOYAL, JR.
CITY MANAGER



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 23, 2025**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Warach led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Nemeth, Deputy Mayor Shanahan

Also Present: City Manager Joyal, Acting City Attorney Perez, City Clerk Vansylvong-Bizier

5. PROCLAMATIONS/AWARDS – Mental Health Awareness Month & Volunteer Week

Mayor Carrier presented a proclamation to Suzanne Weete recognizing May as Mental Health Awareness Month.

The Mayor also read a proclamation recognizing April 20 to 26 as Volunteers Week.

6. APPROVAL OF AGENDA

Councilor Richer moved to amend the agenda to add resolution “B25053 Municipal Facility Wiring” to the agenda as item 13.A.4., seconded by Councilor Warach.

Vote: 7-0.

7. PUBLIC HEARINGS

8. PUBLIC FORUM

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

Terrence Trainor, 100 Main St, wanted to inform the Council and general public that his company will be working on a film project around the City for the next few months.

9. CITY MANAGER’S REPORT

City Manager Joyal gave an overview of the report he submitted in writing to the Council. The Manager answered questions from the Council.

Councilor Richer moved to accept the City Manager’s Report, seconded by Councilor Retrosi.
Vote: 7-0.

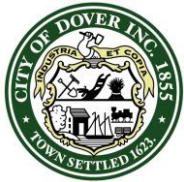
10. APPROVAL OF MINUTES

A. April 2, 2025 – Workshop & Special Meeting

B. April 9, 2025 – Regular Meeting

Councilor Richer moved to approve the three sets of minutes, seconded by Councilor Hackett.
Vote: 7-0.

11. MAYOR’S REPORT



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 23, 2025**
Meeting Time: **7:00 pm**

Mayor Carrier gave an overview of meetings and events he attended over the last few weeks and reminded the Council of the Don't Trash Dover's Power of an Hour event being held on Saturday, April 26th.

Councilor Richer moved to accept the Mayor's Report, seconded by Councilor Warach.
Vote: 7-0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3rd READING

C. RESOLUTIONS

1. **APPROPRIATION AND AUTHORIZATION FOR CWSRF LOAN FOR INFILTRATION AND INFLOW REMOVAL – BELLAMY-KNOX MARSH RD & MOUNT VERNON ST (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)**
SPONSORED BY MAYOR CARRIER BY REQUEST

Councilor Richer moved to approve the resolution, seconded by Councilor Williams.
City Manager Joyal gave an overview of the resolution to the Council and answered questions.

Roll Call Vote: 7-0.

13. NEW BUSINESS

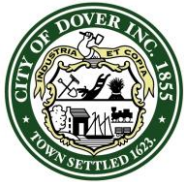
A. CONSENT CALENDAR

1. **AUTHORIZATION TO PURCHASE ADDITIONAL EQUIPMENT FOR PUMPER FROM GREENWOOD EMERGENCY VEHICLES LLC VIA SOURCEWELL**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **AUTHORIZATION TO PURCHASE MAKITA RESCUE TOOLS – STATE OF MA CONTRACT WITH INDUSTRIAL PROTECTION SERVICES LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **B25047 TRAFFIC CONTROL/FLAGGING SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **B25053 MUNICIPAL FACILITY WIRING**
SPONSORED BY MAYOR CARRIER BY REQUEST

Councilor Richer moved to approve the Consent Calendar, seconded by Councilor Retrosi.
No Councilors wished to pull any items for further discussion.
Roll Call Vote: 7-0.

COMMITTEE REPORTS

- | | |
|---|---|
| 1. Arts Commission (Nemeth) | 14. Solid Waste Advisory Committee (Hackett) |
| 2. Conservation Commission (Williams) | 15. Transportation Advisory Commission (Richer) |
| 3. Library Board of Trustees (Nemeth) | 16. Heritage Commission (Retrosi) |
| 4. Appointments Committee (Williams) | 17. Board of Health (Richer) |
| 5. Planning Board (Cullen) | 18. Downtown TIF Advisory Board (Warach) |
| 6. School Board Liaison (Hackett) | 19. Cocheco Waterfront Development Advisory Committee (Carrier) |



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 23, 2025**
Meeting Time: **7:00 pm**

- | | |
|---|--|
| 7. Recreation Advisory (Retrosi) | 20. COAST (Shanahan) |
| 8. Energy Commission (Richer) | 21. Waterfront TIF Advisory Board (Warach) |
| 9. Parking Commission (Warach) | 22. Dover Main Street (Carrier) |
| 10. Legislative Liaison (Shanahan) | 23. Strafford Regional Planning Commission (Williams) |
| 11. Committee for Racial Equity and Inclusion (Nemeth) | 24. Government Affairs (Carrier) |
| 12. Graffiti Management Advisory Committee (Nemeth) | 25. Cemetery Board (Warach) |
| 13. Ordinance Committee (Shanahan) | 26. Joint Building Committee – Athletic Complex (Cullen) |

Councilor Williams presented the Council with the Appointments Committee recommendations:

New Appointments:

Eric Salovitch – Planning Board – Alternate Member (term: 4/23/2025 to 4/23/2028)

Terry Carter – Racial Equity and Inclusion – Regular Member (term: 4/23/2025 to 10/6/2026)

Change in Status:

Jessica LaMontagne – Cemetery Board – Alternate to Regular Member

Re-Appointments:

Arts

Yulia Rothenberg

Jacqueline Manning

Board of Health

Riley Doenges

Patti Pettis

David Staples

Dara Storch

Cemetery Board

Susan Kelsch

Graffiti Management

Patrick Manning

Rick Mikulis

Stephen Piper

Conservation

Abigail Lyon

Open Lands

Shawn Herrick

CWDAC

Elizabeth Goldman

Dana Lynch

Jack Mettee

Downtown TIF

Jeff Spires

Energy

Quincy Devine

Ethics

Library Board of Trustees

Dorothy Wagner

Planning

Gina Cruikshank

Recreation

Dennis Munson

Patricia Campbell

SWAC

Katherine Surman

Timothy Casey

TAC

Dennis Munson

Sue Tremblay

Peter Schmidt

DUC

Bret Carmichael

Jay Stephens

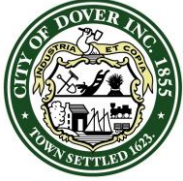
Mark Moeller

Waterfront TIF

Chris Prior

ZBA

Chris Prior



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 23, 2025**
Meeting Time: **7:00 pm**

Marion Cheney
Allan Krans, Sr.
Matthew Keane

Councilor Richer moved to approve the Appointments Committee Report presented, seconded by Councilor Williams.

Roll Call Vote: 6-1, with Councilor Cullen opposed.

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

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

B. RESOLUTIONS

1. B25042 ORGANIC TURF TREATMENT AND MOWING SERVICES
SPONSORED BY MAYOR CARRIER BY REQUEST

Councilor Richer moved to approve the resolution, seconded by Councilor Retrosi. City Manager Joyal gave an overview of the resolution to the Council and answered questions.

Roll Call Vote: 6-1, with Councilor Cullen opposed.

2. B25063 2025-2026 AUTHORIZATION TO PURCHASE VARIOUS CHEMICALS VIA NEMVCC
SPONSORED BY MAYOR CARRIER BY REQUEST

Councilor Richer moved to approve the resolution, seconded by Councilor Hackett. City Manager Joyal gave an overview of the resolution to the Council and answered questions.

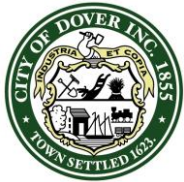
Roll Call Vote: 7-0.

3. B14074 CONSTRUCTION PHASE SERVICES FOR BROADWAY WATER TRANSMISSION MAIN – ADDITIONAL SCOPE OF WORK UNDERWOOD ENGINEERING
SPONSORED BY MAYOR CARRIER BY REQUEST

Councilor Richer moved to approve the resolution, seconded by Councilor Hackett. City Manager Joyal gave an overview of the resolution to the Council.

Roll Call Vote: 7-0.

4. AUTHORIZATION TO ACCEPT AND EXPEND THE HOUSING CHAMPION HOUSING INFRASTRUCTURE MUNICIPAL GRANT FROM NH DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS
(TO BE REFERRED TO A PUBLIC HEARING & VOTE ON MAY 14, 2025)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 23, 2025**
Meeting Time: **7:00 pm**

Councilor Richer moved to approve the resolution, seconded by Councilor Warach. City Manager Joyal informed the Council that they had two substitutions on their desks for the stated resolution, and asked that they substitute.

Mayor Carrier made a motion to substitute in the whole Authorization to Accept the Housing Champion Housing Infrastructure Municipal Grant from NH Department of Business and Economic Affairs as item 13.B.4., seconded by Councilor Retrosi. Roll Call Vote: 7-0.

Councilor Richer moved to approve the substituted resolution, seconded by Councilor Hackett. Roll Call Vote: 7-0.

Mayor Carrier moved to substitute in the whole Authorization to Expend Housing Champion Housing Infrastructure Municipal Grant as item 13.B.4-A., seconded by Councilor Williams. Roll Call Vote: 7-0.

Mayor Carrier moved to refer item 13.B.4-A, Authorization to Expend Housing Champion Housing Infrastructure Municipal Grant to a public hearing on May 14, 2025, seconded by Councilor Retrosi. Vote: 7-0.

**5. ACKNOWLEDGEMENT AND ACCEPTANCE OF DONATION OF FUNDS FROM DOVER YOUTH HOCKEY FOR ARENA SCOREBOARD
(TO BE REFERRED TO A PUBLIC HEARING & VOTE ON MAY 14, 2025)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST**

Councilor Richer moved to refer the resolution to a public hearing on May 14, 2025, seconded by Councilor Warach. Vote: 7-0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

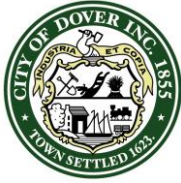
Councilor Cullen remembered Ron Cole, a longtime PB member, who recently passed.

Councilor Richer reminded everyone of the Don't Trash Dover's Power of an Hour event to be held on Saturday, April 26th.

Councilor Williams echoed the reminder of Power of an Hour and recognized that April 22nd was Earth day and the entire month of April is Earth month.

16. ADJOURN

Councilor Richer moved to adjourn, seconded by Councilor Warach. Vote: 7-0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2025.04.23 - 62**

Resolution Re: Authorization to Accept and Expend the Housing
Champion Housing Infrastructure Municipal Grant from
NH Department of Business and Economic Affairs

WHEREAS: The City has received notice from the NH Department of Business and Economic Affairs (BEA) of an award of the Housing Champion Housing Infrastructure Municipal Grant in the amount of \$859,689.00 for the purpose of the Central Ave Water Main Replacement; and

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

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

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

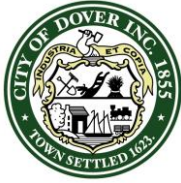
AND, FURTHER BE IT RESOLVED THAT:

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

Financing

Account	Description	Appropriation	Balance
TBD	Housing Champion Housing Infrastructure Municipal Grant	859,689.00	859,689.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2025.04.23 - 62**

Resolution Re: Authorization to Accept and Expend the Housing
Champion Housing Infrastructure Municipal Grant from
NH Department of Business and Economic Affairs

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal: Jennifer Perez
Form and Compliance: Acting City Attorney

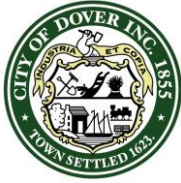
Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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.1.

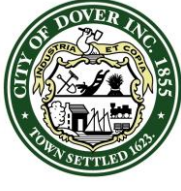
Resolution Number: **R – 2025.04.23 - 62**

Resolution Re: Authorization to Accept and Expend the Housing
Champion Housing Infrastructure Municipal Grant from
NH Department of Business and Economic Affairs

RESOLUTION BACKGROUND MATERIAL:

The Project for which the grant award has been approved is identified as Central Ave Water Main Replacement located at Central Ave and Broadway. The project involves replacing the aging 1880s cast iron water main along Central Avenue to improve the reliability and performance of Dover's water distribution system.

This upgrade will increase water flow capacity and strengthen the connections between the southern part of the city and its well supply pumps and storage tanks. The improvements will also support further residential development and contribute to the long-term sustainability and resilience of the overall systems. Additionally, the project will facilitate the rehabilitation of the Garrison Hill Water Storage Tank, which is the only storage facility serving Dover's main pressure zone.

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 12.C.2. Resolution Number: R – 2025.04.23 - 63 Resolution Re: Acknowledgement and Acceptance of Donation of Funds from Dover Youth Hockey for Arena Scoreboard
---	--

WHEREAS: The City of Dover Arena has received notice of a donation of \$10,000.00 from Dover Youth Hockey to assist with the purchase of a new scoreboard for the Dover Arena. The City will in return advertise their logo and name on this scoreboard.; and

WHEREAS: In adhering to the requirements established per NH RSA 31:95-b, Appropriations for Funds Made Available During Year (adopted in Resolution R-2024.02.14-28 Fiscal Year 2025 Budget Appropriations) a Public Hearing and authorization by the City Council is required; and

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

In accordance with NH RSA 31:95-b, the City Manager is authorized to accept, and expend donated funds of \$10,000.00 allocated to the City of Dover for Arena Scoreboard and any funding received is hereby appropriated for said purposes. The City Council, in a majority vote, accepts the terms and requirements of the donation, and authorizes the City Manager to sign any necessary paperwork for the acceptance, as well as contract(s) with a vendor, consistent with the authority herein.

AND, FURTHER BE IT RESOLVED THAT:

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

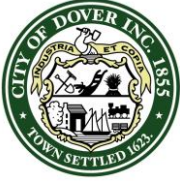
Financing			
Account	Description	Appropriation	Balance
TBD	Arena Scoreboard	10,000.00	10,000.00

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

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor Robert Carrier By Request
Approved as to Legal Form and Compliance:	Jennifer Perez Acting City Attorney		
Recorded by:	Jerrica Vansylyvong-Bizier City Clerk		

DOCUMENT HISTORY:		R-2025.04.23 Acknowledgement and Acceptance of Donation from Dover Youth Hockey for Arena Scoreboard	
Document Created by:	Finance		Scoreboard
Document Posted on:	May 9, 2025		Page 1 of 2



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2025.04.23 - 63**
Resolution Re: Acknowledgement and Acceptance of Donation of Funds
from Dover Youth Hockey for Arena Scoreboard

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

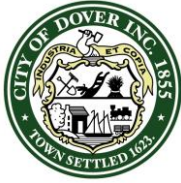
DOCUMENT ACTIONS:

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.			

RESOLUTION BACKGROUND MATERIAL:

After meeting with representatives from Dover Youth Hockey, they have decided that they would like to move forward with helping the City purchase a new scoreboard at the Arena and in return we will be advertising their logo and name on the scoreboard. They would like to donate \$10,000.00 to go toward the new scoreboard.

The generous donation of \$10,000.00 from Dover Youth Hockey is hereby acknowledged, appreciated, and accepted.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2025.05.14 - 64**

Resolution Re: Authorization to Purchase Fire / EMS, Public Safety Equipment from Fire, Tech and Safety of New England via Massachusetts State Contract PSE01

WHEREAS: The Commonwealth of Massachusetts conducted a bid solicitation for Fire/EMS and Police Public Safety Equipment and offers volume discounting on specialty items, which included services, supplies and equipment, and was approved by the Commonwealth of Massachusetts via contract PSE01; and

WHEREAS: The City of Dover Fire & Rescue would like to utilize the Commonwealth of Massachusetts contract, at the 2-35% price discount off manufacturing prices, through Fire Tech & Safety of New England for firefighting hand tools, appliances, hose adaptors and associated equipment in the amount totaling \$43,176.67; 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.

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 Fire Tech & Safety of New England of Tyngsborough, MA in the amount of \$43,176.67 which represents discounted pricing in conjunction with the MA bid PSE01. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1009.1.220.42220.4741.00000.23	Machinery and Equipment	211,930.86	56,849.73
1009.1.220.42220.4741.00000.24	Machinery and Equipment	61,921.03	13,096.08

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Jennifer Perez
Acting City Attorney

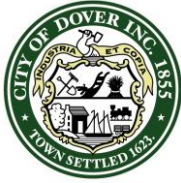
Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

R-2025.05.14 Authorization to Purchase Fire/EMS,
Public Safety Equipment from Fire, Tech and Safety
of New England via Massachusetts State Contract

PSE01

Document Created by: Purchasing
Document Posted on: May 9, 2025

Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2025.05.14 - 64**

Resolution Re: Authorization to Purchase Fire / EMS, Public Safety
Equipment from Fire, Tech and Safety of New England via
Massachusetts State Contract PSE01

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

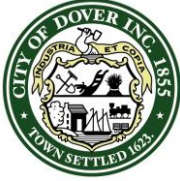
VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor S. April Richer, Ward 1		
Councilor Robert Warach, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		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

R-2025.05.14 Authorization to Purchase Fire/EMS,
Public Safety Equipment from Fire, Tech and Safety
of New England via Massachusetts State Contract

PSE01

Page 2 of 3

Document Created by: Purchasing
Document Posted on: May 9, 2025



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2025.05.14 - 64**
Resolution Re: Authorization to Purchase Fire / EMS, Public Safety
Equipment from Fire, Tech and Safety of New England via
Massachusetts State Contract PSE01

RESOLUTION BACKGROUND MATERIAL:

Dover Fire & Rescue is updating its inventory of firefighting hand tools, appliances, hose adaptors and associated equipment. The reasons for this purchase are to outfit a new fire engine, add equipment to reserve apparatus and update replace older equipment that is at or exceeded its life cycle.

Outfit New Engine

A new piece of fire apparatus does not typically come stocked with most equipment. Fire apparatus is equipped by the purchasing municipality to specifically support the operational needs of its jurisdiction.

Update equipment

The rigors of firefighting activities take its toll on hand tools, adaptors and appliances which requires replacement and updating over time. In addition, hose appliances, couplings and adaptors are subjected to high water pressures during training and emergency use and should be replaced periodically due to the wear and tear on threads and moving parts.

Equipment Reserve Apparatus

Reserve engines and aerial apparatus are utilized when front line apparatus is being serviced and when additional apparatus is needed for large scale emergencies or for multiple simultaneous incidents. Presently, when a reserve piece of apparatus is placed in service, some equipment must be transferred from the front-line apparatus. Adding this equipment to the reserve apparatus will ensure the vehicles are set up and available for emergency response 24 hours a day.

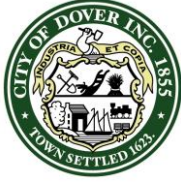
Dover Fire & Rescue is seeking funding approval of \$43,176.67 for firefighting hand tools, appliances, hose adaptors and associated equipment. All listed equipment

Bid Information:

The Commonwealth of Massachusetts conducted a bid solicitation for Fire/EMS and Police Public Safety Equipment and offers volume discounting on specialty items, which included services, supplies and equipment, and was approved by the Commonwealth of Massachusetts via contract PSE01.

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.A.2. Resolution Number: R - 2025.05.14 - 65 Resolution Re: Authorization to Accept and Expend the Community Art Wall Donation and Acceptance of Location
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WHEREAS: Community art walls, also known as graffiti walls, have been used in other communities as a tool to help control unwanted graffiti; and

WHEREAS: The Committee for Graffiti Management and Arts Commission have proposed establishing a community art wall at the Park Street Park for use and re-use by the public; and

WHEREAS: An anonymous donor has generously contributed \$500.00 to support the materials and installation of a community art wall at the proposed site; and

WHEREAS: The Dover Public Library and the Arts Commission are collaborating on a project as part of the Library’s Summer Reading Program, which will engage a local artist and participating readers in designing and painting a mural on the proposed community art wall.

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

In accordance with NH RSA 31:95-b, the City Manager is authorized to accept and expend donations to the City of Dover, funding received is hereby appropriated for said purposes.

AND, FURTHER BE IT RESOLVED THAT:

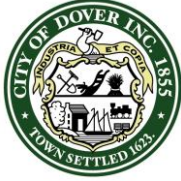
In expending funds for eligible purposes identified, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with vendors consistent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

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

Financing			
Account	Description	Appropriation	Balance
TBD	Donation from Private Sources	500.00	500.00

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor Robert Carrier By Request
Approved as to Legal Form and Compliance:	Jennifer Perez Acting City Attorney		
Recorded by:	Jerrica Vansylyvong- Bizier City Clerk		

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.2.	
Resolution Number: R - 2025.05.14 - 65 Resolution Re: Authorization to Accept and Expend the Community Art Wall Donation and Acceptance of Location		

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

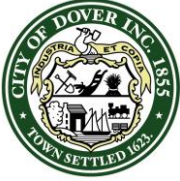
VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor S. April Richer, Ward 1		
Councilor Robert Warach, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		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

RESOLUTION BACKGROUND MATERIAL:

As part of their 2023 recommendations to Council, the Committee for Graffiti Management recommended public art walls to deter unwanted graffiti. Since that time, and through coordination with the Arts Commission, Community Trail Advisory Committee, and Community Services Department, two community art walls have been installed; one on the Community Trail and a second in the Dover Skate Park.

The Park Street Park was identified by the Committee for Graffiti Management as a potential location for an additional community art wall. The intent is to provide a creative outlet that not only helps reduce unwanted graffiti but also fosters public creativity, promotes youth engagement, and encourages a shared sense of community pride and ownership in public spaces.

As part of discussions around this initiative, Arts Commission members began working with the Dover Public Library on a project tied to the Library’s 2025 Summer Reading Program. One idea proposed was to have a local artist collaborate with participating children in the reading program to design and paint a mural. Recognizing the potential of this collaboration, Arts Commission members suggested the mural could serve as the inaugural artwork on the proposed community art wall at Park Street Park.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2025.05.14 - 66**

Resolution Re: Approval of Three (3) Public Art Installations – DHS
Student Mural on City-owned Traffic Control Boxes

- WHEREAS: The City of Dover fully supports and promotes the Arts in our City; and
- WHEREAS: The Dover Arts Commission was established to develop and promote programs, forums and exhibits that highlight the talent and active art related venues currently existing within the City; and
- WHEREAS: The Dover Arts Commission continues to work in conjunction with the Dover High School National Art Honor Society (“NAHS”) to paint the next round of City-owned traffic control boxes at three (3) intersections in the downtown core: The Central/Washington St. intersection, the Washington/Chestnut St. intersection, and the Central/Broadway St. intersection. All proposed artwork incorporates Dover-themed designs, created by the NAHS members themselves, with the three proposed designs being selected by the Dover Arts Commission; and
- WHEREAS: The Arts Commission approved the installation of this art on March 3, 2025.

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

The Dover-inspired artwork is approved and may be painted on the City-owned traffic control boxes located at the intersections of Central/Washington St., Washington/Chestnut St., and Central/Broadway St. in perpetuity, or until such time that the City Manager or designee deems the control box necessary for resurfacing or other maintenance work. The Dover Arts Commission previously voted to allocate \$300.00 to this project for the purchasing of supplies and materials.

Financing			
Account	Description	Appropriation	Balance
1000.1.180.41910.4591.00000.00.000.000.300	Planning Arts Legacy	5,000.00	2,278.91

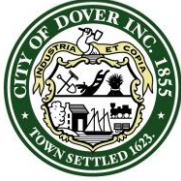
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

Approved as to Legal
Form and Compliance: Jennifer Perez
Acting City Attorney

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.3.	
Resolution Number: R – 2025.05.14 - 66 Resolution Re: Approval of Three (3) Public Art Installations – DHS Student Mural on City-owned Traffic Control Boxes		

DOCUMENT HISTORY:

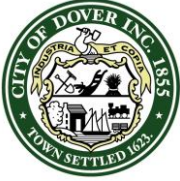
First Reading Date: Approved Date:	Public Hearing Date: Effective Date:
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DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The Dover Arts Commission is continuing their innovative public art project, in conjunction with Dover High School’s National Art Honor Society, to paint Dover-inspired themes on various City-owned traffic control boxes throughout Dover. All of the proposed art was hand-drawn by members of Dover High’s National Art Honor Society with the final three themes being selected by the Dover Arts Commission at its May meeting. This proposed Resolution is for the painting of three (3) traffic control boxes, located at the intersections of Central/Washington St., Washington/Chestnut St., and Central/Broadway St. The Dover Arts Commission previously voted to allocate \$300.00 to this project for the purchasing of supplies and materials.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2025.05.14 - 67**

Resolution Re: Approval of Permanent Public Art Installation at Central Ave. Entrance to Joe Parks Garden

- WHEREAS: The City of Dover fully supports and promotes the Arts in our City; and
- WHEREAS: The Dover Arts Commission was established to develop and promote programs, forums and exhibits that highlight the talent and active art related venues currently existing within the City; and
- WHEREAS: The Dover Arts Commission seeks to install a permanent sculpture, in the shape of an archway, spanning the entrance of the Joe Parks Garden. This sculpture, dubbed “Reaching Across”, will be made entirely from recycled metal, and will rise approximately 12’ tall and span roughly 14’ across the entrance of the Joe Parks Garden; and
- WHEREAS: Discussions began in the summer of 2024 to identify a sculpture artist for the Joe Parks Garden Archway. In August 2024 the Arts Commission received a proposal from sculptor Markus Weinfurter, with estimated costs of \$4,000 for materials, \$16,000 for Labor and \$5,000 for unexpected expenses for a total not to exceed \$25,000. Also, in August, the Arts Commission voted yes to initiate a contract with sculptor Markus Weinfurter based on the scope of work and fees. Since this time the Arts Commission has worked on the fundraising of the \$25,000. The Arts Commission endorsed the installation of “Reaching Across” on September 9, 2024; and
- WHEREAS: Per Dover Purchasing Code 5-33H: The formal Bid Procedure may be waived by a majority vote of the City Council.

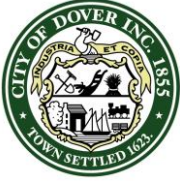
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The permanent public art proposed to be installed on Central Ave. at the entrance to the Joe Parks Garden is approved and all donated/volunteered labor and materials are accepted, with the following conditions: (i) the installation (and any potential future removal) must occur in consultation with and approval by the City Manager or designee, who shall also designate and approve the dates of the sculpture’s installation, (ii) the artist shall ensure the display is installed in a safe and secure manner through consultation with, and approval of, the Director of Community Services; (iii) the sculpture shall be maintained on an as-needed basis as determined by the Director of Community Services, with the Dover Arts Commission bearing the cost for any such maintenance; (iv) the sculpture shall not pose any hazard to pedestrian safety.

AND, FURTHER BE IT RESOLVED;

The formal bidding process is hereby waived, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with vendors consistent with the Purchase Order authorized herein.

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2025.05.14 - 67**

Resolution Re: Approval of Permanent Public Art Installation at Central Ave. Entrance to Joe Parks Garden

Financing

Account	Description	Appropriation	Balance
1000.1.180.41910.4591.00000.00	Planning Arts Legacy	5,000.00	1,978.91
8195.1.190.41991.4831.00000.00	Trust-Arts Legacy Disbursement by Agent	28,956.65	28,956.65
8302.1.300.43180.4831.00000.00	Trust-Joe Parks Cochecho Riverwalk	1,000.00	1,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Linnea Nemeth
Councilor At Large

Approved as to Legal Form and Compliance: Jennifer R. Perez
Acting City Attorney

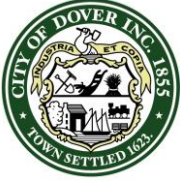
Recorded by: Jerrica Vanslyvong-Bizier
City Clerk

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 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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2025.05.14 - 67**

Resolution Re: Approval of Permanent Public Art Installation at Central Ave. Entrance to Joe Parks Garden

RESOLUTION BACKGROUND MATERIAL:

The Dover Arts Commission is seeking approval to install an arching sculpture at the entrance of the Joe Parks Garden. This sculpture, dubbed “Reaching Across”, will be made entirely from recycled metal, reflecting Dover’s commitment to both artistic innovation and environmental sustainability. The creating artist, Markus Weinfurter, sought a design which incorporates fluid, organic forms that rise and twist, with the intent to symbolize the interconnectedness of nature, humanity, and technology. It will act as a beautiful transition between the urban environment and the tranquil space of Joe Parks Garden. The sculpture will be constructed entirely from recycled metal and painted with a durable exterior-grade paint. “Reaching Across” will rise approximately 12’ tall and span roughly 14’ across the entrance of the Joe Parks Garden.

"Reaching Across" will serve as a new focal point in downtown Dover. The sculpture will create a visual spectacle, shifting in appearance with changes in light and seasons. Additionally, interpretive signage will accompany the piece to explain its significance and the use of recycled materials. This installation will also support the community's broader goal of enhancing public spaces and promoting sustainability. It will be a permanent reminder of Dover’s artistic spirit and commitment to environmental consciousness. Following discussion with the artist, the Dover Art’s Commission, and the Director of Community Services, it was determined that the total estimated cost of the sculpture not to exceed \$25,000, and \$5,000 being identified for the sculpture’s installation.

Outdoor Recycled Metal Sculpture at Joe Parks Park, Dover NH

Title: *Reaching Accross*

Artist: Markus Weinfurter

Location: Joe Parks Park entrance, Dover NH

Date: Aug 9th, 2024

1. Introduction

The proposed project, *Reaching Accross*, is an outdoor sculpture made entirely from recycled metal. By using recycled materials, the artwork will embody the values of environmental consciousness and artistic innovation, and it will contribute to the cultural and aesthetic landscape of downtown Dover.

2. Concept and Vision

2.1. Concept: *Reaching Accross* will be a dynamic, abstract sculpture representing the interconnectedness of nature, humanity and technology. The design will feature fluid, organic shapes that rise, twist, blossom and arch across the entrance to Joe Parks Park. The use of recycled metal will not only demonstrate the potential of repurposed materials but also create a conversation around environmental awareness.

2.2. Vision: The sculpture is envisioned as a landmark piece that corresponds with its surroundings. The sculpture will mark the entrance to Joe Parks Park, functioning as a transition from urban to natural environment. The sculpture will create a visual experience throughout the days and seasons.

3. Material and Methodology

3.1. Materials:

- **Recycled Metal:** The primary material will be locally sourced recycled metal, including steel and copper. The variety of metals will add texture, transforming industrial refuse into a sculpture with a natural aesthetic.
- **Concrete Base:** The concrete base with the existing bolts will be repurposed to anchor the sculpture securely. Additional ground anchoring on the other side or the house wall will be added if needed.

3.2. Sourcing Materials:

- Collaboration with local scrap yards (Harding Metals) and metal fabricators has been established to source the necessary materials. This will reduce costs and involve local businesses in the realization of the project.
- A public call for metal donations could also be initiated that would engage the community in the creation process and foster a sense of ownership.

3.3. Fabrication Process:

- **Design and Planning:** The design was made using Photoshop, allowing for the planning of dimensions and aesthetic considerations.
- **Cutting and Shaping:** The metal will be cut, shaped, and welded inspired by the design. Special attention will be given to creating smooth, flowing lines that evoke the natural forms intended in the concept.
- **Assembly:** The sculpture will be assembled in 2 sections, which will then be transported to the site for final assembly. The modular approach ensures ease of transportation and installation.
- **Finishing:** A protective coating and paint will be applied to the metal surfaces to prevent rust and corrosion, ensuring the sculpture withstands the outdoor elements.

4. Installation and Site Integration

4.1. Installation Process:

- **Site Preparation:** The guard rail will be removed and the existing anchoring points will be repurposed for the sculpture.
- **Assembly and Erection:** The sculpture will be erected using a crane. Professional engineers will oversee the process to ensure safety.
- **Finishing Touches:** Once installed, final inspections and adjustments will be made. Lighting may also be installed to illuminate the sculpture at night if a power source can be secured.

4.2. Site Integration:

- The gaps between the sculpture and the other guard rails will be filled, to guarantee safety for pedestrians.
- Interpretive signage will be installed to provide context about the sculpture and its materials.

5. Budget and Timeline

5.1. Budget:

- **Materials:** Estimated cost for additional materials and protective coatings. 4000\$
- **Labor:** Costs for fabrication, shop expenses, transportation and installation. 16,000\$
- **Contingency:** 10-15% of the total budget for unexpected expenses.

5.2. Funding Sources:

- **Public Funding:** Applications will be made for city funding.
- **Sponsorship:** Community members will be approached for private donations.

5.3. Timeline:

- **Phase 1, summer/autnm 2024:** Design finalization, material sourcing, and fundraising.
- **Phase 2, March-April 2025:** Fabrication of the sculpture, preparation of the site.
- **Phase 3 May 2025:** Installation of the sculpture and securing of the area.
- **Phase 4 May 2025, date tbd:** Final inspection, unveiling event.

6. Community Engagement and Publicity

6.1. Publicity and Marketing:

- The project may be promoted through social media, local news outlets, and community bulletins.

6.2. Unveiling Event:

- A public unveiling event may be organized parallel to other local events, featuring speeches from city officials, the artist, and other stakeholders.

7. Conclusion

Reaching Accross will enrich the city's cultural landscape, inspire environmental consciousness, and create a lasting landmark for Joe Parks Park. I look forward to the opportunity to bring this vision to life and contribute to the vibrant spirit of Dover.

Contact Information:

Markus Weinfurter

587 Bay Rd,
Durham NH, 03824

603 397 7762

mweinfurter.wixsite.com/arts/
Instagram: @markusweinfurtersculptures

Attachment, photoshop design, drawing, anchoring point, dimensions:









Dimensions:

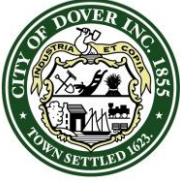


12'

13'

10'

13' 6"



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2025.05.14 - 68**

Resolution Re: Approval of Reach for the Top Therapy Services
Amendment to Lease Agreement

WHEREAS: Reach for the Top Therapy Services, a non-profit corporation, entered into a five (5) year lease with the City of Dover on January 21, 2025; and

WHEREAS: The location of the leased premise would be rooms 328, 330, 331, 332, 333, and 346 at the McConnell Center, located as 61 Locust Street, which together contains 4,903 square feet; and

WHEREAS: Reach for the Top has requested to make the following adjustments to its lease: Addition of rooms 321 (683 square feet) and 323 (696 square feet) to their lease, and remove room 346 (806 sq). The total square footage will increase by 573 square feet $((696-806) + 683)$.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The City Manager is authorized to sign this Amendment to the lease agreement between the City of Dover and Reach for the Top Therapy Services for rental of rooms 321, 323, 328, 330, 331, 332, and 333 for five years.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

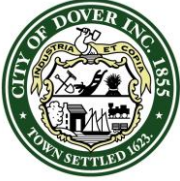
Approved as to Legal
Form and Compliance: Jennifer R. Perez
Acting City Attorney

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2025.05.14 - 68**
Resolution Re: Approval of Reach for the Top Therapy Services
Amendment to Lease Agreement

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:

See draft Amended Lease Agreement between parties attached to this Resolution.



CITY OF DOVER

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AMENDED LEASE AGREEMENT

THIS LEASE AGREEMENT made this ____ day of _____, 2025, by and between **REACH FOR THE TOP THERAPY SERVICES** of 61 Locust Street, New Hampshire 03820, a non-profit corporation, (hereinafter referred to as “LESSEE”), and the **CITY OF DOVER**, New Hampshire, of 288 Central Avenue, Dover, County of Strafford and State of New Hampshire 03820 (hereinafter referred to as “LESSOR”).

WITNESSETH:

That IN CONSIDERATION of the mutual promises contained herein, and FOR OTHER GOOD AND VALUABLE CONSIDERATION contained herein, the parties agree as follows:

1. Description and Term.

That the LESSOR does hereby demise and lease to the LESSEE the Space within the City’s McConnell Center located at 61 Locust Street, Dover, New Hampshire, which Space is intended to contain 5,476 square feet and more particularly identified as rooms 321, 323, 328, 330, 331, 332, and 333 (the “Space”).

In conjunction with the use of the Space, LESSEE shall have the right to use available parking in the McConnell Center/Library parking lot for LESSEE’ employees in the adjacent City Parking lot to the rear of the Public Library during LESSEE’s normal operations, subject to applicable law and regulations. Additionally, parking spaces may be available on streets adjacent to the McConnell Center. It is agreed parking spaces will not be reserved and are available on a first come first served basis with no signage designating parking spaces to the LESSEE. The LESSOR does not guarantee the availability of any parking spaces at any time. Parking may be subject to change, amendment, or relocation for good cause at the sole discretion of the City of Dover.

The term of LESSEE’s Lease Agreement shall be for five (5) years beginning on June 1, 2025 and ending on February 28, 2028. There shall be an option to renew at the LESSEE’S request pursuant to Paragraph 7.

Monthly rent shall be paid the first of each month to the City of Dover. If a term commences on a day other than the 1st of a month, that month’s rent shall be prorated based on the number of days in the month. The first year’s rent charges are based upon space allocation of 5,476 square feet and calculated using the following components:



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Component	Rate	Assessment	
		Annual	Monthly
Fixed Rent	\$ 6.50	\$ 35,594.00	\$ 2,966.17
Capital Reserve	\$ 0.40	\$ 2,190.40	\$ 182.53
Utilities*	\$ 8.61	\$ 47,148.36	\$ 3,929.03
Other as agreed	\$ 0.00	\$ 0.00	\$ 0.00
Total Rent Assessment	\$15.51	\$ 84,932.76	\$ 7,077.73

(*) Utilities costs are variable based upon actual costs as outlined in Section 2.

2. Operations and Maintenance.

The LESSEE shall be responsible for payment of all Utilities costs associated with the Space, including electricity, water, gas, heat and shared custodial, snow removal and associated supplies. Utilities costs of this Lease Agreement is established at \$8.61/sf and will be paid as part of the monthly total rent invoice. Thereafter these costs shall be revised annually and prorated per square foot based upon the City's proposed operating budget for the coming fiscal year. The total square footage of leased space in the McConnell Center is 53,899 square feet. The annual revision of Utilities costs shall occur in March and take effect the following July 1st.

3. Condition of Premises.

The LESSOR leases the Space "as is". LESSEE shall be solely responsible for all associated costs for desired original and future build-out of the Space; and plans for such build-out must be reviewed for potential approval by LESSOR. LESSEE shall be solely responsible for insuring all improvements and contents of the Space and shall name LESSOR as an additional insured.

LESSOR shall, at its own expense, maintain and keep the building in good structural order and repair including, but not limited to, all partitions, doors, windows, fixtures and equipment. In addition, LESSOR shall, at its own expense, make normal repairs and maintain performance of the leased Space, as needed, including, without limitation, the replacement of broken glass, interior repainting, the repair of floors, and the keeping of windows and doors watertight. LESSOR shall also, at its expense, maintain in good operating condition all plumbing, electrical, heating, sprinkling, air conditioning and other utility systems. All items herein mentioned shall be maintained in as good order and repair as they were at the date of the commencement of the term of this Lease Agreement, reasonable wear and damage by accident, fire or other insured against casualty and covered by said insurance excepted. LESSEE and LESSOR will perform a walk through to evaluate condition of the Space prior to occupancy.



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LESSOR agrees to maintain the Space in condition fit for its intended use and to make all necessary repairs of which LESSOR is aware, including adequate heat and water, and a sound physical structure. Furthermore, LESSOR will maintain the grounds and remove the common area rubbish and maintain and keep reasonably free from snow and ice the parking areas, sidewalks and entrances/exits to building.

4. Access to Premises.

The LESSOR shall also have the right to enter upon the Space at all reasonable times to inspect same and to expel the LESSEE if the LESSEE shall fail to comply with or breach in any way this Lease Agreement. The LESSOR shall provide the LESSEE with reasonable notice of any inspections of or visits to the Space.

5. Unavoidable Casualty and Eminent Domain.

In the event of an unavoidable casualty, including fire, not arising as a result of the negligence or intentional conduct of the LESSEE whereby the Space or any portion of it is destroyed or damaged so as to be unfit for use or occupancy, the LESSOR specifically reserves the option of terminating this Lease Agreement. However, that in the event of total destruction or damage which is the equivalent of total destruction, this Lease Agreement shall automatically terminate.

In the event the Space shall be taken either under threat of eminent domain or by eminent domain proceedings in whole, then this Lease Agreement shall be terminated and the rent shall be pro-rated and returned to the LESSEE as of the date of such taking. A condemnation award shall belong exclusively to the LESSOR.

6. Use.

The LESSEE shall only use the Space in compliance with the City's ordinances, rules and regulations. Additionally, the Space shall be used for charitable non-profit purposes only. No residential use shall be permitted.

7. Renewal of Lease Agreement.

At least sixty (60) days but no earlier than one hundred twenty (120) days prior to the expiration of the initial term of this Lease Agreement or the expiration of an additional term, the LESSEE shall notify the LESSOR in writing of the LESSEE's intention to exercise its option to extend the term of the Lease Agreement for an additional period as set forth in Section 1 herein.

8. Subletting and Assignment.

LESSEE shall neither sublet nor assign the Space or the associated parking spaces under any circumstances without prior written consent by the LESSOR.



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9. Personal Property.

In the event that at the end of the term or upon any earlier termination of this Lease Agreement including, but not limited to, termination for failure of the LESSEE to perform as required hereunder, there remains personal property of the LESSEE in the Space, the LESSOR is authorized to dispose of said property after giving written notice of its intent to do so to the LESSEE at the last known address of the LESSEE.

10. Default/Early Termination.

In the event the LESSEE fails to perform its obligations under this Lease Agreement, this Lease Agreement is defaulted, and the LESSOR is entitled to immediate occupation and possession of the Space and the associated parking spaces. If the LESSEE shall default in the observance or performance of any conditions or covenants on LESSEE's part to be observed or performed, under or by virtue of any provisions of this Lease Agreement, the LESSOR, without being under any obligation to do so and without thereby waiving such default, may remedy such default at the expense of the LESSEE. If the LESSOR makes any expenditure or incurs any obligations for payment in connection therewith including, but not limited to, attorney's fees, such sums paid or obligations incurred shall be paid to the LESSOR as additional rent. In the event that there is damage to the Space due to the LESSEE's actions or inactions, or the LESSEE fails to make any utility payments when due, the Lease Agreement may be immediately terminated at the option of the LESSOR.

Both the LESSEE and the LESSOR shall have the right to terminate this Lease Agreement for any reason upon giving at least three (3) months written notice to the other party.

11. Indemnification.

LESSEE agrees to pay, and to protect, defend (with counsel acceptable to the City), indemnify and save harmless LESSOR from and against any and all liabilities, losses, damages, costs, expenses (including all reasonable attorney's fees and expenses), causes of action, allegations, suits, claims, demands or judgments of any nature whatsoever arising from:

- (i) any injury to, or the death of, any person(s);
- (ii) any damage to property or to the Space;
- (iii) any act or omission of LESSEE or its agents, officers or employees;
- (iv) violation by LESSEE of any agreement or condition of this Lease Agreement; or
- (v) violation by LESSEE of any law, ordinance or regulation affecting the Space or



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any part thereof or the ownership and occupancy thereof.

12. Insurance.

General liability/casualty and property insurance shall continue to be maintained on the subject property by the LESSOR. LESSEE shall procure and maintain in force, at its expense, during the term of this Lease Agreement, and any extensions of such term, liability and property damage insurance for the LESSEE's leased Space to be considered primary and non-contributory coverage. Said insurance to be in limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. LESSOR has no obligation for any loss to LESSEE's personal property. Proof of LESSEE's insurance shall be supplied to the LESSOR at the time of occupancy and LESSEE shall provide certificates for any renewal no later than ten (10) business days prior to the expiration of said policy. The LESSOR shall be listed as "Additional Insured" on the policy and proof of insurance certificate. The insurance coverage procured by LESSEE shall cover the LESSOR with the same scope of coverage provided to the LESSEE without subjecting the LESSOR to any different or additional terms, conditions, limitations or exclusions. A condition of the insurance coverage shall be thirty (30) days' notice to the LESSOR upon cancellation of the policy.

13. Liens and Encumbrances.

LESSEE will not create or allow any lien, encumbrance or charge on the LESSEE's Space or on the McConnell Center or on the rents or income therefrom which may be superior to the LESSOR's rights hereunder.

14. Parties Bound.

This Lease Agreement and its addendums is binding upon the heirs, executors, administrators and assigns of the parties hereto and constitutes the entire agreement between the parties.

15. Notice.

All notices by either party to be given with respect to this Lease Agreement shall be in writing and shall be given by first class mail to the addresses stated above.

16. Modification of Lease Agreement.

This Lease Agreement contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the both parties.



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17. Section Headings.

The section headings throughout this instrument are for convenience and reference only, and the words contained herein shall in no way be held to explain, modify or amplify, or aid in the interpretation, construction or meaning of the provisions of the Lease Agreement.

18. Severability.

Any determination that any provision of this Lease Agreement or any application thereof is invalid, illegal or unenforceable in any respect in any instance shall not affect the validity, legality or enforceability of such provision in any other instance or the validity, legality or enforceability of any other provision of this Lease Agreement.

19. Laws Governing.

The parties agree that the laws of the State of New Hampshire will govern all disputes under this Lease Agreement and determine all rights hereunder.

20. Merger.

This Lease Agreement contains all terms and conditions agreed upon by the parties hereto and no other agreements or representations, oral or otherwise, regarding the subject matter of this Lease Agreement shall be deemed to exist, provided, however, that any subsequent modifications or agreements affecting this Lease Agreement shall be in writing and signed by the parties hereto.

21. Taxes.

Pursuant to RSA 72:23, I, LESSEE agrees to pay all properly assessed current and potential real and personal property taxes no later than the due date. LESSEE is obligated by the foregoing to pay real and personal property taxes on structures or improvements added by the LESSEE. Failure of the LESSEE to pay the duly assessed personal and real estate taxes when due shall be cause to terminate said Lease by the LESSOR.

23. Immunity

Nothing within this Lease Agreement is intended to benefit or create an obligation to a third-party. Nothing within this Lease Agreement shall be deemed to constitute a waiver of any existing immunity of the City of Dover, which immunities are hereby reserved to the City of Dover. This covenant shall survive the termination of this Lease Agreement's conclusion.



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
603.516.6000

IN WITNESS WHEREOF, the parties have hereunto executed this Lease Agreement on the date set forth above.

REACH FOR THE TOP THERAPY
SERVICES

By Amy Rich Crane

Witness
Sign and Print

Duly Authorized
Sign and Print

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

Witness
Sign and Print

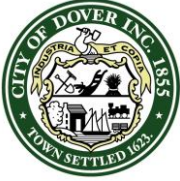
Duly Authorized

APPOINTMENTS COMMITTEE REPORT

May 14, 2025

New Appointments:

Tyler Allen – Planning Board – Alternate Member (term: 5/14/2025 to 5/14/2028)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2025.05.14 - 69**

Resolution Re: Approval to Apply for DHA Grant to Establish Recovery House on Avon Avenue

WHEREAS: The NH Department of Health and Human Services, reports that “from April to June 2024, opioid overdoses accounted for 32% of all unintentional injury deaths, including 60% of unintentional deaths among 18-34 year olds.” As the opioid crisis continues to impact New Hampshire and its citizens, the deep need for recovery services, and recovery housing has been identified as a priority by many state agencies; and

WHEREAS: The Dover Housing Authority (DHA) is launching a project to provide a Recovery House for eight tenants. DHA has identified a property it already owns at 7 Avon Avenue, to rebuild into a typical 2-story house with four-bedrooms, two baths, a shared common space, and a meeting room; and

WHEREAS: Funding for this project is available through the New Hampshire Community Development Finance Authority (NH CDFA) Recovery Housing Program. In order for the DHA to receive these funds, the City of Dover is required to be the applicant for the grant. Once funding is awarded, the City of Dover will transfer the funds to the Dover Housing Authority.

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

In accordance with NH RSA 31:95-b, the City Manager is authorized to apply for, accept, and expend grant funds allocated to the City of Dover on behalf of the DHA from the NH CDFA Recovery Housing Program. Any funding awarded is hereby appropriated to the DHA if the Recovery House project.

AND, FURTHER BE IT RESOLVED;

The City Manager is directed to negotiate and enter into an agreement with DHA and any other involved party in order to secure reimbursement for any expenses related to the application and administration of this grant and indemnify the City against any liability related to this grant and the resulting project. This Agreement shall be entered into prior to the acceptance and distribution of any grant funds.

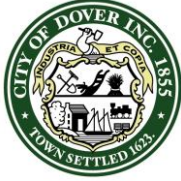
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor S. April Richer
Ward1 Councilor

Approved as to Legal Form and Compliance: Jennifer R. Perez
Acting City Attorney

Recorded by: Jerica Vansylyvong-
Bizier
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.1.	
Resolution Number: R - 2025.05.14 - 69 Resolution Re: Approval to Apply for DHA Grant to Establish Recovery House on Avon Avenue		

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.		

RESOLUTION BACKGROUND MATERIAL:

Please see attached for background material.



RECOVERY HOUSING PROGRAM

The Recovery Housing Program is a pilot program deploying federal resources in New Hampshire to help increase the availability of stable, temporary housing to individuals in recovery from a substance use disorder.

There is critical need for recovery housing in New Hampshire and these federal funds aim to help alleviate the significant shortage of this type of housing across the state.

The New Hampshire Community Development Finance Authority (CDFA) will administer the Recovery Housing Program which was authorized via the federal Substance Use-Disorder Prevention that Promotes Opioid Recovery and Treatment (SUPPORT) for Patients and Communities Act of 2018.

PARTNER COORDINATION

CDFA coordinated with multiple partners to identify recovery housing needs in New Hampshire and ensure Recovery Housing Program goals were based on data, trends, and public participation. The process to identify needs and establish program priorities included:

- Hosting recovery home provider interviews across the state;
- Conducting a survey of recovery homes and other stakeholders;
- Soliciting public input through one-on-one outreach;
- Researching and evaluating best practices and program models.

Partners engaged in this process included New Hampshire Housing Finance Authority, Department of Health and Human Services, Housing Action New Hampshire, and the New Hampshire Coalition of Recovery Residences.

CDFA will continue to work with these partners and others as the program progresses to assist with outreach and to obtain feedback regarding the program.

AVAILABLE RESOURCES

The Recovery Housing Program has approximately \$1.96 million of available funds for awards to grantees. These funds will be treated as Community Development Block Grant (CDBG) funds as outlined under title I of the Housing and Community Development Act of 1974, unless otherwise provided in Section 8071 of the SUPPORT Act or modified by waivers and alternative requirements.

Eligible applicants may apply for up to \$250,000 per activity and up to \$500,000 per subrecipient (if applying for two different eligible activities). For example, an applicant applying for up to \$500,000 per subrecipient may be doing so to support acquisition and rehabilitation for the same property with Recovery Housing Program funds.

ELIGIBLE APPLICANTS

CDFA will distribute Recovery Housing Program funds through competitive grants to New Hampshire cities, towns and counties. A non-profit agency may also apply through its municipality or county as a sub-recipient of funds. Entitlement communities (Manchester, Nashua, Portsmouth, Rochester and Dover) are also eligible to apply.

ELIGIBLE ACTIVITIES

Eligible activities must benefit individuals in recovery from a substance use disorder and are limited to:

- Public facilities and improvements;
- Acquisition of real property;
- Rehabilitation and reconstruction of multi-unit residential buildings;

- Rehabilitation and reconstruction of single-unit residential buildings;
- New construction of housing.

The assistance is limited, per individual, to a period of not more than two years or until the individual secures permanent housing.

Individual in Recovery: As defined by SAMSHA, an individual in the process of change through which they improve their health and wellness, live self-directed lives, and strive to reach their full potential.

Substance Use Disorder: As defined by SAMSHA, Substance use disorders occur when the recurrent use of alcohol and/or drugs causes clinically significant impairment, including health problems, disability, and failure to meet major responsibilities at work, school, or home.

EVALUATION CRITERIA

CDFA staff will evaluate all complete applications in accordance with the process and criteria outlined in the [Recovery Housing Program Application and Program Guide](#). Criteria includes: projects ability to meet statewide recovery housing needs, geography and populations served, partnerships with community supports, project specific needs and impact, capacity and readiness to implement.

Applications with the highest score will be recommended for funding until the funding is expended.

HOW TO APPLY

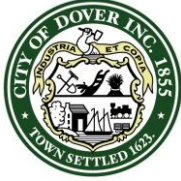
CDFA strongly encourages potential applicants to attend the Recovery Housing Program Application Workshop on October 24 at 2:00 PM ([REGISTER HERE](#)). A recording of the workshop will be posted here on CDFA's Resource Hub: <https://resources.nhcdfa.org/programs/community-development-block-grant/application/special-allocations/>.

Potential applicants should also contact CDFA for a pre-application meeting before deciding to apply. Interested organizations can schedule a meeting via CDFA's website (<https://nhcdfa.org/schedule-a-meeting/>) or by contacting Kirsten Barton, Housing Specialist, at kbarton@nhcdfa.org.

All applications are submitted online through the CDFA Grants Management System (GMS). After registration, municipalities and their representatives can access application materials and complete their applications online.

Additional information on the Recovery Housing Program can be found on [CDFA's Resource Hub](#), including the [Recovery Housing Program Application and Program Guide](#).

The deadline for the initial round Recovery Housing Program applications is 4:00 PM on December 19, 2022. Applications will then be accepted on a rolling basis until funding is expended.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2025.05.14 - 70**

Resolution Re: B25064 Authorization to Purchase a Kenworth 10-Wheel
Dump Truck for Community Services

WHEREAS: A sealed Request for Proposal, Bid #B25064, was issued and received for Purchase of a 10-wheel Dump Truck for Community Services on April 30, 2025 at 2:00 p.m.; and,

WHEREAS: Four (4) dealerships responded and responses were received for multiple trucks at varying costs and the proposal deemed most advantageous was from New England Kenworth, Concord, NH, in the amount of \$206,511.00 plus an extended warranty in the amount of \$12,037.00, for a total amount of \$218,548.00; and,

WHEREAS: New England Kenworth is offering a 2026 Kenworth T480 Tandem Axle Chassis along with a Brandon Dump body.

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 New England Kenworth, Concord, NH for one (1) 2026 Kenworth Chassis and dump body, not to exceed, \$218,548.00. 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
5300.1.300.43320.4743.03512.25	Water Share - Heavy Equip	40,000.00	12,076.00
5300.1.300.43320.4743.03512.26	Water Share - Heavy Equip	75,000.00	75,000.00
5320.1.300.43250.4743.04512.25	Sewer Heavy Equip	40,000.00	35,000.00
5320.1.300.43250.4743.04512.26	Sewer Heavy Equip	75,000.00	75,000.00
5300.1.300.43320.4743.00000.00	Water Heavy Vehicles	10,736.00	10,736.00
5320.1.300.43250.4743.00000.00	Sewer - Heavy Vehicles	10,736.00	10,736.00

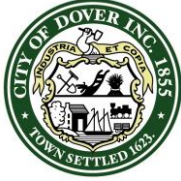
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Jennifer R. Perez
Acting City Attorney

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2025.05.14 - 70**
Resolution Re: B25064 Authorization to Purchase a Kenworth 10-Wheel
Dump Truck for Community Services

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

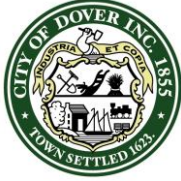
VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor S. April Richer, Ward 1		
Councilor Robert Warach, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		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

RESOLUTION BACKGROUND MATERIAL:

The intent of this truck is that it will be dedicated exclusively for the Water & Sewer Utilities crew. As such, it will not be equipped with plow gear, but will be set up for year-round emergency use to transport excavators and haul gravel or fill during a water main break or sewer backup crisis. It will essentially serve as the Utilities crew “ambulance”. Currently, all dump trucks are equipped for winter plowing, so if a water main break occurs, staff have to remove the plow gear and pull the sander unit out of the bed. It is not a quick or easy process and can take up to 4 hours.

The proposed Kenworth is not the lowest bid, but staff are recommending to proceed with the Kenworth. The Fleet Supervisor noted that staff have the computer software to diagnose Kenworth engines. But in contrast, the Western Star brand (proposed via two other bidders) don’t allow City staff or non-factory trained mechanics from gaining access to the bulkhead electrical module which is where all the control issues arise. This manufacturer’s exclusion is not common to just Western Star, and manufacturer Freightliner also sets up restrictions so our mechanics can’t gain computer diagnostic access. During a simple breakdown or failure, the City mechanics are usually quickly able to diagnose issues. Because Freightliner denies diagnostic access, we have migrated away from their vehicles.

The Fleet staff have expressed concerns with the low-bid Western Star model, as they have experienced recurring electrical issues with other Western Star trucks, as all fuses and relays are on the firewall under the



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2025.05.14 - 70**

Resolution Re: B25064 Authorization to Purchase a Kenworth 10-Wheel
Dump Truck for Community Services

engine hood which exposes them to road salt. In contrast, with the Kenworth, electrical relays and fuses are all located within the operator cab, which significantly reduces long-term impacts due to corrosion. One of the biggest noted benefits Fleet Maintenance staff have shared in regards to Kenworth has been their service. With other competing manufacturers like Western Star, we've apparently had trucks go back to the dealer where they have waited 4-6 weeks for repairs. In contrast, the Kenworth manufacturer has sent technicians to Dover to either pick up a unit, or they pull it offsite and usually have it returned back to the City within a day or two.

A final consideration is available colors. Due to current backlog of custom-ordering a truck, we were looking for a "lot-ready" unit. The proposed low-bid Western Star is apparently brown in color, with corresponding brown body. But with Kenworth, it will come with an orange cab and black dump body – which matches our current color convention.

Funding is from the Water and Sewer Enterprise Fund, and not the City's General Fund.

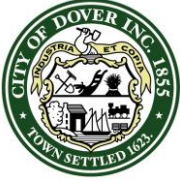
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	yes
Invitations Mailed:	238	Number of Responses:	4
Warranty:	Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Delivered	Estimated Delivery:	45 days
Recommended Award to:	New England Kenworth	Fund:	Sewer/Water
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

B25064 Bid Document



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2025.05.14 - 71**
Resolution Re: **B25014 Court and Union Reconstruction Project**

WHEREAS: A sealed Request for Proposal, Bid #B25014, was issued and received for Court and Union Reconstruction Project on May 2nd, 2025 at 2:00 PM. A mandatory pre-bid meeting was conducted on April 8, 2025, with 10 contractors attending, and;

WHEREAS: The scope of work includes roadway reconstruction, sidewalk construction and underground utility improvements on Court Street from Central Avenue to Hubbard Road, and Union Street from Central Ave to Court Street, and;

WHEREAS: The City received two (2) submittals which were reviewed for necessary experience, technical and professional qualifications, as well as cost, and the proposal deemed most advantageous to the City was submitted by S.U.R. Construction of Rochester, NH in the amount of \$9,495,523.00, which includes a \$462,000.00 contingency, 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 S.U.R Construction, for rates and scope of work in conjunction with B25014, not to exceed \$9,495,523.00. The City Manager, or designee, is hereby authorized to contract with the vendors consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4017.1.300.43121.4751.03156.17	Street Recon - Court/Union/Middle	325.09	325.09
4020.1.300.43121.4751.03156.20	Street Recon - Court/Union/Middle	456,807.80	456,807.80
4022.1.300.43121.4751.03156.22	Street Recon - Court/Union/Middle	4,187,799.59	4,187,799.59
4024.1.300.43121.4751.03156.24	Street Recon - Court/Union/Middle	1,268,000.00	796,029.41
5300.1.300.43320.4757.03551.17	Watermain Replace - Court Street Area	56,474.45	56,474.45
5300.1.300.43320.4757.03551.22	Watermain Replace - Court Street Area	825,000.00	825,000.00
5300.1.300.43320.4757.03551.24	Watermain Replace - Court Street Area	1,808,000.00	1,808,000.00
5320.1.300.43250.4757.04567.25	Sewer Main Replac - Court and Union	1,400,000.00	1,400,000.00

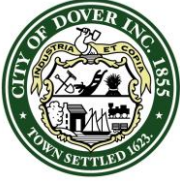
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Jennifer R. Perez
Acting City Attorney

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

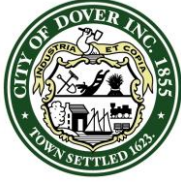
Resolution Number: **R – 2025.05.14 - 71**
Resolution Re: B25014 Court and Union Reconstruction Project

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#: 13.B.3. Resolution Number: R – 2025.05.14 - 71 Resolution Re: B25014 Court and Union Reconstruction Project
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RESOLUTION BACKGROUND MATERIAL:

The project extents are Court St between Central Ave and Hubbard Rd, and Union St between Central Ave and Court St. The scope of work includes replacing the water main and stormwater system, repairs to the sewer main, installation of granite curb and construction of new sidewalks including ADA compliant ramps, full-depth roadway reconstruction and paving, lawn restoration including loam, seeding, and mulch. Temporary measures will be included in the work, including temporary bypass of water and stormwater, sedimentation and erosion control, and maintenance of traffic.

Bid Information:

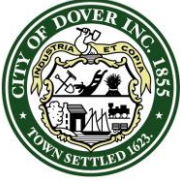
A sealed Request for Proposal #B25014 was issued on May 2, 2025 at 2:00 p.m. EST.

Award Information:

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

Type:	Purchase order	Advertised:	Yes
Invitations Mailed:	536	Number of Responses:	2
Warranty:	No	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	ASAP
Recommended Award to:	S.U.R. Construction	Fund:	Streets/Water/Sewer
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

[B25014 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R - 2025.05.14 - 72**
Resolution Re: B25043 Award of Bid for Waste Water Treatment Facility
Secondary Clarifier No. 3 to Waterline Industries

WHEREAS: A sealed Request for Bid #B25043 was issued and received for the Waste Water Treatment Facility Secondary Clarifier No. 3 on April 17, 2025 at 2:30 p.m. A mandatory pre-bid meeting was conducted on March 25, 2025 with 11 firms attending; and

WHEREAS: Six 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 the low bidder Waterline Industries of Seabrook NH. The city currently utilizes this vendor for other work throughout the city; and

WHEREAS: The scope of work includes installing a new secondary clarifier, electrical work, and all appurtenances. It is the recommendation to award project to Waterline Industries in the bid amount of \$6,767,677.00 plus a contingency amount of \$336,000.00 for a total amount of \$7,103,677.00; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The Purchasing Agent is hereby authorized to issue a purchase order to Waterline Industries of Seabrook NH in the amount of \$7,103,677.00. 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
5320.1.300.43256.4725.04598.14	WWTP Facility Upgrades	6,333.58	6,333.58
5320.1.300.43256.4757.04563.23	WWTF Secondary Clarifier	2,790,146.43	2,699,470.30
5320.1.300.43256.4741.04590.23	WWTF Equipment Upgrade	331,730.47	148,408.72
5320.1.300.43256.4730.00000.23	WWTF Permit Compliance	459,675.00	419,925.00
5320.1.300.43256.4730.00000.24	WWTP Improvements o/t Buildings	329,953.35	329,953.35
5320.1.300.43256.4725.04598.26	WWTF FY26 CIP Upgrades	4,500,000.00	4,500,000.00

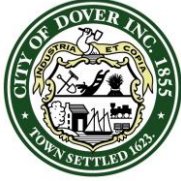
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Jennifer R. Perez
Acting City Attorney

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

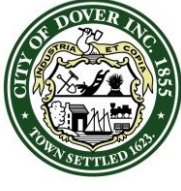
 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.4.	
Resolution Number: R - 2025.05.14 - 72 Resolution Re: B25043 Award of Bid for Waste Water Treatment Facility Secondary Clarifier No. 3 to Waterline Industries		

DOCUMENT HISTORY:

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

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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 - 2025.05.14 - 72 Resolution Re: B25043 Award of Bid for Waste Water Treatment Facility Secondary Clarifier No. 3 to Waterline Industries
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RESOLUTION BACKGROUND MATERIAL:

This project will be to install a third (3rd) secondary clarifier at the Wastewater Treatment Facility (WWTF) to help provide enhanced solids treatment and removal of total suspended solids, especially in response to high-flows received at the WWTF during wet weather events that may be caused by inflow and infiltration. This project will also provide a foundation for any future capacity upgrades or enhanced treatment.

Bid Information:

sealed Request for Bid #B25043 was issued and received for the Waste Water Treatment Facility Secondary Clarifier No. 3 on April 17, 2025 at 2:30 p.m.

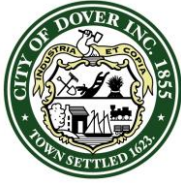
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	646	Number of Responses:	6
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:	Waterline Industries	Fund:	CIP
Other Approvals Required:	Yes 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

[B25043 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2025.05.14 - 73**

Resolution Re: B11001 Wright-Pierce Construction Administration Services
for the Waste Water Treatment Facility Secondary Clarifier
No. 3

WHEREAS: A sealed (RFQ) Request for Qualifications #B11001 was issued and received for Professional Engineering Services for the Waste Water Treatment Facilities (WWTF) Plan on August 23, 2010 and Wright Pierce was awarded via council resolution [R-2011.02.09-015](#); and

WHEREAS: In 2012, Wright-Pierce was awarded the design of equipment upgrades and plant processes via council resolution [R-2012.07.25-96](#), as well as several subsequent additional scopes of work using available funds throughout the years; and

WHEREAS: The scope of work for construction administration services for the WWTF Secondary Clarifier No. 3 was received from Wright-Pierce in the amount of \$805,000.00, and was submitted to (NHDES) for review and approval. Contingent upon approval, the city seeks to retain Wright-Pierce for continued engineering services in the form of construction administration, resident inspection, and other specialty services; 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 Wright-Pierce of Portsmouth, NH for construction administration services for the WWTF Secondary Clarifier No. 3 in the amount not to exceed \$805,000.00. 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
5320.1.300.43256.4725.04598.26	WWTF Secondary Clarifier No. 3	4,500,000.00	4,500,000.00

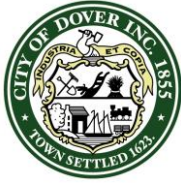
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Jennifer R. Perez
Acting City Attorney

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

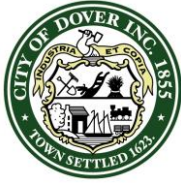
Resolution Number: **R – 2025.05.14 - 73**
Resolution Re: B11001 Wright-Pierce Construction Administration Services
for the Waste Water Treatment Facility Secondary Clarifier
No. 3

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 – 2025.05.14 - 73**
Resolution Re: B11001 Wright-Pierce Construction Administration Services
for the Waste Water Treatment Facility Secondary Clarifier
No. 3

RESOLUTION BACKGROUND MATERIAL:

Wright-Pierce Engineers completed a Comprehensive Wastewater Treatment Facilities Plan for the City in March 2012. The plan was necessary because the Wastewater Facility went on line in June of 1991, and although the facility has been maintained extremely well, many of the operating components of the facility needed an upgrade. In 2012, as a result of the sealed (RFQ) Request for Qualification, the City selected Wright Pierce Engineers as the vendor deemed most qualified for the Wastewater Facilities Plan.

The Scope of work for the construction administration services include:

Tasks	Costs
Construction Administration	481,500.00
Project Representative	273,000.00
Start up and Operation & Project Performance Certification	17,700.00
Preparation of the Manual	7,800.00
Preparation of the Record Drawings	25,000.00
total	805,000.00

Bid Information:

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.

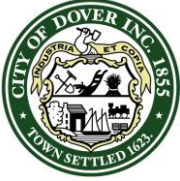
Award Information:

A purchase order will be issued to Wright-Pierce to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	117	Number of Responses:	8
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	As needed
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.6.

Resolution Number: **R – 2025.05.14 - 74**
Resolution Re: FY2025 Transfer of Appropriation – General Fund City
Departments

- WHEREAS: The City Council adopted the FY2025 Budget on April 3, 2024; and
- WHEREAS: Some non-school departments have incurred expenditures not originally anticipated as part of the budget; and
- WHEREAS: Unspent appropriations exist within some non-school department accounts; and
- WHEREAS: A transfer of appropriations is necessary to cover the expenditures not originally anticipated in the department budgets; and

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

Pursuant to C6-8 of the City Charter, the City Manager is authorized to transfer unspent FY2025 appropriations as deemed necessary between non-school departments within the General Fund to cover these unanticipated expenditures.

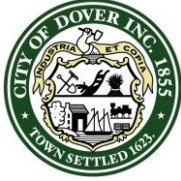
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Jennifer R. Perez
Acting City Attorney

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

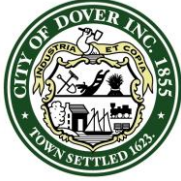
 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.6.	
Resolution Number: R – 2025.05.14 - 74 Resolution Re: FY2025 Transfer of Appropriation – General Fund City Departments		

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:		
Ordinance does does not pass.		

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.6.	
Resolution Number: R – 2025.05.14 - 74 Resolution Re: FY2025 Transfer of Appropriation – General Fund City Departments		

RESOLUTION BACKGROUND MATERIAL:

There are certain departments and divisions within the General Fund that are anticipated to exceed the appropriations and others that will have remaining appropriations. This resolution allows the City Manager to move appropriations between departments in order to cover needed unanticipated expenditures.

The following areas have, or are projected to have, a need for appropriations:

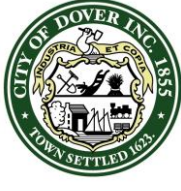
<u>Department</u>	<u>Projected Shortfall</u>
Misc. General Government	\$272,900
City Departments Total:	\$272,900

The above areas have a need for appropriations based on current actual expenditures, as well as, estimates of expenditures for the remaining portion of the fiscal year. These areas have been identified because there is currently a need for appropriations.

This resolution does not increase appropriations.

Miscellaneous General Government function has an estimated shortfall of \$37,100 due to compensated absences payments for employee resignations/retirements during the year that were not anticipated at the time of the FY2025 budget adoption. Miscellaneous General Government function has an estimated shortfall of \$235,800 due to tax abatements incurred to settle commercial property assessment appeals for Tax Year 2023 and Tax Year 2024.

The estimated shortfall is anticipated to be covered by position vacancy savings and other operational savings in the City departments portion of the General Fund budget.

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.7. Resolution Number: R – 2025.05.14 - 75 Resolution Re: FY2025 Dissolution of Prior Years’ Capital Project Funds into the General Fund
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- WHEREAS:
On an annual basis the City Council adopts the City’s six-year Capital Improvements Plan and in conjunction adopts appropriations for projects to be debt financed or reserved financed; and
- WHEREAS:
On an annual basis a Capital Project fund is being created for each annual adoption of appropriations; and
- WHEREAS:
Due to extraordinary circumstances certain Capital Project Funds have an existing fund balance or fund deficit and upon completion of projects within certain Capital Project funds revenues are actually greater than or less than expenditures resulting in fund balances or deficits; and

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

The following Capital Project Fund, with a fund deficit, is hereby dissolved and will be closed out into the General Fund as of June 30, 2025. The following amount is to be appropriated from General Fund Unassigned Fund Balance and transferred to the respective Fund listed in table below to close out the Capital Project Fund.

Budget Adjustment:		Transfer	
		Fund	From
Fund	Description	Deficit	General Fund
4016	Capital Projects Fund FY2016	(43,206)	43,206
	Total Transfer From General Fund		43,206

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

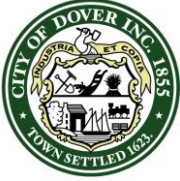
AUTHORIZATION

Approved as to Funding:
Daniel R. Lynch
Finance Director

Sponsored by:
Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance:
Jennifer R. Perez
Acting City Attorney

Recorded by:
Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

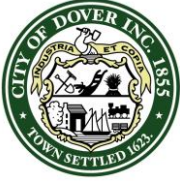
Resolution Number: **R – 2025.05.14 - 75**
Resolution Re: FY2025 Dissolution of Prior Years' Capital Project Funds
into the General Fund

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2025.05.14 - 75**

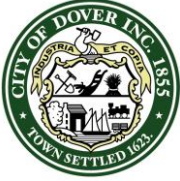
Resolution Re: FY2025 Dissolution of Prior Years' Capital Project Funds
into the General Fund

RESOLUTION BACKGROUND MATERIAL:

A Capital Project fund is created to account for the appropriations adopted on an annual basis as part of the Capital Improvements Plan. This annual fund is put in place to account for appropriations to be debt or reserve financed consistent with the resolutions adopted by City Council. The Capital Project funds listed in this resolution are ready to be closed out as the projects have been completed, yet the funds have existing fund balances. A portion of these balances could have been created due to posting of revenues to the incorrect capital project year, resulting in revenues greater than expenditures.

Capital Project Fund 4016 has a fund deficit that can be closed into the General Fund. This resolution is authorizing the close out of the fund by transferring General Fund Unassigned Fund Balance to Capital Project Fund 4016. Capital Project Fund 4016 was established to account for the revenues and expenditures associated with FY2016 approved Capital Improvements Projects (CIP). The FY2016 CIP projects are completed and therefore this Fund can now be closed.

The Finance Department's accounting practice for capital projects is to ensure projects have a complimenting appropriation account and revenue account to ensure project expenditures are agreeing to project revenues. Internal controls are in place to track projects that are reserved financed and annually track that the necessary transfers are being made from the appropriate capital reserves for eligible project expenditures.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.8.

Resolution Number: **R – 2025.05.14 - 76**
Resolution Re: FY2025 General Fund Unassigned Fund Balance Transfers to Certain Special Revenue and Capital Project Funds to Address Fund Deficits

WHEREAS: The City Council has adopted the creation of Special Revenue Funds to account for specific sources of revenue and account for the expenditure of those revenues for said purpose; and

WHEREAS: On an annual basis the City Council adopts the City's six-year Capital Improvements Plan and in conjunction adopts appropriations for projects to be debt financed or reserved financed, with a capital project fund being created for each annual adoption of appropriations; and

WHEREAS: Due to extraordinary circumstances certain Special Revenue Funds have an existing fund deficit; and certain Capital Project funds anticipated revenues are actually less than planned and costs are higher than originally planned resulting in fund deficits; and

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

To address the following Special Revenue and Capital Project Funds existing and projected Fiscal Year 2025 fund deficits, the following amounts are to be appropriated from General Fund Unassigned Fund Balance and transferred to the respective Funds listed in table below.

Budget Adjustment:		Transfer	
		Fund	From
Fund	Description	Deficit	General Fund
4320	Tolend Road Landfill Closure Fund	(813,233)	813,233
3320	Residential Solid Waste Fund	(472,857)	472,857
	Total Transfer to Other Funds		1,286,090

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

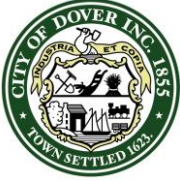
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Jennifer R. Perez
Acting City Attorney

Recorded by: Jerrica Vansylyvong-Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.8.

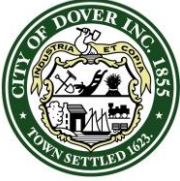
Resolution Number: **R – 2025.05.14 - 76**
Resolution Re: FY2025 General Fund Unassigned Fund Balance Transfers
to Certain Special Revenue and Capital Project Funds to
Address Fund Deficits

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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.8.

Resolution Number: **R – 2025.05.14 - 76**
Resolution Re: FY2025 General Fund Unassigned Fund Balance Transfers to Certain Special Revenue and Capital Project Funds to Address Fund Deficits

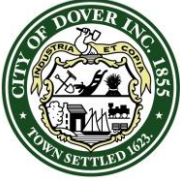
RESOLUTION BACKGROUND MATERIAL:

The Tolend Road Landfill Fund was established by City Council to track the expenditures incurred for closure and post closure maintenance of the former landfill. The City debt financed the closure costs and post closure costs had been debt financed as well. Starting in FY2017 the City began financing post closure costs through annual operating budget transfers into the Tolend Road Landfill Fund.

Upon EPA completing the Five Year Review of the landfill post closure operations, recommendations for additional work at the former landfill including the Eastern Plume, and additional work for the Southern Plume were issued by EPA. Two new contaminants are a national concern for EPA and sampling is being required for these contaminants in the landfill and in the two extended plumes. The FY2025 City operating budget reflected an annual operating budget transfer of \$550,000 to the Tolend Road Landfill Fund to finance the estimated annual operations and maintenance costs. However, the annual operations and maintenance costs for FY2025 are expected to be \$1,363,232 for the City's obligations. This results in an operating deficit of \$813,232. This resolution will appropriate and transfer the amount of \$813,232 from General Fund Unassigned Fund Balance to the Tolend Road Landfill Fund to resolve the deficit for FY2025.

The Residential Solid Waste Fund was established by City Council, effective July 1, 1992, to account for the sale of solid waste bags and tags or other receipts as budgeted annually, to be used to pay the cost of collection and disposal of residential solid waste and such other direct and indirect costs as budgeted annually.

The Residential Solid Waste Fund finished FY2024 with expenditures greater than revenues by \$394,351.00. This resulted in the Residential Solid Waste Fund ending FY2024 with an unassigned fund deficit of \$33,424. The FY2025 operating results for the Residential Solid Waste Fund are projected to be expenditures greater than revenues by \$439,433.00, resulting in an unassigned fund deficit of \$472,857.00 (\$33,424 + \$439,433). This resolution will appropriate and transfer the amount of \$472,857.00 from General Fund Unassigned Fund Balance to the Residential Solid Waste Fund to resolve the deficit for FY2025.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.9.

Resolution Number: **R – 2025.05.14 - 77**
Resolution Re: Acceptance of the FY26-FY30 Consolidated Plan and
FY26 Action Plan and the expenditures for Fiscal Year
2026 CDBG Entitlement Funds

- WHEREAS: The City of Dover will have funds available for appropriation from the FY26 CDBG Entitlement year, including program income; and
- WHEREAS: The Planning Department is required by HUD to prepare, and the Governing Body adopt the "Consolidated Plan" which is a needs assessment and detailed expenditure plan for the use of CDBG funds in meeting the needs of very low, low and moderate income residents of Dover; and
- WHEREAS: The Planning Board has reviewed proposed projects for said funds and has held a public hearing for the purpose of obtaining citizens' viewpoints, on the recommended expenditures; and
- WHEREAS: City administration and the Planning Board have reviewed the proposals and derived a recommended expenditure plan; and
- WHEREAS: The recommended disbursements of funds have been reviewed for compliance with HUD statutory requirements and for meeting national objectives; and

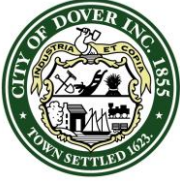
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The FY26-FY30 Consolidated Plan and FY26 Action Plan are adopted and the City Manager is authorized to enter into sub-recipient contracts as part of this Action Plan for expenditure of FY26 CDBG Entitlement Funds, FY26 Program Income and FY25 Program Income.

AND, FURTHER BE IT RESOLVED;

Should Congress adopt a budget that results in a grant amount that is different than anticipated in the Action Plan, or should the program income amounts received be different than anticipated for use in the Action Plan, the City Manager is authorized to adjust the amounts of the Action Plan allotments per HUD guidance and as described in the Action Plan.

THIS RESOLUTION REQUIRES A PUBLIC HEARING PRIOR TO ADOPTION



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.9.

Resolution Number: **R – 2025.05.14 - 77**
Resolution Re: **Acceptance of the FY26-FY30 Consolidated Plan and
FY26 Action Plan and the expenditures for Fiscal Year
2026 CDBG Entitlement Funds**

Financing Estimated Revenue

Account	Description	Appropriation
2100.1.180.46311.3311.06311.26.000.000.R30	FY26 Federal Grant	\$315,000.00
2100.1.180.46311.3933.06311.26.000.000.R90	FY26 Program Income	\$11,800.00
2100.1.180.43611.3933.06311.25.000.000.R90	FY25 Program Income	\$11,800.00
TOTAL		\$338,600.00

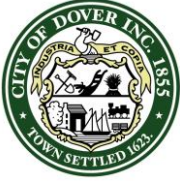
Financing Appropriations

Account	Description	Appropriation
2100.1.180.46348.4835.06367.26.000.000.800	AIDS Response	\$7,120.00
2100.1.180.46348.4835.06398.26.000.000.800	Alliance for Community Transportation	\$4,120.00
2100.1.180.46348.4835.06362.26.000.000.800	CASA of NH	\$3,120.00
2100.1.180.46348.4835.06333.26.000.000.800	Community Partners	\$4,120.00
2100.1.180.46348.4835.06351.26.000.000.800	Cornerstone VNA	\$3,120.00
2100.1.180.46348.4835.06377.26.000.000.800	Cross Roads	\$7,320.00
2100.1.180.46348.4835.06361.26.000.000.800	HAVEN	\$6,120.00
2100.1.180.46348.4835.06342.26.000.000.800	My Friends Place	\$7,720.00
2100.1.180.46348.4835.06395.26.000.000.800	Strafford Nutrition Meals on Wheels	\$3,120.00
2100.1.180.46348.4835.06360.26.000.000.800	Dover Welfare Sec Deposit	\$3,120.00
2100.1.180.46525.4835.06396.26.000.000.800	Dover Econ Loan Pool & Business Assistance	\$10,000.00
2100.1.180.46341.4835.06388.26.000.000.800	City Hall Second Floor Bathrooms - Barrier Removal	\$1,000.00
2100.1.180.46341.4835.06380.26.000.000.800	Home for Now - Bathroom	\$1,000.00
2100.1.180.46341.4835.06346.26.000.000.800	MFP Transitional Housing Roofs	\$1,000.00
2100.1.180.46341.4835.06332.26.000.000.800	Sidewalk Ramps - Barrier Removal	\$111,300.00
2100.1.180.46341.4835.06343.26.000.000.800	Universal Changing Stations	\$75,000.00
2100.1.180.46323.4835.06335.26.000.000.800	Weatherization & Energy Efficiency Program	\$25,000.00
2100.1.180.46311.4110.06311.26.000.000.800	Gen Administration & Planning	\$65,300.00
TOTAL		\$338,600.00

AUTHORIZATION

Document Created by: Finance Department
Document Posted on: May 9, 2025

Acceptance FY26-FY30 CDBG Consolidated Plan and
FY26 Action Plan
Page 2 of 8



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.9.

Resolution Number: **R – 2025.05.14 - 77**
Resolution Re: Acceptance of the FY26-FY30 Consolidated Plan and
FY26 Action Plan and the expenditures for Fiscal Year
2026 CDBG Entitlement Funds

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Fergus Cullen
Ward 6 Councilor

Approved as to Legal Form and Compliance: Jennifer R. Perez
Acting City Attorney

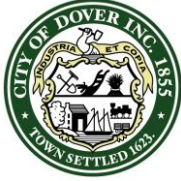
Recorded by: Jerrica Vanslyvong-Bizier
City Clerk

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 Hinkel, 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.9. Resolution Number: R – 2025.05.14 - 77 Resolution Re: Acceptance of the FY26-FY30 Consolidated Plan and FY26 Action Plan and the expenditures for Fiscal Year 2026 CDBG Entitlement Funds
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RESOLUTION BACKGROUND MATERIAL:

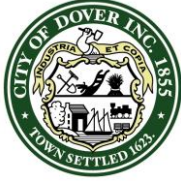
FY26-FY30 CONSOLIDATED PLAN

Every five years the City of Dover adopts a new Consolidated Plan for the Community Development Block Grant (CDBG) program. The Consolidated Plan serves as a strategic plan for addressing issues such as homelessness, housing, public services, community development needs and economic development opportunities. These efforts are targeted towards very low, low and moderate income persons within the community. One of the functions of the Consolidated Plan is to provide direction for funding decisions made through each of the five Action Plans that will be adopted during the life of the Consolidated Plan.

Throughout the fall of 2024 and the winter of 2025, the City engaged in an extensive public outreach process to gather input from citizens, organizations, business community and City Departments. The outreach involved listening sessions with the general public, meetings with service providers, an online survey and a public hearing. This input was used to help shape the priorities identified in the proposed FY26-FY30 Consolidated Plan. July 1, 2025 will mark the beginning of the next 5-year Consolidated Plan cycle.

FY26-FY30 Consolidated Plan Goals:

1	Goal Name	Access to Services
	Goal Description	To provide assistance for residents of Dover who require shelter, transportation, housing, care, recreation and related human services.
2	Goal Name	Barrier Removal and Transportation
	Goal Description	To remove barriers to access and provide transportation related services and improvements.
3	Goal Name	Affordable Housing
	Goal Description	To provide assistance to programs and projects that address the housing needs of Dover residents.
4	Goal Name	Public Improvements
	Goal Description	To assist with the development of facilities and infrastructure that support vulnerable populations of the community.
5	Goal Name	Economic Development
	Goal Description	To provide assistance to businesses and the business community that supports opportunities for business development and economic growth.

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.9. Resolution Number: R – 2025.05.14 - 77 Resolution Re: Acceptance of the FY26-FY30 Consolidated Plan and FY26 Action Plan and the expenditures for Fiscal Year 2026 CDBG Entitlement Funds
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FY26 ACTION PLAN

To implement the Consolidated Plan, the community annually adopts an Action Plan that identifies activities and projects that will receive CDBG funds. The Action Plan serves as a means to assure that the funded activities are consistent with the Consolidated Plan and that the activities comply with HUD National Objectives.

FY26 ACTION PLAN – HUD MANDATED FUNDING CAPS

The Action Plan identifies the Activities that will receive CDBG funding for the next fiscal year. Per HUD regulations, the maximum amount of funding that can be provided for all Public Services allocations combined, and for General Administration & Planning, is capped as follows:

- Public Services Cap: Fifteen percent of the anticipated FY26 grant amount plus fifteen percent of the anticipated FY25 program income: **\$49,000.00.**
- General Administration & Planning Cap: Twenty percent of the anticipated FY26 federal grant plus twenty percent of the anticipated FY26 program income: **\$65,300.00.**

FY26 ACTION PLAN - FUNDING CATEGORIES

PUBLIC SERVICES

AIDS Response Seacoast

Amount Requested:	\$10,000.00
Planning Board Recommendation:	\$7,120.00

Partially support the salaries and benefits of the Case Management Department staff, consisting of a Program Manager, Medical Case Managers and a Financial Administrator.

Alliance for Community Transportation

Amount Requested:	\$4,200.00
Planning Board Recommendation:	\$4,120.00

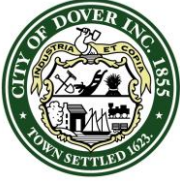
Operate TripLink, a regional transportation call center; operate Community Rides that provides transportation to healthcare for seniors and individuals with disabilities; provide staffing for Regional Coordination Council to provide greater access to community transportation resources.

CASA of NH

Amount Requested:	\$5,000.00
Planning Board Recommendation:	\$3,120.00

Recruitment and training/support of additional CASA Volunteer Advocates to serve the victimized children of Dover

Document Created by: Finance Department Document Posted on: May 9, 2025	Acceptance FY26-FY30 CDBG Consolidated Plan and FY26 Action Plan Page 5 of 8
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.9.

Resolution Number: **R – 2025.05.14 - 77**
Resolution Re: **Acceptance of the FY26-FY30 Consolidated Plan and
FY26 Action Plan and the expenditures for Fiscal Year
2026 CDBG Entitlement Funds**

Community Partners

Amount Requested: \$5,000.00
Planning Board Recommendation: \$4,120.00

Provide rental assistance including security deposits, and first month's rent assistance for individuals and families in Dover with mental illness or a developmental disability who are in threat of becoming homeless.

Cornerstone VNA

Amount Requested: \$25,000.00
Planning Board Recommendation: \$3,120.00

Offset underinsured or free care provided to Dover residents in need. It would also offset subsidized homemaking services, community education, and caregiver support in Dover.

Cross Roads

Amount Requested: \$20,000.00
Planning Board Recommendation: \$7,320.00

Provide emergency and transitional shelter and supportive services for families and individuals from Dover who are experiencing homelessness.

HAVEN

Amount Requested: \$7,500.00
Planning Board Recommendation: \$6,120.00

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

My Friend's Place

Amount requested: \$30,000.00
Planning Board Recommendation: \$7,720.00

General operating cost to run both the Emergency Shelter and the Transitional Housing programs.

Strafford Nutrition & Meals on Wheels

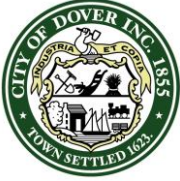
Amount requested: \$5,000.00
Planning Board Recommendation: \$3,120.00

Help provide meals to homebound, elderly & low-income disabled Dover residents. Approximately 5,000 meals.

Welfare Department - Dover

Amount requested: \$12,000.00
Planning Board Recommendation: \$3,120.00

Security deposit program. Help Dover residents move into apartments when they cannot afford security deposits.



CITY OF DOVER

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PUBLIC FACILITIES PROJECTS

City Hall Second Floor Bathrooms – Barrier Removal

Amount Requested: \$120,000.00
Planning Board Recommendation: \$1,000.00

Renovations to City Hall second floor bathrooms for Barrier Removal related improvements.

Home for Now – Bathroom

Amount Requested: \$15,500.00
Planning Board Recommendation: \$1,000.00

Funding for installation of a new bathroom in the basement of the shelter.

MFP Transitional Housing – Roof Replacement

Amount Requested: \$30,000.00
Planning Board Recommendation: \$1,000.00

Funding for roof replacement at two transitional housing buildings.

Sidewalk Ramps – Barrier Removal

Amount Requested: \$120,000.00
Planning Board Recommendation: \$111,300.00

Funding for installation of sidewalk ramps/tip-downs and for installation of lighting and pedestrian activated crossing beacons, where appropriate, with sidewalk ramp/tip-down installations.

Universal Changing Stations – Barrier Removal

Amount Requested: \$75,000.00
Planning Board Recommendation: \$75,000.00

Funding for acquisition and installation of universal changing stations at existing publicly accessible buildings.

Weatherization & Energy Efficiency Program

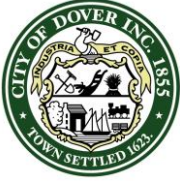
Amount Requested: \$25,000.00
Planning Board Recommendation: \$25,000.00

Funding to supplement the Weatherization Assistance Program for Dover residents.

ECONOMIC DEVELOPMENT

City of Dover - Economic Development Activities:

Amount Requested: \$10,000.00



CITY OF DOVER

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Planning Board Recommendation: \$10,000.00

Funding for the DELP loan pool, job training and related economic development activities.

ADMINISTRATION

General Administration & Planning

Amount Requested: \$65,300.00

Planning Board Recommendation: \$65,300.00

Activities associated with overall administration of the CDBG program. Activities include development of the Action Plan; quarterly, semi-annual and annual reporting; training & legal notices. The amount proposed equals the maximum amount permissible per HUD regulations.

Activity Administration

Amount Requested: \$0.00

Planning Board Recommendation: \$0.00

Administrative costs associated with individual Activities. Activity specific costs include contract development & administration, processing requests for reimbursement, site visits, subrecipient monitoring and environmental review.