

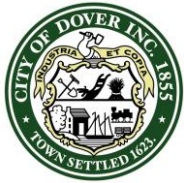
CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 13, 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
6. APPROVAL OF AGENDA
7. PUBLIC HEARINGS
 - A. RESCIND FY2025 CAPITAL IMPROVEMENTS PROGRAM \$2.5 MILLION APPROPRIATION AND AUTHORIZATION FOR BONDING FOR DOVER HIGH SCHOOL TURF & TRACK REPLACEMENT PROJECT
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(VOTE TO OCCUR AUGUST 27, 2025)
SPONSORED BY MAYOR CARRIER BY REQUEST
 - B. RESCIND FY2026 CAPITAL IMPROVEMENTS PROGRAM APPROPRIATION AND AUTHORIZATION FOR BONDING SOUTH END FIRE STATION ADDITION
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(VOTE TO OCCUR AUGUST 27, 2025)
SPONSORED BY MAYOR CARRIER BY REQUEST
 - C. FY2026 GENERAL FUND BUDGET AMENDMENT – APPROPRIATION FOR TRANSFER TO SCHOOL FACILITIES CAPITAL RESERVE AND OFFSETTING REDUCTION TO SCHOOL DEBT SERVICE APPROPRIATION
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(VOTE TO OCCUR AUGUST 27, 2025)
SPONSORED BY MAYOR CARRIER BY REQUEST
 - D. REPROGRAM UNEXPENDED CIP APPROPRIATIONS FROM SELF CONTAINED BREATHING APPARATUS REPLACEMENT TO FIRE TRAINING FACILITIES PROJECT
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(VOTE TO OCCUR AUGUST 27, 2025)
SPONSORED BY MAYOR CARRIER BY REQUEST
8. PUBLIC FORUM

Taxpayers, Business owners, and Residents are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
9. CITY MANAGER'S REPORT
10. APPROVAL OF MINUTES
 - A. July 23, 2025 – Regular Meeting
11. MAYOR'S REPORT
12. UNFINISHED BUSINESS



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 13, 2025**
Meeting Time: **7:00 pm**

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

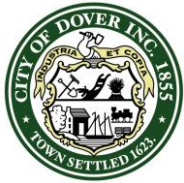
1. **B26002 AUTHORIZATION TO PURCHASE ONE (1) FORD 600 TRUCK WITH PLOW AND HOOKLIFT FOR WWTP**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B26008 AUTHORIZATION TO PURCHASE ONE (1) FORD MAVERICK XL FOR FACILITIES AND GROUNDS**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **B26006 CRACK SEALING SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **B25022 REPLACEMENT EVALUATION OF COUNTY FARM ROAD CULVERT – ADDITIONAL CONSTRUCTION SERVICES – ENVIRONMENTAL PARTNERS GROUP**
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **VARIOUS SENIOR CENTER TRIPS**
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. Downtown TIF Advisory Board (Warach) |
| 6. School Board Liaison (Hackett) | 19. Cochecho Waterfront Development Advisory Committee (Carrier) |
| 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) |

B. RESOLUTIONS

1. **AUTHORIZATION TO PURCHASE CATERPILLAR GENERATOR FOR LIBRARY FROM MILTON CAT VIA SOURCEWELL**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B25029 - DOVER PUBLIC LIBRARY RENOVATION ADDITIONAL SCOPE OF WORK REPLACEMENT OF EXISTING WINDOWS**
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

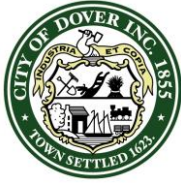
CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 13, 2025**
Meeting Time: **7:00 pm**

3. **AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE OFFICE OF HIGHWAY SAFETY GRANT**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(TO BE REFERRED TO A PUBLIC HEARING AND VOTE ON AUGUST 27, 2025)
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **APPROVAL TO APPLY FOR DHA GRANT TO ESTABLISH RECOVERY HOUSE ON AVON AVENUE**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(TO BE REFERRED TO A PUBLIC HEARING AND VOTE ON AUGUST 27, 2025)
SPONSORED BY COUNCILOR RICHER
5. **ADOPTION OF RESIDENTIAL ANTI DISPLACEMENT AND RELOCATION ASSISTANCE PLAN RELATED TO RECOVERY HOUSING PROGRAM GRANT FROM NH COMMUNITY DEVELOPMENT FINANCE AUTHORITY**
(TO BE REFERRED TO A PUBLIC HEARING AND VOTE ON AUGUST 27, 2025)
SPONSORED BY COUNCILOR RICHER

C. ORDINANCES IN 1ST READING

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2025.07.23 - 15**
Resolution Re: Rescind FY2025 Capital Improvements Program \$2.5 Million Appropriation and Authorization for Bonding for Dover High School Turf & Track Replacement Project

- WHEREAS: The City Council desires to make public improvements and to finance these improvements with the sale of general obligation bonds.
- WHEREAS: The City Council approved FY2025 Capital Improvements Program (CIP) appropriations and authorization for bonding via resolution R-2023.11.29-184 on December 13, 2023, which included \$2,500,000.00 for Dover High School Turf & Track Replacement project; and
- WHEREAS: On June 25, 2025 the City Council approved resolution R-2025.05.28-89 for FY2026 CIP appropriation and authorization for bonding \$18,037,000.00 for Dover High School Athletic Complex project; and
- NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The FY2025 CIP Appropriation and Authorization for Bonding of \$2,500,000.00 for the Dover High School Turf & Track Replacement project is hereby rescinded:

		CIP	Date	Amount	Amount
Project Number	Project Name	Fiscal Year	Authorized	Authorized	To Rescind
4025.1.600.46900.4725.07115.25.000.000.700	Dover High School Turf & Track Replacement	2025	12/13/2023	2,500,000.00	2,500,000.00

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

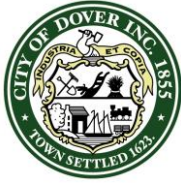
Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-Bizier
City Clerk

DOCUMENT HISTORY:

Document Created by: Finance Department	R-2025.07.23 Rescind FY2025 CIP \$2.5 Million Appropriation and Authorization for Bonding for Dover High School Turf & Track Replacement Project
Document Posted on: August 7, 2025	DHS Turf & Track Replacement Project
	Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

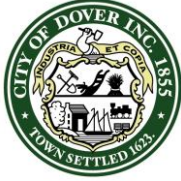
Resolution Number: **R – 2025.07.23 - 15**
Resolution Re: Rescind FY2025 Capital Improvements Program \$2.5
Million Appropriation and Authorization for Bonding for
Dover High School Turf & Track Replacement Project

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2025.07.23 - 15**
Resolution Re: Rescind FY2025 Capital Improvements Program \$2.5
Million Appropriation and Authorization for Bonding for
Dover High School Turf & Track Replacement Project

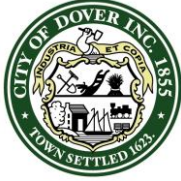
RESOLUTION BACKGROUND MATERIAL:

This resolution seeks to repeal an appropriation and authorization for bonding for Dover High School Turf & Track Replacement project that was contained in the FY2025 CIP. The \$2,500,000.00 for Dover High School Turf & Track Replacement project was approved in resolution R-2023.11.29-184 on December 13, 2023. The \$2,500,000.00 authorization has not been bonded, and remains as authorized unissued debt.

Since the approval of the FY2025 CIP the Joint Building Committee (JBC) for the Dover High School Athletic Complex was formed to research, investigate and develop concepts for the overall project to be presented to the School Board and City Council. The City Council, School Board and JBC conducted joint workshop meetings on December 3, 2024 and May 21, 2025 to present and review project concepts.

On June 25, 2025 the City Council, via resolution R-2025.05.28-89, approved \$18,037,000.00 appropriation and authorization for bonding for the Dover High School Athletic Complex project. The funding amount approved in R-2025.05.28-89 was determined to be the full amount needed to complete the scope of the project.

Therefore, the previous FY2025 CIP appropriation and authorization for bonding of \$2,500,000.00 for Dover High School Turf & Track Replacement project can be rescinded.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2025.07.23 - 16**
Resolution Re: Rescind FY2026 Capital Improvements Program
Appropriation and Authorization for Bonding for South
End Fire Station Addition

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

WHEREAS: The City Council approved FY2026 Capital Improvements Program (CIP) appropriations and authorization for bonding resolution R-2024.10.23-191 on December 11, 2024, which included \$850,000.00 for Fire & Rescue – South End Station Addition; and

WHEREAS: The City Council approved resolution R-2025.06.11-101 on June 11, 2025 authorizing the City's Fire & Rescue Department to lease Units 11 and 12 at 30 Crosby Road to address the department's need for well-suited space for mechanic and maintenance operations; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The FY2026 CIP Appropriation and Authorization for Bonding of \$850,000.00 for the Fire & Rescue – South End Station Addition project is hereby rescinded:

		CIP	Date	Amount	Amount
Project Number	Project Name	Fiscal Year	Authorized	Authorized	To Rescind
4026.1.220.42280.4725.002201.26.000.000.700	Fire & Rescue - South End Station Addition	2026	12/11/2024	850,000.00	850,000.00

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

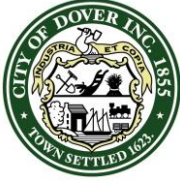
AUTHORIZATION

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#: 7.B.
PUBLIC HEARING ONLY**

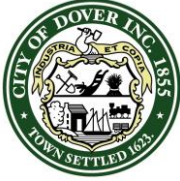
Resolution Number: **R – 2025.07.23 - 16**
Resolution Re: Rescind FY2026 Capital Improvements Program
Appropriation and Authorization for Bonding for South
End Fire Station Addition

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

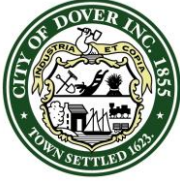
Resolution Number: **R – 2025.07.23 - 16**
Resolution Re: Rescind FY2026 Capital Improvements Program
Appropriation and Authorization for Bonding for South
End Fire Station Addition

RESOLUTION BACKGROUND MATERIAL:

This resolution seeks to repeal an appropriation and authorization for bonding for Fire & Rescue – South End Station Addition project that was contained in the FY2026 CIP. The \$850,000.00 for Fire & Rescue – South End Station Addition project was approved in resolution R-2024.10.23-191 on December 11, 2024. The \$850,000.00 authorization has not been bonded, and remains as authorized unissued debt.

Since the approval of the FY2026 CIP the City's Fire & Rescue Department evaluated options and the feasibility of an addition at the South End station for well-suited mechanic and maintenance operations. At the June 11, 2025 City Council meeting the Fire & Rescue department presented a new concept for leasing space for mechanic and maintenance operations in lieu of constructing an addition at the South End station. The City Council, via resolution R-2025.06.11-101, approved a 3-year lease for mechanic and maintenance operations.

Therefore, the previous FY2026 CIP appropriation and authorization for bonding of \$850,000.00 for the Fire & Rescue – South End Station Addition project can be rescinded.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2025.07.23 - 17**

Resolution Re: FY2026 General Fund Budget Amendment – Appropriation for Transfer to School Facilities Capital Reserve and Offsetting Reduction to School Debt Service Appropriation

WHEREAS: The City Council approved an appropriation and authorization for debt financing for the Dover High School Athletic Complex with a Year 1 estimate of additional debt service obligations for the School department of \$1,740,571, which was not contained in the FY2026 operating budget previously adopted on April 2, 2025; and

WHEREAS: The School Board expressed concerns to the City Council about the budgetary impact the additional debt service obligations would have on the FY2027 General Fund School operating budget and implications for a tax cap compliant budget for the School department; and

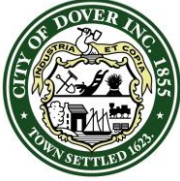
WHEREAS: The City Council acknowledged the impact of the additional debt service obligations on the School department's FY2026 General Fund budget as well as the ensuing FY2027 General Fund budget tax cap implications, and via resolution R-2025.05.28-88 City Council adopted on July 9, 2025, a \$1,740,571.00 FY2026 General Fund School budget amendment; and

WHEREAS: The City's nearest opportunity to issue debt for the approved athletic complex is January 2026, resulting in Year 1 debt service obligations starting in August 2026, which is fiscal year 2027; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The amount of One Million Seven Hundred Forty Thousand and Five Hundred Seventy-One Dollars (\$1,740,571.00) is hereby appropriated to the Dover School Department as part of the FY2026 General Fund budget for the purpose of Transfer to School Facilities Capital Reserve as shown in the table below, and a reduction in FY2026 appropriations of \$1,740,571.00 for School Debt Service as shown in the table below:

		Adopted	Budget	Revised
Account Number	Account Description	Budget	Amendment	Budget
APPROPRIATIONS				
1000.2.600.46900.4920.00000.00.000.000.900	Education - Principal Payments	4,462,501.00	(901,850.00)	3,560,651.00
1000.2.600.46900.4921.00000.00.000.000.900	Education - Interest - Bonds	3,406,494.00	(838,721.00)	2,567,773.00
1000.2.600.05251.4918.00000.00.000.000.910	School - Fund Transfer to Capital Reserve	255,000.00	1,740,571.00	1,995,571.00
		8,123,995.00	0.00	8,123,995.00

NOTE: 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#: 7.C.
PUBLIC HEARING ONLY**

Resolution Number: **R – 2025.07.23 - 17**
Resolution Re: FY2026 General Fund Budget Amendment – Appropriation
for Transfer to School Facilities Capital Reserve and
Offsetting Reduction to School Debt Service Appropriation

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

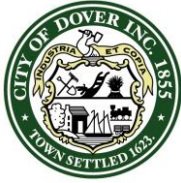
Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

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#: 7.C.
PUBLIC HEARING ONLY**

Resolution Number: **R – 2025.07.23 - 17**

Resolution Re: FY2026 General Fund Budget Amendment – Appropriation for Transfer to School Facilities Capital Reserve and Offsetting Reduction to School Debt Service Appropriation

RESOLUTION BACKGROUND MATERIAL:

In accordance with City Charter C6-6 *Appropriations After Adoption of the Budget*, the City Council is seeking to appropriate \$1,740,571.00 to be a Transfer to School Facilities Capital Reserve as part of the FY2026 General Fund School Department budget. Furthermore, the City Council seeks to amend the FY2026 School Department budget by reducing the existing appropriations for debt service payments by the amount of \$1,740,571.00. This budget amendment does not increase the current amount estimated for the School local portion of the property tax levy.

The City Council approved an appropriation and authorization for debt financing for the Dover High School Athletic Complex with a Year 1 estimate of additional debt service obligations for the School department of \$1,740,571, this amount was not contained in the FY2026 General Fund operating budget previously adopted on April 2, 2025.

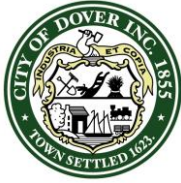
The School Board expressed concerns to the City Council about the budgetary impact the additional debt service obligations would have on the FY2027 General Fund operating budget, as well as the implications for a tax cap compliant budget for the School department since the additional debt service obligations were not incorporated into the FY2026 General Fund budget.

The City Council, via resolution R-2025.05.28-88, approved on July 9, 2025 a FY2026 General Fund budget amendment to appropriate \$1,740,571 for the Year 1 amount estimated for additional School debt service obligations.

The City's nearest opportunity to issue debt for the approved athletic complex is January 2026. This would result in Year 1 debt service obligations starting in August 2026, which is fiscal year 2027. Therefore, the \$1,740,571 appropriated for FY2026 debt service obligations would not be expended in FY2026.

Since the \$1,740,571 will not be expended for additional debt service and to retain the FY2026 General Fund budget level for the School department to avoid FY2027 tax cap budget implications, this resolution proposes to appropriate a \$1,740,571 Transfer to School Facilities Capital Reserve and reduce the School's General Fund Debt Service appropriations by \$1,740,571. The transfer to the capital reserve will start to pre-fund future maintenance and repairs for the new Dover High School Athletic Complex.

Per New Hampshire statutes, the City Council must approve budget appropriations relative to transfers into capital reserves.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2025.07.23 - 18**
Resolution Re: Reprogram Unexpended CIP Appropriations from Self
Contained Breathing Apparatus Replacement to Fire
Training Facilities Project

- WHEREAS: On an annual basis the City Council adopts the Capital Improvements Program (CIP), which includes the Debt Financing authorization for certain CIP projects; and
- WHEREAS: The City Council approved the FY2022 CIP appropriations and authorization for bonding on November 18, 2020 via resolution R-2020.10.14-175, which included \$830,000.00 for Fire & Rescue – South End Station Addition; and
- WHEREAS: In September 2024 a more immediate need for the replacement of the Self-Contained Breathing Apparatus (SCBA) was identified, via resolution R-2024.08.28-151 on September 25, 2024 the City Council voted to reprogram \$451,200 of unexpended CIP appropriations from the South End Fire Station Building Improvements project to the SCBA Replacement project; and
- WHEREAS: The SCBA Replacement project was completed under budget, resulting in unexpended CIP appropriations that are now available to reprogram to other capital projects, and Fire & Rescue Department has identified the need for improved training facilities; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT: The amount of \$278,434.00 (Two Hundred Seventy-Eight Thousand Four-Hundred Thirty-Four Dollars) of unexpended appropriations is hereby reprogrammed from the SCBA Replacement project to the Fire & Rescue Training Facilities project as follows:

		Available	Reprogram	Adjusted
Project Number	Project Description	Balance	Adjustment	Balance
4022.1.220.42220.4741.02255.22.000.000.700	Self-Contained Breathing Apparatus Replacement	278,434.00	(278,434.00)	0.00
4022.1.220.42220.47???.022???.22.000.000.700	Fire & Rescue Training Facilities	0.00	278,434.00	278,434.00
		278,434.00	0.00	278,434.00

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

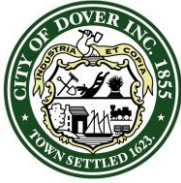
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

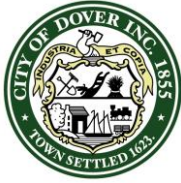
Resolution Number: **R – 2025.07.23 - 18**
Resolution Re: Reprogram Unexpended CIP Appropriations from Self
Contained Breathing Apparatus Replacement to Fire
Training Facilities Project

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2025.07.23 - 18**
Resolution Re: Reprogram Unexpended CIP Appropriations from Self
Contained Breathing Apparatus Replacement to Fire
Training Facilities Project

RESOLUTION BACKGROUND MATERIAL:

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the South End Fire Station Building Improvements project. On November 18, 2020 the City Council adopted the FY2022 Capital Improvements Plan (CIP) Authorization for bonding, which included \$830,000.00 for the South End Fire Station Building Improvements project. Subsequently the City Council on September 25, 2024 approved reprogramming appropriations from South End Fire Station Building Improvements to Self-Contained Breathing Apparatus (SCBA) Replacement.

This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized financing the South End Fire Station project, then reprogramming a portion of the authorization to the Self-Contained Breathing Apparatus Replacement project. This resolution would reprogram unexpended appropriations from SCBA Replacement to Fire & Rescue Training Facilities.

The SCBA Replacement project is completed and \$278,434.00 of unexpended appropriations is available to reprogram to another capital project.

The City is recommending reprogramming \$278,434.00 from the SCBA Replacement project to Fire & Rescue Training Facilities project.

Accompanying this resolution is a Public Safety Training & Preparedness Action Plan prepared by Fire Chief Perry Plummer. The plan provided the rationale and scope of the proposed training facilities project.

City of Dover Fire & Rescue

Public Safety Training & Preparedness Action Plan

Positioning Dover Fire & Rescue as New Hampshire's Most Advanced, Best-Trained Emergency Service

Introduction & Executive Summary

In today's rapidly evolving emergency response environment, the margin for error is razor thin. The community we serve expects, and deserves, perfection—under the most dangerous, chaotic, and high-stress conditions imaginable. Whether it's a structure fire, a cardiac arrest, or a mass casualty incident, our response must be flawless, and the consequences for both our citizens and our personnel are often immediate and life-or-death.

The key to achieving these expectations is cutting-edge, realistic, high-fidelity training that leaves no room for guesswork and ensures Dover Fire & Rescue operates at the highest possible efficiency and standard.

This comprehensive, two-part Training & Preparedness Action Plan represents an innovative, fiscally responsible investment in the department's two most high-risk, core functions: Emergency Medical Services (EMS) and Fire Suppression & Rescue. Through strategic partnerships, workforce collaboration, and innovative project management, this plan positions Dover Fire & Rescue—and by extension, the City of Dover—as the statewide leader in emergency response readiness, workforce development, public safety, and fiscal accountability.

Importantly, this plan also presents a significant long-term savings opportunity. The City's Capital Improvement Plan (CIP) currently includes two projects that can be reduced. A project funded in FY 28 in the amount of \$850,000 for land for a Dover Point Fire Station and training facility design. This project would eliminate \$150,000 for the training facility design and land prep. As well as a funded project in FY30 to construct a training facility. By advancing this initiative now and completing it in-house, the City can reduce the FY30 CIP project by approximately \$400,000. This will leave \$250,000 in future funding that can be reallocated to supplement this effort with enhanced training props and equipment—providing a more comprehensive solution without increasing taxpayer burden. In all this project would save \$550,000 in the CIP. This is a clear example of using current resources to generate substantial future savings, creating a more sustainable and fiscally responsible outcome.

Why This Plan is Essential

Excellence in public safety doesn't happen by chance. It happens by design, through preparation, innovation, and continuous improvement. This action plan is designed to:

- Dramatically improve survival rates for cardiac arrest, trauma, and fire emergencies.
- Enhance safety and confidence for all Dover Fire & Rescue personnel.
- Foster seamless, real-world coordination between Fire, Police, and regional partners.
- Attract, develop, and retain top-tier public safety professionals.
- Maximize use of available resources through strategic reprogramming of existing funds, requiring no additional taxpayer burden.

This initiative reflects Dover Fire & Rescue's unwavering commitment to fiscal responsibility, workforce excellence, and delivering the highest standard of emergency service to our community.

The Comprehensive Plan: Two Strategic, High-Impact Projects

Project 1: Advanced Life Support (ALS) Simulation Training Lab

Project Overview:

We propose transforming space at Dover Fire & Rescue headquarters—recently made available through the relocation of Inspection Services—into a dedicated, high-fidelity ALS Simulation Lab. This modern facility will replicate the stress, complexity, and unpredictability of real emergencies, providing paramedics and AEMTs with realistic, scenario-based training for the most critical, life-threatening situations.

An advanced EMS simulation lab is recognized as the gold standard in preparing EMS providers for high-risk, low-frequency medical emergencies where every second counts. This lab will give our personnel the opportunity to master complex lifesaving skills in a safe, controlled environment that closely mirrors the challenges faced in the field. It allows for repetitive practice, immediate feedback, and the ability to rehearse critical decision-making under stress, which research shows directly improves patient survival rates and reduces preventable errors. With this facility, Dover will not only meet, but exceed statewide training standards, ensuring our paramedics and AEMT's are exceptionally prepared to serve our community at the highest level of care.

Key Features:

- High-Fidelity ALS Simulation Manikin for advanced clinical scenarios.
- Mock ambulance, residential settings, and confined space simulations.
- AV monitoring and debrief system for real-time feedback and performance improvement.

- In-house nationally certified instructor(s) training to ensure program excellence and sustainability.

Why It Matters:

- Research shows simulation-based training reduces critical errors and increases survival rates by as much as 50%.
- Teams trained in realistic, high-pressure environments respond faster, make better decisions, and perform at elite levels.
- Demonstrates to the public Dover's commitment to preparedness, accountability, and quality.
- Modern, innovative training attracts and retains top EMS talent.

EMS Simulation Lab Budget:

Item	Quantity	Cost per Item	Total
High-Fidelity ALS Simulation Manikin	1	\$50,000	\$ 50,000
AV Monitoring & Debrief System	1	\$12,000	\$ 12,000
Mock Ambulance & Environmental Props	1 set	\$10,000	\$ 10,000
Room Retrofit (Lighting, A/V, Storage)	—	—	\$ 20,000
Misc Expenses	—	—	<u>\$ 8,000</u>
Total One-Time Capital Costs			\$100,000

Project 2: Joint Fire, Police & SWAT Training Facility

Project Overview:

In collaboration with the Stafford County Commissioners, the county has agreed to provide a suitable piece of land for a durable, multi-use training structure. This facility directly addresses Dover Fire & Rescue's second highest-risk function: Fire Suppression and Rescue, as well as tactical preparedness for active threat incidents.

Modeled after the successful, cost-effective design used by other Fire Departments for over a decade, this facility will serve Fire, Police, Stafford County SRT, and Dover High School CTC students—delivering realistic, hands-on training for the most complex and dangerous emergency scenarios.

Key Features:

- Ten 40-foot used containers configured into a three-story structure.
- Realistic environments for search & rescue, smoke drills, forcible entry, and SWAT operations.
- Controlled live fire smoke drills using wood/hay barrel burns.
- Tactical stairwell, rooftop, and confined space training areas.
- Integrated training opportunities for regional partners and students.

Collaboration & Fiscal Responsibility:

- Demonstrates true workforce collaboration between Fire, Police, and County partners.
- By managing this project in-house using much of our own personnel (thank you to Firefighter Local 1312 and Fire Officer Local 2909), it will save more than \$100,000 over a commercially purchased and managed building.
- Maximizes resources through shared infrastructure, in-kind labor, and regional support.
- No additional taxpayer burden—funded through reprogramming of unexpended SCBA project funds and partner contributions.
- Additionally, completing this project now allows the City to reduce the currently planned FY30 CIP training facility project by \$400,000—redirecting \$250,000 to enhance this facility with expanded training props and equipment. This strategic action eliminates redundancy and creates long-term taxpayer savings.

Joint Facility Estimated Budget:

Source	Amount
Strafford County SRT/NHTOA Fundraising	\$ 30,000
Reprogrammed SCBA Project Funds	\$100,000
In-Kind Labor & Support Contributions	<u>\$ 20,000</u>
Total Proposed Project Cost	\$150,000

The Broader Impact: A Culture of Excellence and Fiscal Stewardship

This action plan reflects more than just facility upgrades—it represents Dover Fire & Rescue's unwavering pursuit of excellence, safety, and operational readiness. It demonstrates how innovation, fiscal responsibility, and collaboration can solve complex challenges without placing additional burdens on taxpayers.

Through this initiative, Dover will:

- Build the most advanced, well-prepared emergency workforce in the state.
 - Dramatically improve survival rates for high-risk EMS and fire emergencies.
 - Enhance employee safety, confidence, and professional development.
 - Strengthen inter-agency coordination for complex incidents.
 - Continue to set the standard for innovation, accountability, and community service.
-

Conclusion: From Good to Great—Leading the State in Emergency Readiness

Over the past 12 months, Dover Fire & Rescue has delivered major innovations to improve safety, preparedness, and operational excellence. This action plan is the next step—a bold, strategic investment in workforce development, community safety, and fiscal responsibility.

With full support from our personnel, partners, and the County, and through strategic reprogramming of existing funds, we can make these critical improvements without additional financial burden to the City. By doing so now, we create real savings in future CIP obligations and build a sustainable foundation for long-term success.

We respectfully request the City Council's approval to move forward with these vital, life-saving initiatives that work towards Dover's position as New Hampshire's best-trained, most innovative, and most prepared emergency service.

Respectfully,
Perry Plummer, Fire Chief
City of Dover Fire & Rescue

City Manager's Report

August 13, 2025

Reporting On:
July 2025

By: J. Michael Joyal, Jr.
City Manager

Executive Department

Six Divisions ♦ 25 Positions

Office of Business Development (OBD)

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

Businesses Reached Out for Assistance	Business Visitations Performed	Businesses Connected to Business Assistance Resources	Businesses Opened	New Businesses Contacted to Locate in Dover
55	36	38	1	2

Business Updates

Foot traffic in downtown Dover was slower in July, which is typical for the season. Many retailers have begun developing marketing campaigns aimed at driving engagement and boosting foot traffic heading into the third and fourth quarters. While overall consumer spending remains cautious, several businesses have reported consistent sales. Notably, one downtown retailer reported her highest ever July since opening. Another mentioned visits from international tourists, which is a positive indicator of international tourism. Some retailers are continuing to diversify product offerings, including the addition of consumable goods, to encourage impulse purchases and increase average transaction size. Despite broader economic pressures, those offering strong customer experiences and well defined product niches continue to show resilience.

The personal care industry in Dover, especially salons, is experiencing a seasonal slowdown that appears to be more pronounced this year. Service deferrals have led to fewer bookings, and traditional salon models are under pressure from increased competition and changing client expectations. In response, some salons are seeking booth renters to offset overhead costs, while others are exploring new revenue streams or community based appeals for support. Notably, newer salons led by younger owners are leveraging social media, eco friendly product lines, and targeted branding to appeal to younger demographics. These businesses appear to be better positioned to withstand shifting consumer patterns.

Dover’s restaurant sector shows a complex but overall stable picture. Several restaurants traditionally close for a week during July, a common local practice that reflects the historically slower mid summer dining period and provides a built in opportunity for staff vacations and

maintenance. Those that remained open noted consistent patronage on weekends and during downtown events, especially among businesses known for exceptional service and cuisine. Staffing availability has improved, particularly among younger workers, compared to pre pandemic levels. However, rising labor and food costs continue to impact margins, and some local restaurant workers are reporting smaller tips, a possible sign of tightening consumer spending.

Nonprofit organizations in Dover are still contending with funding uncertainties, leading many to pivot toward more ticketed programming, donor engagement strategies, and collaborative events. Across sectors, inflationary pressures and higher electricity rates are becoming more impactful, especially for businesses with larger square footage or energy intensive operations.

The commercial real estate market downtown has seen positive developments this summer. A previously vacant restaurant space has been leased, and another restaurant space is in active negotiations. A new shop is targeting a mid August opening, and three more businesses are on track to launch by early fall. The Office of Business Development has fielded a growing number of inquiries and support requests from both new and expanding businesses, indicating sustained interest in Dover as a place to invest and operate.

Dover's small business community remains active, resilient, and cautiously optimistic. While rising costs and sector specific challenges continue, steady commercial activity, sustained interest in downtown storefronts, and indicators of consumer confidence suggest a local economy that is adapting effectively to evolving conditions.

Economic Trends

NH Employment Security's June issue of New Hampshire Economic Conditions included an overview of changes to US tariff policy and implications for the state's economy. The report indicates a surge in both business and consumer imports during the first quarter of 2025 to lessen or delay the impacts of tariffs, with levels ranging from normal to slightly reduced in subsequent months.

The producer price index (PPI), which measures the price received by US manufacturers for their output, indicates that US manufacturers have raised prices in 2025. In fact, the increases began before tariffs were in effect, and likely reflect indirect impacts that the anticipation of tariffs had on market demand.

According to the NH Department of Business and Economic Affairs, tourism from Canada has declined, but has been partly offset by visitors from elsewhere. They anticipate having better data at the end of the summer season.

The Federal Reserve Bank of Boston reports mostly flat economic activity. Food and restaurant pricing saw slight increases, but they reported level prices on most retail and tourism items, and many businesses planned to keep prices constant because they perceived consumers being resistant to further increases. Retail, restaurant, and hospitality industries reported revenue declines, ranging from slight to substantial. Reasons given included declines in Canadian tourism, tariffs, and suppression of economic activity by foreign born residents over fears of deportation.

	June 2024	June 2025	12-Mo. Avg.
Median Home Sales-Single Family	\$489,500	\$714,000	\$569,542
Average Days on Market	18	10	26
Total Labor Force	20,850	20,820	20,770
Unemployment Rate	1.8%	2.2%	2.2%

Bureau of Labor Statistics Data Overview

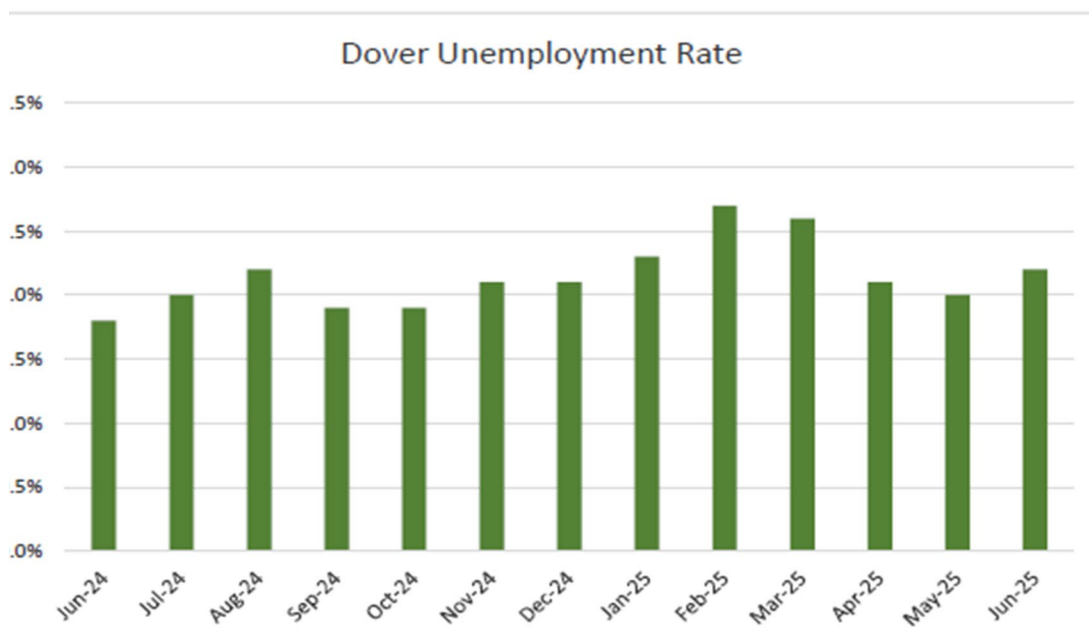
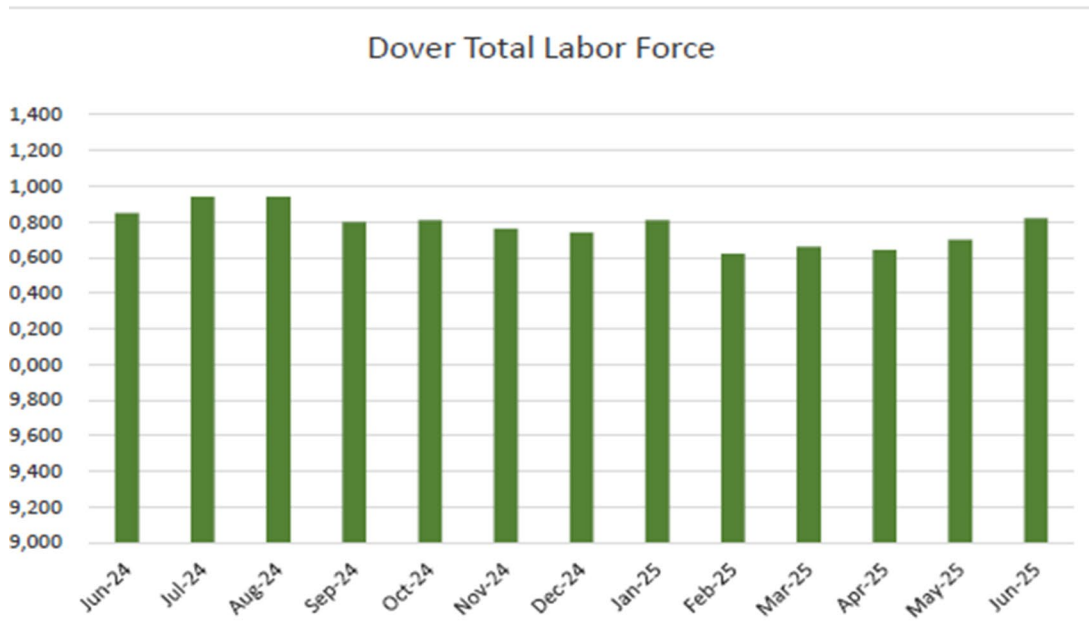
On August 1, President Trump fired the Bureau of Labor Statistics (BLS) Commissioner Erika McEntarfer, alleging that the BLS had manipulated data contained in the August 1 jobs report. In light of these events, staff has prepared additional information about how BLS data is compiled and revised to accompany the labor data in this report.

Experts agree that there is currently no credible evidence of data manipulation in BLS data sources. BLS methodologies for compiling and revising data are well publicized. As a result, experts appear to agree that it would be difficult to convincingly falsify the data in the future.

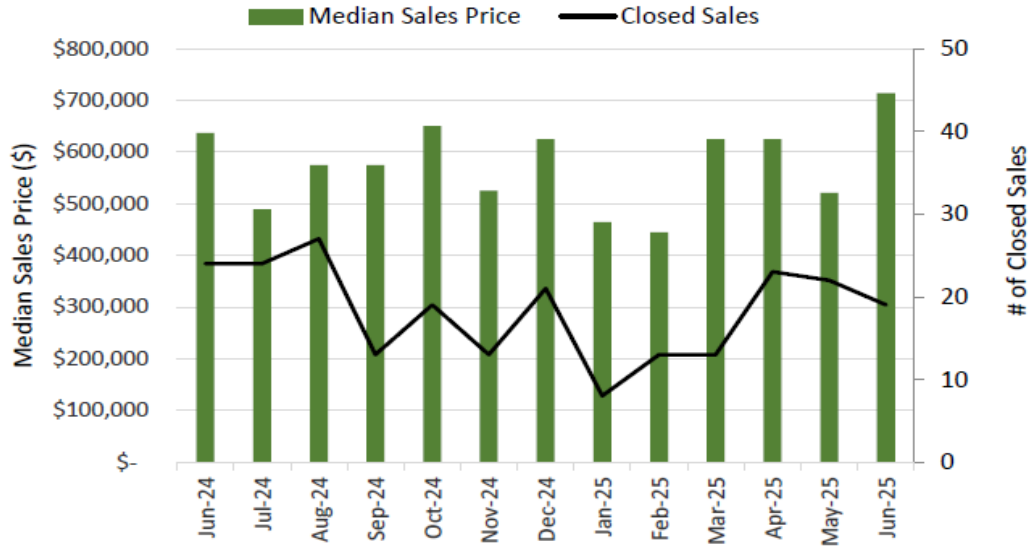
The President's allegations appear to primarily be connected to the BLS' practice of issuing revised estimates in the months following release of the preliminary data. Data revisions are important because the jobs report is an estimate based on survey data. In order to get the most accurate estimate possible, the monthly BLS jobs report always includes revised estimates for the two prior months, and there are comprehensive annual revisions in August and the February of the following year.

The August 1 report lowered previous estimates by 120,000 jobs for May and 133,000 jobs for June; they now estimate that the economy added only 19,000 jobs in May and 14,000 jobs in June. Both adjustments are well above the average monthly revision of 51,000 jobs, but revisions of this size have happened before.

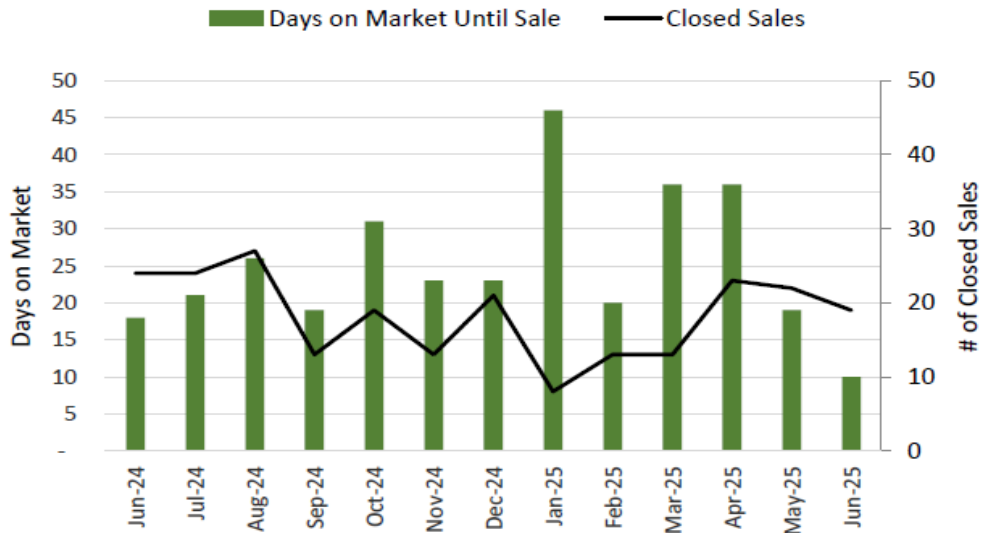
Staff use BLS data to track unemployment and labor force trends. These come from the "Local Area Unemployment Statistics" dataset, which is released roughly one month after the preliminary jobs report for that month. This means that LAUS data has already been revised once, which is important for accuracy with the smaller sample sizes involved. Councilors should expect that current month data (June 2025 in this report) will be revised by BLS the following month. Figures for prior months reflect the latest available revisions or benchmarks released by BLS.



Median Home Sales Price (Single-Family)



Mean Days on Market until Sale (Single Family)



Waterfront Update:

Overall Project Status:

Waterfront Progress in July was impressive and continues at a steady pace this month, with both private and public improvements reaching key milestones.

On the private development front, Buildings C and D (those visible from across the river) are nearing exterior completion, with stonework and façade treatments well underway. Inside, construction is largely finished, and crews are now attending to the final finishing details. Similarly, the townhome units are advancing well. The initial three-unit group is nearly move-in ready, and additional townhome clusters have seen major progress, with interiors substantially complete and utility testing in progress in preparation for occupancy. Site-wide, granite curbing and sidewalk installation is expected to commence shortly, signaling another visible phase of transformation.

Public infrastructure improvements are also seeing important achievements. Eversource has completed temporary construction power connections, and the site awaits the delivery of the final two switchgear components needed to activate permanent power.

Along Payne Street, final curbing and sidewalks are now in place, and the newly completed stormwater treatment basin is fully operational. On River Street, both Bio-swale 1 and 2, which manage surface drainage, are substantially complete.

Significant progress is also being made in park and landscape areas. Plantings have been installed along Payne Street, the river walk, and in stormwater treatment zones, bringing green life to the area. The contractor is actively working through stockpiled loam and planting soils, preparing the Pavilion site and surrounding park subgrades for final shaping and surfacing. Work on lighting infrastructure has also moved forward, with conduit systems, bollard bases, and light pole foundations installed. Key coring work to support electrical layout connections is now complete.

In terms of stormwater management, major construction on Bio Stormwater Basin #1 has concluded, and both the main treatment basin and the pocket wetland have reached completion—marking a crucial step toward environmental resilience and compliance.

Meanwhile, the Pavilion structure is rapidly taking shape. Steel supports have been erected, the first-floor pan and methane vapor barrier for the lower level have been installed, and concrete slab placements for the first floor and ground level are scheduled in the coming days.

Finally, the City continues to coordinate closely with engineers on a long-term shoreline restoration plan near the former Army Corps bulkhead. Permit amendment requests have been submitted to the New Hampshire Department of Environmental Services, and the City now awaits final approval to move forward with this critical environmental restoration effort.

Altogether, the project is making marked strides—delivering both visible improvements and behind-the-scenes infrastructure that will support long-term success.

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 JULY 2025

	For Month	FY26 YTD	FY25	FY24	FY23
Legal Matters/Questions Handled	46	46	909	1,072	1,061
Review Existing Legal Contracts & Draft Memo	2	2	123	156	153
Legal Contracts/Memo Created	46	46	247	213	201
Right to Know Requests Processed	6	6	85	81	100
Resolutions	2	2	46	72	70
Ordinances	0	0	9	16	17
Leases	0	0	9	10	4
Primex Auto Claims Handled	5	5	49	59	80
Primex Liability Claims Handled	3	3	49	56	67
Primex Property Claims Handled	7	7	53	52	54

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

- ♦ Armada Analytics – Re: request for all building and fire code violations, and certificate of occupancy documents for 35 Pointe Place
- ♦ Partners Engineering (Cassie Dykens) – Re: request for all building and fire code violations, final approve site plan and certificate of occupancy documents for 35 Pointe Place
- ♦ Partners Engineering (Jill Lamphear) – Re: request for all building permits, certificates of occupancy, dates of public water and sewer connection, installation/removal of storage tanks, hazardous materials storage or release and presence of Activity Use Limitations
- ♦ Bradley Amari– Re: Tuttle Road and Middle Road request for any documents referencing applications or permits approved for the property
- ♦ Griffyn Properties, Inc. (Harold Caton) – Re: all records concerning the change in side setback of 401 Dover Point Road; all records/emails concerning 401/403 Dover Point Rd of the City of Dover Conservation Commission from 1992 to present and a list of all members; and all records regarding sewer line that traverses the 403 Dover Point Rd property
- ♦ JJ Defeo– Re: GIS information for the City’s assessment GIS page

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

- Assisted with two closings on conservation properties.
- Assisted conservation land purchase questions and review
- 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

Community Services: Assisted with general property rights and liability questions; assisted with procurement contracts; assisted with contract administration questions; assisted with general roadway and tree ownership issues.

Finance Department: Assisted with review of bid packages and specific Terms and Conditions needs.

Planning: Assisted with general easement and deed questions and contract reviews.

Police: Assisted with parking ordinance and claims questions

Recreation: Assisted with general legal issues.

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. 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. The City has filed a Motion for Contempt and the Hebbards filed an Objection. The motion is before a judge pending an order.

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. The Court issued an omnibus order ruling on outstanding motions/issues. The City and the Hebbards negotiated and agreed on terms of a drainage easement and mutual release. **The Drainage Easement has been recorded at the registry of deeds and the City has sent the mutual release to the Hebbards for their signature.**

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. Mr. Strahan attempted to amend a state court complaint arising out of similar facts to include Chief Brault as a defendant; outside counsel had moved to dismiss. **The Superior Court dismissed the amended complaint.**

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.

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. The City filed the Answer with the HAB and a prehearing conference was held May 13. The City filed a Hearing Memorandum on May 27. Hearing on the Merits is scheduled for June 3, 2025. Hearing on the Merits was held June 3, 2025.

Phillip Cunningham v. Dover Police Department:

Plaintiff filed a complaint against the Dover Police Department relating to the death by overdose of his daughter. Outside council filed a Motion to Dismiss which the Court granted. The Plaintiff has now filed an appeal to the New Hampshire Supreme Court. Briefing is underway.

Larry Lemay v. Ryan Anderson:

Officer Ryan Anderson was served a Complaint by the sheriff's office. The complaint was filed by Larry Lemay, who is suing Anderson personally for actions taken specifically as a result of Anderson's employment as a police officer. PRIMEX retained outside council.

Richard Hamor & John Wyeth v. City of Dover:

Two residents have appealed a June 24, 2025 Planning Board decision approving a Transfer of Development Rights (TDR) project at 11 Roosevelt Avenue. The appeal has been filed with the New Hampshire Housing Appeals Board. A prehearing conference was held on July 31, 2025.

The City will be filing its certified record and answer no later than August 14, 2025.

McQuade Realty v. City of Dover:

A New Hampshire corporation has filed a complaint in the Hillsborough County Superior Court (Case #219-2025-CV-00345) to appeal a decision by the Planning Board regarding a conditional use permit and a site plan application for 180 Crosby Drive, Dover, NH. **An Answer is due on August 28, 2025. The Scheduling Conference is scheduled for August 18, 2025.**

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:

The City Manager's Assistant handles the reporting of all Workers' Compensation Claims for the City. There were 2 workplace injuries during the month in which the City Manager's Assistant (CMA) processed. Both claims were medical only. The CMA continued to act as a liaison between the injured worker and Primex and to monitor and update all open claims.

During the month, the City Manager's Assistant gathered information from various departments and processed 18 job postings on JazzHR. Due to the new fiscal year, the CMA had to update all current job postings with new pay rates as well as post for any new and newly vacated positions. 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 107 applicants that applied to all of the City of Dover's open positions during the month. At the time of this report, there are currently 24 open positions that the City is recruiting for.

The CMA is part of the hiring panel for the City Attorney, along with the HR Director, Police Chief and Deputy City Manager. After the panel reviewed four more applicants, they decided to pass two names on to the City Manager. The City Manager then interviewed both applicants and after consideration decided to continue the search.

The City Manager's Assistant monitored new position and/or new hire physicals and background/motor vehicle checks for 3 employees. This oversight ensures all eligible employees and/or applicants are able to move on in the hiring process with the Human Resources Division.

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

The CMA supported the Racial Equity & Inclusion Committee by working up and posting the agenda and minutes for their monthly meeting. The CMA also supported Dover Doers by placing requested orders and handling the payments. Once FY25 funds are used up, this task will be taken over by the Facilities & Grounds Division.

The City Manager's Assistant is on the team coordinating the possible donation of office goods to the City from a local business. She, the Planning Director and Purchasing Agent visited the site, took photos and measurements of the donations. The Purchasing Agent is gathering wants/needs from the various departments and the team will go back to tour the facility again and make final decisions. At the time of this report, the team has not gone back out to view/measure office furniture and is awaiting coordination from the Purchasing Agent.

The CMA coordinated the National Citizens Survey which was sent out to various households by POLCO. The survey has closed and the draft report has been received. This will be rolled out by the City Manager in the coming months.

Now that the FY2026 budget is upon us, the CMA is currently working with the various departments to accurately reflect the approved positions in the FY2026 approved org chart. The document will be placed on the city website once completed.

Various meetings took place in the City Manager's Office this month surrounding Waste Management, Attorney interviews, Fire Department personnel, HR meeting, Department Head evaluations, Union President introduction, citizen meetings, Police Chief meetings and a preliminary CIP review.

Office of Human Resources (OHR)

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

Employee Anniversaries for August		
Employee Name	Employee Department	Length of Service
Flanagan, Lois	CS	38
Cormier, Todd	CS	31
Parker, Christopher	Executive	27
Dwyer, Stephen	Police	22
Colonna, Mark	CS	21
Croteau, Shawn	Fire	21
Dube, Michelle	Inspection	17
Grass, Ryan	CS	17
Pine, Timothy	Executive	17
Cooper, Juel	Police	15
Donovan, Jaimie	Inspection	15
Collis, David	Police	14
Labonte, Julie	Finance	14
Colarusso, Anthony	Fire	10
Ryan, Michael	Fire	10
Gaston, Susan	Public Welfare	9
Martuscello, Molly	Police	8
O'Neil, Derek	Police	7
Gibbons, Christopher	Police	6
Sobel, Adin	Police	6
David, Timothy	Police	5
Early, Brian	Executive	5
Anderson, Ryan	Police	4
Burbank, Brandon	Recreation	4
Gagnon, Nicholas	Library	4
Gurnsey, Nathaniel	Police	4
Bowman, Ian	Fire	3
Cherim, Lilah	Fire	3
Cragin, Kathleen	Finance	3
Crampsey, Joshua	Fire	3
Phipps, Zachary	Fire	3
Ricker, Keegan	Fire	3
Rodenhuis, Sierra	Fire	3
Stevens, Hunter	Fire	3
MacLeod, Kathryn	Library	2
Stewart, Meghan	Library	2

Behrens, Jason	Fire	1
Hebert, Kevin	Recreation	1
Tolliver, Noah	Fire	1

July Employment Statistics

Employment Separations = 8		Employment New Hires = 10	
Community Services	1	Community Services	3
Executive	1	Finance	1
Finance	1	Planning	2
Public Library	1	Police	1
Police	1	Recreation	3
Recreation	3		

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

Office of Information Technology managed 107 and 81 total monthly IT Support Tickets in May and June 2025 respectively. The majority of tickets were created in the Police department. The majority of tickets were categorized as User Account – Issue and Client – Issue.

Office of IT addressed 1,653 IT Support Requests in FY2025 with Client – Issue (20%) and User Account – Issue (17%) as the most common request types.

Wireless access points were replaced June 17 – 19, 2025 in coordination with wireless vendor, wiring vendor and CS Facilities, Grounds and Cemetery staff. The City of Dover is has increased from forty (40) to sixty-one (61) total wireless access points, primarily improving coverage in existing facilities. Notable improvements are access point resiliency in apparatus bays at all fire stations, increased coverage at Dover Ice Arena and new coverage for the playground at Henry Law Park. ARPA funds supported 53%, or \$60,587., of this project. Reference bid B25109, Wireless Network Infrastructure.

Upgraded enterprise work order / asset management application in production environment.

Integration of thirty party AVL services in new enterprise geographic information system (GIS) environment.

FY2025 client PC replacements completed.

Work with Pretreatment Coordinator to develop new online application for pretreatment permits. Permits will utilize business license functionality of City of Dover Permit, Plan and Licensing portal.

Continued documentation by Enterprise Systems IT Administrator related to finance and PDF editing enterprise applications.

Allied Universal and subcontractors continue municipal security project involving access control, camera systems and required wiring. Walk-through of McConnell Center in May to review ideal as opposed to current camera locations. With completion of access control at North End and Central fire stations in June, the wiring and access control portions of B25008, Municipal Security System are now complete.

Public Safety IT Administrator initiates research on current Police Dispatch alarm receipt hardware and procedure in preparation for request for proposal development.

IT Director shares FY2026 Office of Information Technology / DoverNet proposed budget at City Council budget workshop.

Per request, IT Director participates as a panelist for NH Digital Government Summit “Data Chaos? Let’s Fix That.”

Host City of Portsmouth IT leadership to share best practices, current challenges.

City of Dover Permit, Plan and Licensing portal cutover from third party to integrated services for credit card payment processing. As a result, American Express is now accepted and eChecks will be supported soon.

Assist Finance Assessing division in working with CAMA vendor to complete open implementation tasks.

Assisted with the move of Inspection Services division to new building located at 269 Mast Rd.

IT Committee Meeting held with IT liaisons.

Wrapping up final items for SCADA water/sewer upgrade. Install and successful test of alarming from a secondary site in the event of outage at primary alarming site. Reference B24016, ARPA and NH DES grant funded.

Developed and posted request for bid, B25081, Programmable Logic Controller (PLC) Replacement for Sewer and Water Facilities. Fielded bidder questions. Two proposals received June 2025.

SIM replacement for EV charging stations at Mast Road.

Office of Media Services (OMS)

Michael Gillis, Director of Media Services; Brian Early, Media Services Admin; Vacant, Media Services Tech; Lynn Clement, Media Services Tech,

In July, 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 produced five episodes of the Dover Download podcast in July. Topics included episodes on the Cochecho Arts Festival lineup, an update on the renovation of the Dover Public Library, how public-private partnerships work, a look back at efforts to clean up the Cochecho River, and a chat with the new president of Dover Rotary, Cathy Beaudoin. Dover Download is a weekly look at what's happening in Dover, hosted by Deputy City Manager Christopher Parker.

Media Services covered special events in July, including the annual reading of the Declaration of Independence at City Hall, the annual fireworks display, and Greater Dover Chamber of Commerce and Dover Main Street events. In addition, Media Services provided coverage and produced video content about the installation of the Reaching Across arch on Central Avenue, a project organized by the Dover Arts Commission.

In July, Media Services sent out 44 email newsletters, including the weekly editions of Dover Download, special alerts, and departmental and project updates. These newsletters are designed to help communicate a wide variety of information to the public of general interest and for specific projects and topics and to instill the city's commitment to community stewardship. More than 200 updates were posted to social media and other external communications platforms.

In July, Media Services distributed 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 13 meetings and special events in July.

In July, 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.



Park Street Park

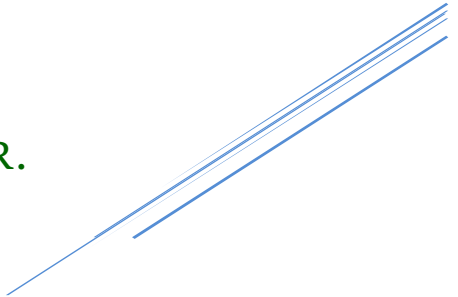
COAST

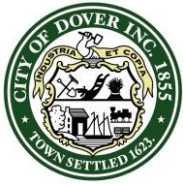
Ridership Activity

Coast ridership was down slightly across routes during the month of June 2025.

Coast Ridership	Route 1	Route 12	Route 13	Route 33	Route 34
	Dover/Somersworth/Berwick	Rochester/Somersworth/ Dover	Dover/Portsmouth	Downtown Dover/County Complex/Portland Ave	Downtown Dover/Knox Marsh Rd
Jan-25	4,953	6,092	4,226	2,220	240
Feb-25	4,426	5,473	3,569	1,991	128
Mar-25	5,583	6,744	4,564	2,509	194
Apr-25	5,706	6,985	4,969	2,423	204
May-25	5,580	6,690	4,794	2,510	225
Jun-25	5,521	6,482	4,376	2,466	228

J. MICHAEL JOYAL, JR.
CITY MANAGER





CITY OF DOVER

CITY COUNCIL - MINUTES

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

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Nemeth led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

Present: Councilor Nemeth, Councilor Retrosi, Councilor Williams, Councilor Cullen, Deputy Mayor Shanahan, Mayor Carrier

Absent: Councilor Richer, Councilor Hackett, Councilor Warach

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

5. PROCLAMATIONS/AWARDS – ST. THOMAS GIRLS LACROSSE, ST. THOMAS GIRLS SOFTBALL & ALEX MOLDA

Mayor Carrier presented a proclamation to the St. Thomas Girls Lacrosse Team, a proclamation to the St. Thomas Girls Softball Team, and a proclamation to Alex Molda.

6. APPROVAL OF AGENDA

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

Deputy Mayor Shanahan moved to amend the agenda to substitute item 12.A.1. in the whole, seconded by Councilor Williams.

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

Vote: 6-0.

7. PUBLIC HEARINGS

A. CHAPTER 141, SECTION 42 SCHEDULE C

SPONSORED BY MAYOR CARRIER BY REQUEST

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

8. PUBLIC FORUM

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

Luz Bay, 290 Long Hill Rd, spoke about Immigrants Park.

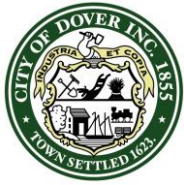
Nicole Morin, 254 Washington St, spoke in favor of adopting some policies from the ad-hoc housing committee report.

Aaron Williams, 51 Sixth St, spoke in favor of adopting some of the policies from the ad-hoc housing committee report.

9. CITY MANAGER'S REPORT

City Manager Joyal gave an overview of the report submitted to the Council.

Deputy Mayor Shanahan moved to accept the City Manager's Report, seconded by Councilor



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
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Meeting Date: **Wednesday, July 23, 2025**
Meeting Time: **7:00 pm**

Williams.
Vote: 6-0.

10. APPROVAL OF MINUTES

A. July 9, 2025 – Regular Meeting

Deputy Mayor Shanahan moved to approve the minutes, seconded by Councilor Retrosi.
Vote: 6-0.

11. MAYOR'S REPORT

Mayor Carrier invited Shane Morin to the podium to introduce himself as the new Literary Laureate for the Arts Commission.

The Mayor invited Krysta Gingue to the podium to give an overview and presentation of the report from the Ad-Hoc Committee to Address Community Housing Needs to the Council.

Deputy Mayor Shanahan moved to accept the Mayor's Report to include the appointment of Shane Morin to the Arts Commission as the Literary Laureate, seconded by Councilor Retrosi.
Roll Call Vote: 6-0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. CHAPTER 141, SECTION 42 SCHEDULE C SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the ordinance, seconded by Councilor Retrosi.
Deputy Mayor Shanahan gave an overview of the ordinance to the Council to include the amendments made at the Ordinance Committee meeting held on July 21st.
Roll Call Vote: 6-0.

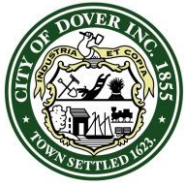
B. ORDINANCES IN THE 3rd READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **APPROVAL OF THE COOPERATIVE ALLIANCE FOR SEACOAST
TRANSPORTATION MEMORANDUM OF AGREEMENT WITH THE CITY OF DOVER**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **ADOPTING AMENDMENTS TO CLASSIFICATION PLAN**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **B21048-RFP22-002 ADDITIONAL SCOPE OF WORK DESIGN CONSULTING
SERVICES FOR THE FIFTH & GROVE STREETS RECONSTRUCTION PROJECT
AMENDMENT #6**
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, July 23, 2025**
Meeting Time: **7:00 pm**

4. B25074 HOUSEHOLD HAZARDOUS WASTE COLLECTION SERVICES SPONSORED BY MAYOR CARRIER BY REQUEST

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

Deputy Mayor Shanahan asked to have item 13.A.1. pulled
Roll Call Vote on remaining items: 6-0.

Councilor Williams moved to approve item 13.A.1., seconded by Councilor Retrosi.
Deputy Mayor Shanahan stated he will recuse himself from the vote due to his position on the board.
Roll Call Vote: 6-0.

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. Cochecho Waterfront Development Advisory Committee (Carrier) |
| 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 Appointments Committee recommendations to the Council as follows:

New Appointments:

Shane Morin – Arts Commission – Literary Laureate (term: 7/23/2025 to 5/10/2026)
Brendan Mulhall – Conservation Commission – Alternate Member (term: 7/23/2025 to 3/27/2027)
Nicole Morin – Zoning Board – Alternate Member (term: 7/23/2025 to 7/23/2028)

Resignations:

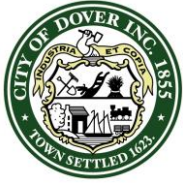
Deb Clough – Solid Waste Advisory Committee
Ernie Clark – Ad-Hoc Committee to Address Community Housing Needs
Deputy Mayor Shanahn moved to accept the recommendations of the Appointments Committee, seconded by Councilor Retrosi.
Vote: 6-0.

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

Councilor Nemeth gave an overview of the Racial Equity and Inclusion Committee report to the Council.

Deputy Mayor Shanahan gave an overview of the Ordinance Committee report to the Council.

Councilor Retrosi gave an overview of the Heritage Commission report to the Council.



CITY OF DOVER

CITY COUNCIL - MINUTES

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

Deputy City Manager Parker gave an update on the Cochecho Waterfront Development Advisory Committee to the Council.

Deputy Mayor Shanahan gave a COAST update to the Council.

B. RESOLUTIONS

1. B24026 FIFTH & GROVE RECONSTRUCTION PROJECT - AUTHORIZATION TO INCREASE CONTINGENCY

SPONSORED BY MAYOR CARRIER BY REQUEST

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

**2. RESCIND FY2025 CAPITAL IMPROVEMENTS PROGRAM \$2.5 MILLION APPROPRIATION AND AUTHORIZATION FOR BONDING FOR DOVER HIGH SCHOOL TURF & TRACK REPLACEMENT PROJECT
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 13, 2025 WITH A VOTE TO OCCUR AUGUST 27, 2025)**

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer the resolution to a public hearing, seconded by Councilor Williams.
Vote: 6-0.

**3. RESCIND FY2026 CAPITAL IMPROVEMENTS PROGRAM APPROPRIATION AND AUTHORIZATION FOR BONDING FOR SOUTH END FIRE STATION ADDITION
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 13, 2025 WITH A VOTE TO OCCUR ON AUGUST 27, 2025)**

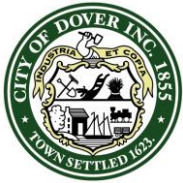
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer the resolution to a public hearing, seconded by Councilor Nemeth.
Vote: 6-0.

**4. FY2026 GENERAL FUND BUDGET AMENDMENT – APPROPRIATION FOR TRANSFER TO SCHOOL FACILITIES CAPITAL RESERVE AND OFFSETTING REDUCTION TO SCHOOL DEBT SERVICE APPROPRIATION
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 13, 2025 WITH A VOTE TO OCCUR ON AUGUST 27, 2025)**

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer the resolution to a public hearing, seconded by Councilor Williams.
Vote: 6-0.



CITY OF DOVER

CITY COUNCIL - MINUTES

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

5. REPROGRAM UNEXPENDED CIP APPROPRIATIONS FROM SELF CONTAINED BREATHING APPARATUS REPLACEMENT TO FIRE TRAINING FACILITIES PROJECT (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE) (TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 13, 2025 WITH A VOTE TO OCCUR ON AUGUST 27, 2025)

SPONSORED BY MAYOR CARRIER BY REQUEST

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

Vote: 6-0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

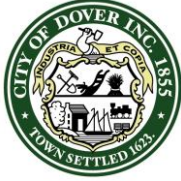
Councilor Nemeth thanked Community Services staff and Director Storer for the help and logistics for installing the reaching across sculpture on Central Ave at the Joe Parks entrance.

Councilor Nemeth also informed the Council that there will be a ribbon cutting on August 11 at 6:00 pm.

16. ADJOURN

Councilor Retrosi moved to adjourn, seconded by Councilor Williams.

Vote: 6-0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2025.08.13 - 19**

Resolution Re: B26002 Authorization to Purchase One (1) Ford 600 Truck with Plow and Hooklift for WWTP

WHEREAS: A sealed Request for B26002 was solicited and received on July 31, 2025 @ 2:00 p.m. EST for One (1) Ford 600 Truck with Plow and Hooklift for WWTP; and,

WHEREAS: One (1) bid response was received and reviewed for necessary specifications from Grappone Ford, Bow, NH with submitted pricing at a price of \$58,870 plus cost for plow and hooklift at a price of \$64,122.00 for a final cost of \$122,992.00; and

WHEREAS: Community Services recommends the purchase from Grappone Ford based on familiarity with the brand and parts as well as cost; and

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Grappone Ford, Bow, NH for the purchase of Ford 600 Truck with Plow and Hooklift in the amount of \$122,992.00. 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.

Account	Description	Appropriation	Balance
5320.1.300.43250.4741.00000.24	Heavy Vehides	55,086.25	55,086.55
5320.1.300.43250.4743.00000.00	Heavy Vehides	135,000.00	135,000.00

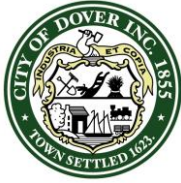
AUTHORIZATION

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.A.1.

Resolution Number: **R – 2025.08.13 - 19**

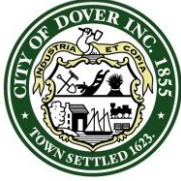
Resolution Re: B26002 Authorization to Purchase One (1) Ford 600 Truck
with Plow and Hooklift for WWTP

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2025.08.13 - 19**

Resolution Re: B26002 Authorization to Purchase One (1) Ford 600 Truck with Plow and Hooklift for WWTP

RESOLUTION BACKGROUND MATERIAL:

The proposed vehicle will be assigned to the wastewater treatment plant (WWTP) and will replace existing vehicle #57, which is a 21-year old, 1-ton pickup with over 125,000 miles (2004 Ford F-350). Vehicle #57 will no longer take a State inspection sticker.

The proposed vehicle will be equipped with plow and sander to allow WWTP personnel to plow the treatment plant site and access roads. It will also be equipped with a hook-lift body such that it can utilize roll-off style containers for use in collecting material from the catch basin screenings facility. There are containers dedicated to collect washed sand, as well as one for receiving waste-debris that must get transported to a landfill for ultimate disposal. The hook-body allows for multi-use.

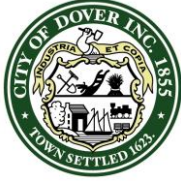
Bid Information:

A sealed Request for B26002 was solicited and received on 7/31/2025 @ 2:00 p.m. EST.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	151	Number of Responses:	3
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Upon delivery	Estimated Delivery:	TBD
Recommended Award to:	Grappone Ford	Fund:	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.

[B26002 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2025.08.13 - 20**

Resolution Re: B26008 Authorization to Purchase One (1) Ford Maverick XL for Facilities & Grounds

WHEREAS: A Request for Bid B26008 was solicited and received on July 30, 2025 @ 2:30 p.m. EST for a One (1) 2025 Ford XL Maverick for Facilities and Grounds; and

WHEREAS: The City received 4 submissions and Grappone Ford, Bow, NH was the most advantageous, due to vehicle availability, at a cost of \$29,926.00; 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 Grappone Ford, of Bow NH for the purchase of One (1) Ford Maverick XL in the amount of \$29,926.00. 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
1009.1.300.41951.4742.	Light Vehides	15,000.00	15,000.00
1009.1.300.43180.4742	Light Vehicles	17,000.00	17,000.00

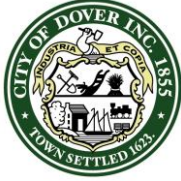
AUTHORIZATION

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
Deputy City Attorney

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2025.08.13 - 20**

Resolution Re: B26008 Authorization to Purchase One (1) Ford Maverick XL
for Facilities & Grounds

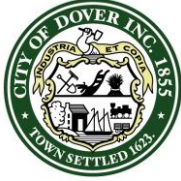
DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2025.08.13 - 20**

Resolution Re: B26008 Authorization to Purchase One (1) Ford Maverick XL
for Facilities & Grounds

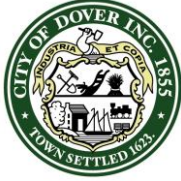
RESOLUTION BACKGROUND MATERIAL:

As part of the ongoing vehicle replacement program, the intent is to procure a new vehicle to allow for abandonment of Vehicle #14, which is a 16-year old Ford F-350 (vintage 2009) with over 110,000 miles. Vehicle #14 is in very poor condition.

The new vehicle will get assigned to the City's Facilities Project Manager, and in turn his current assigned vehicle (#10, 2022 Ford F-250) will get transferred to the Facilities & Grounds staff for plowing and general all-purpose use. The proposed Ford Maverick will appropriately serve the Facilities Project Manager.

Purchasing Information:

Type:	Purchase Order	Advertised:	N/A
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	Until Delivery	Estimated Delivery:	4 weeks
Recommended Award to:	Grappone Ford	Fund:	General
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2025.08.13 - 21**
Resolution Re: B26006 Crack Sealing Services

WHEREAS: A sealed Request for Bid #B26006 was solicited and received for pavement crack sealing services on July 30, 2025 at 2:00 PM for services to conclude by December 8, 2025; and

WHEREAS: Two bid responses were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and cost. Bidders were asked to provide pricing on two options, base bid and an alternative PCRM. The low bid was submitted by Sealcoating, Inc. d/b/a Indus; and,

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

WHEREAS: It is the recommendation to accept the proposal submitted by Sealcoating, Inc d/b/a Indus, at the rate of \$2.80 per pound, the PCRM option, in an amount not to exceed \$100,000.00. The vendor will use Modified Asphalt (PG 64-28E) with Fibers. The vendor is listed as an approved New Hampshire Department (NHDOT) prequalified contractor.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Sealcoating Inc., d/b/a Indus of Braintree, MA for crack sealing services at rates provided in conjunction with bid #B26006 in an amount not to exceed \$100,000.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
1000.1.300.43121.4715.00000.00	Streets - Land Improvements	2,258,000.00	2,158,000.00

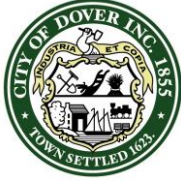
AUTHORIZATION

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.A.3.

Resolution Number: **R – 2025.08.13 - 21**
Resolution Re: B26006 Crack Sealing Services

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

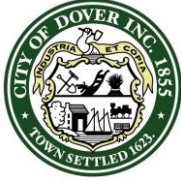
RESOLUTION BACKGROUND MATERIAL:

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

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

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

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2025.08.13 - 21**
Resolution Re: B26006 Crack Sealing Services

Bid Information:

A sealed Request for Bid #B26006 was solicited and received for crack sealing services on July 30, 2025 at 2:00 PM.

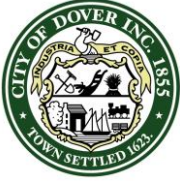
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	134	Number of Responses:	2
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Fall 2025 Construction Season	Estimated Delivery:	As Needed
Recommended Award to:	Sealcoating Inc., d/b/a Indus	Fund:	2026/Streets
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.

[B26006 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2025.08.13 -22**
Resolution Re: B25022 Replacement Evaluation of County Farm Road
Culvert – Additional Construction Services –
Environmental Partners Group

WHEREAS: Sealed bid B25022 was requested and received for engineering consulting services for County Farm Road on October 9th, 2024 at 2:00 pm and;

WHEREAS: The City of Dover requested proposals to evaluate replacement alternatives for the culvert conveying an unnamed brook under County Farm Road and Environmental Partners was awarded in the amount of \$48,347.50 via [R-2024.11.13-197](#); and,

WHEREAS: On May 19th, 2025, the City received the Culvert Replacement Evaluation from Environmental Partners Group (EPG) with the recommendation of replacement of the culvert; and,

WHEREAS: On July 1, 2025, the City received an updated proposal for Construction Services from EPG in the amount of \$122,500.00; and,

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

The Purchasing Agent is hereby authorized to issue a revised Purchase Order to Environmental Partners of Woburn, MA for rates and scope of work in conjunction with B25022, not to exceed \$122,500.00. The City Manager, or designee, is hereby authorized to contract with the vendors consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
1000.1.300.43155.4715	Storm Water - Land Improvements	375,000.00	368,235.00

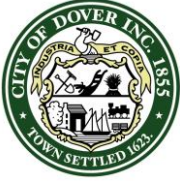
AUTHORIZATION

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.A.4.

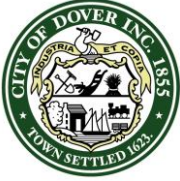
Resolution Number: **R – 2025.08.13 -22**
Resolution Re: B25022 Replacement Evaluation of County Farm Road
Culvert – Additional Construction Services –
Environmental Partners Group

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2025.08.13 -22**
Resolution Re: B25022 Replacement Evaluation of County Farm Road
Culvert – Additional Construction Services –
Environmental Partners Group

RESOLUTION BACKGROUND MATERIAL:

The existing culvert is currently experiencing sinkholes near the southern guardrail due to loss of material through the granite headwall. The City stabilized the headwall in January 2024 with the installation of filter fabric at the bottom of the sinkhole; however, the sinkhole formed again in June 2024.

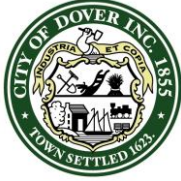
The existing culvert was constructed at an unknown date, but is thought to consist of a 14' wide by 6' tall stone box culvert that was modified in 1991 to facilitate the installation of the 6" sewer force main over the culvert. Since the installation of the culvert, a concrete pipe appears to have been installed within the box culvert. A 12" AC watermain is also located over the culvert.

The unnamed brook appears to originate from the neighborhood to the north and off of Sixth St, flows towards Erik Drive, and then is conveyed under County Farm Road to the Cochecho River. East of the subject culvert is a twin stone box culvert that conveys Reyners Brook under County Farm Road, and does not appear to transect with the unnamed brook.

EPG was tasked with collecting the necessary data to evaluate replacement alternatives for the County Farm Rd culvert. The deliverable was a Technical Memorandum summarizing the consultant's findings and their proposed recommendation for the stream crossing site.

On 7/1/2025, EPG provided a proposal in the amount of \$122,500.00 relative to:

Task 1 – Field Investigation \$28,450.00
Task 2 – Design \$26,900.00
Task 3 – Permitting \$47,050.00
Task 4 – Final Design \$11,350.00
Task 5 – Bidding Services \$ 8,750.00
Total \$122,500.00

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.4. Resolution Number: R – 2025.08.13 -22 Resolution Re: B25022 Replacement Evaluation of County Farm Road Culvert – Additional Construction Services – Environmental Partners Group
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Bid Information:

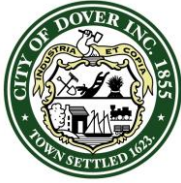
A sealed Request for Proposal #B25022 was issued on October 9th, 2024 at 2:00 p.m. EST.

Award Information:

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

Type:	Purchase order	Advertised:	Yes
Invitations Mailed:	311	Number of Responses:	5
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	N/A	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	Per Project Requirements
Recommended Award to:	Environmental Partners	Fund:	Storm Water
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B25022 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER – RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2025.08.13 - 23**
Resolution Re: Various Senior Center Trips

WHEREAS: The Senior Center Travel Supervisor has a schedule of possible trips for the remainder of calendar year 2025 through the beginning of 2026. A list and estimated costs are outlined in the background section of this resolution. The Senior Center Travel Supervisor obtains pricing information for these trips as scheduled; and

WHEREAS: In order to maximize the size of the group, as well as address any last-minute cancellations, the travel agents keep the registration open as long as the tour company allows. Sometimes the end date of the registration period and determination of a final price falls after the deadline for the next City Council meeting agenda so the City is not always able to get the resolution to the Council before the trip departs; and

WHEREAS: Revenue is collected and deposited into the special revenue account for the Senior Center and expensed out as needed for various trips. Since the costs are paid for by the traveler, they wish to pick the tour companies they will use; and

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

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

The Purchasing Agent is hereby authorized to issue purchase orders for travel services at rates obtained by the Senior Center Travel Supervisor. 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
3410.1.350.45126.4443.00000.00	Rental of Equipment, FY26	90,000.00	62,475.00

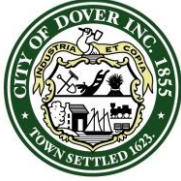
AUTHORIZATION

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.A.5.

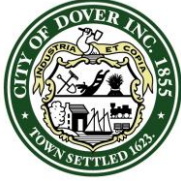
Resolution Number: **R – 2025.08.13 - 23**
Resolution Re: Various Senior Center Trips

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER – RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2025.08.13 - 23**
Resolution Re: Various Senior Center Trips

RESOLUTION BACKGROUND MATERIAL:

This is a blanket resolution for the Senior Center trips using various travel agencies as needed. The Senior Center Coordinator obtains pricing information for trips the Dover Senior Center wishes to take that are run annually and have a consistent group of travelers and a set of travel and accommodation expectations that the travelers strive to meet.

In order to maximize the size of the group, as well as address any last-minute cancellations, the travel agents keep the registration open as long as the tour company allows. Sometimes the end date of the registration period and determination of a final price falls after the deadline for the next City Council meeting agenda so the City is not always able to get the resolution to the Council before the trip departs.

Yankee Tours:

Nantucket- September 2025 (Approximately \$18,000)

Potential additional day trips (approx. \$6,000- \$7,000 per trip)

Mt Washington Hotel Overnight December 2025 (Approximately & \$30,000 depending on traveler numbers)

May 2026 (Between \$15,000 - \$30,000 depending on traveler numbers) – Possible Overnight trip

North Shore Music Theater/Ogunquit Playhouse/Seacoast Rep/WinniTheater other local theaters

Miscellaneous shows throughout the year using City Recreation shuttle service, but tickets will be purchased. Prices vary. Miscellaneous other trips may be added with additional vendors as opportunities arise.

Purchasing Information:

Type:	Purchase order	Advertised:	N/A
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	N/A	Terms:	Net 30
Work Bonded:	No	Contract:	No
Prices will hold for	Until Trip Date	Estimated Delivery:	N/A
Recommended Award to:	Various	Fund:	3410
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for City Manager Approval:	Waive competitive bidding procedure.

APPOINTMENTS COMMITTEE REPORT

August 13, 2025

New Appointments:

Otis Perry – Dover Utilities Commission – Regular Member (term: 8/13/2025 to 8/13/2028)

Douglas Lafleur – Dover Utilities Commission – Alternate Member (term: 7/23/2025 to 7/23/2028)

Alex Farrell – Recreation Advisory Board – Alternate Member (term: 8/13/2025 to 1/24/2027)

Resignations:

Sam Haddadin – DBIDA

Kirsten Murphy – Open Lands Committee

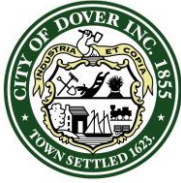
Chris Staub – Open Lands Committee

Rick Mikulis – Recreation Advisory Board

Change in Status:

Jeffrey Lapak – Recreation Advisory Board - Alternate to Regular

Donovan Ingle – Recreation Advisory Board – Alternate to Regular



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2025.08.13 - 24**

Resolution Re: Authorization to purchase Caterpillar Generator for Library
from Milton CAT via Sourcewell

WHEREAS: The City of Dover is a member of Sourcewell, formally the National Joint Powers Alliance (NJPA), a member-focused public cooperative of more than 50,000-member agencies throughout the United States and, therefore, may purchase utilizing any of their cooperative purchasing agreements. In August of 2022, Sourcewell solicited RFP #092222 for Electrical Energy Power Generation Equipment with Related Parts, Supplies and Services; and

WHEREAS: In December of 2022, Sourcewell awarded contract #092222-CAT to Caterpillar, Inc. of Irving, Texas; and,

WHEREAS: On July 3, 2025, the City received a proposal from Milton CAT, approved Northeast dealer for Caterpillar, Inc. for One (1) New Outdoor Caterpillar Model C9 Diesel fueled Emergency Packaged Generator Set in the amount of \$159,886.00; and,

WHEREAS: Per 5-29.C, Exemptions to Competitive Bidding, 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 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 Milton CAT, of Milford, MA for the purchase of One (1) New Outdoor Caterpillar Model C9 Generator Set of the city's Caterpillar generators in the amount of \$159,886.00.00.

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

Financing

Account	Description	Appropriation	Balance
4025.1.390.45500.4725.01109.25	Buiding Improvmnts - Library	6,439,883.00	253,500.00

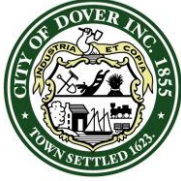
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2025.08.13 - 24**

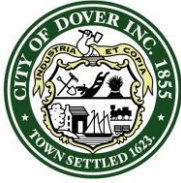
Resolution Re: Authorization to purchase Caterpillar Generator for Library
from Milton CAT via Sourcewell

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2025.08.13 - 24**

Resolution Re: Authorization to purchase Caterpillar Generator for Library
from Milton CAT via Sourcewell

RESOLUTION BACKGROUND MATERIAL:

The Community Services Department has used Southworth-Milton, Inc. to maintain the Caterpillar generators located throughout the City of Dover since their original purchase. Southworth-Milton, Inc. is the only dealer/distributor for Caterpillar generators in the New England region and the City has twenty-seven (27) Caterpillar generators at various wells and pump stations, the fire stations, police station, Community Services Facility, City Hall, McConnell Center and warming center.

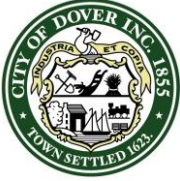
The CAT generator setup was originally included in the scope of work provided by Bonnette, Page and Stone (BPS) for the B25029 Dover Public Library Renovation Project in the amount of \$253,500.00. A change order with BPS to remove the Generator purchase from their scope of work will result in \$253,500.00 being available for City to purchase a generator. As a municipality, the City of Dover has the option to purchase goods and services via cooperative programs, i.e. Sourcewell, that allow discounts not always available to non-government entities. By buying direct from Milton CAT, via Sourcewell Contract #092222-CAT, the City will save approximately \$93,614.00.

Award Information:

A purchase order will be issued to Southworth-Milton, Inc. to authorize expenditures as outlined in this resolution, contingent upon appropriation of funds

Purchasing Information:

Type:	Purchase Order	Advertised:	N/A
Invitations Emailed:	N/A	Number of Responses:	N/A
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until delivery	Estimated Delivery:	32 weeks
Recommended Award to:	Milton CAT	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase more than \$25,000 and Exemption from Bidding



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2025.08.13 - 25**
Resolution Re: B25029 – Dover Public Library Renovation Additional
Scope of Work Replacement of Existing Windows

WHEREAS: Request for proposal B25029 was submitted to 4 pre-qualified firms (B24005) for the Dover Public Library Renovation; and,

WHEREAS: On 10/31/2024, the City conducted a pre-bid meeting/walkthrough of the Dover Public Library and (2) two of the pre-qualified firms attended. Bid opening took place on December 17, 2024 @ 2:00 p.m. EST. The City received one (1) proposal, submitted by Bonnette, Page and Stone, prior to the required date and time, and one (1) proposal was submitted after the required date and time, which was not considered; and,

WHEREAS: On 12/19/2024, the evaluation team met with Bonnette, Page & Stone (BP&S) and the result was the City was satisfied with the proposal and BP&S was awarded via Council resolution [R-2025.01.15-7](#); and

WHEREAS: On 6/30/2025, the City received a proposal from BP&S to replace all the windows at the Dover Library in the amount of \$499,307.00; and,

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

The Purchasing Agent is hereby authorized to revise a Purchase Order Revision to Bonnette, Page & Stone Corp., Laconia, NH for new windows for the Dover Library not to exceed \$499,307.00. The City Manager, or designee, is hereby authorized to contract with the vendors consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1009.1.390.45500.4725.00000.25	Building Improvements	550,161.00	550,161.00

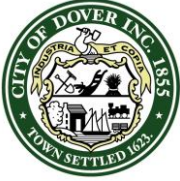
AUTHORIZATION

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.2.

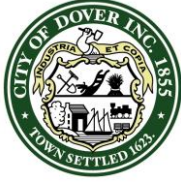
Resolution Number: **R – 2025.08.13 - 25**
Resolution Re: B25029 – Dover Public Library Renovation Additional
Scope of Work Replacement of Existing Windows

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.2. Resolution Number: R – 2025.08.13 - 25 Resolution Re: B25029 – Dover Public Library Renovation Additional Scope of Work Replacement of Existing Windows
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RESOLUTION BACKGROUND MATERIAL:

The Dover Public Library was built in 1905 as one of the 1,689 Carnegie libraries built in the United States. It has been a gem in the center of Dover's downtown landscape and history with its 100 years of service to local patrons. Throughout the years, upgrades have been made to the building to better serve patrons and staff. The last large-scale renovation was completed in 1988, adding space for programming as well as a new children's area. Thirty-five years later, with technology and library programming has evolved, and it is evident that changes needed to be made to the space.

In September of 2023, the City released an RFQ for qualified Construction Management firms. Six firms submitted qualifications: Bonnette Page & Stone, Harvey Construction, Milestone Construction, Martini Northern, Pinebrook Construction, and Bench Mark. Four firms were selected to be interviewed: Bonnette Page & Stone, Martini Northern, Harvey Construction, and Milestone Construction.

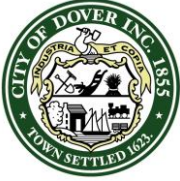
After final plans and specifications were completed in the fall of 2024, an RFP was submitted to all four firms requesting a proposal for the construction of the designed building. Two proposals were submitted, one on time and another submitted late, requiring it to be disqualified. The one qualifying proposal was submitted by Bonnette Page & Stone who oversees all aspects of construction, from excavation to final cleaning, before library operations reoccupy the space.

The Dover Public Library renovation project included funding for scraping and painting of window trim on all 119 windows at a cost of \$25,000. Bonnette, Page & Stone reported, after inspecting the window trim, that the wood is rotted to the point that it cannot be saved. BPS provided the City of Dover with 2 proposals. One proposal is for complete replacement with Pella windows with trim for a cost of \$499,307.00. The alternate proposal is to salvage and reuse the 2007 windows, while providing new bucks and PVC trim for a cost of \$464,925.00. We are proposing full window replacement option.

Type:	Purchase order	Advertised:	No
Invitations Mailed:	n/a	Number of Responses:	2
Warranty:		Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	October 2025
Recommended Award to:	Bonnette, Page & Stone Corp	Fund:	Library CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B25029 Bid Documents](#)

Document Created by: Purchasing Document Posted on: August 7, 2025	R2025.08.13 R-2025.08.13 B25029 Dover Public Library Renovation Addl SOW Replacement of Existing Windows (1) Page 3 of 3
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2025.08.13 - 26**
Resolution Re: Authorization to Accept and Expend the New Hampshire
Office of Highway Safety Grant

WHEREAS: The City of Dover Police Department has applied for and received a State of NH Office of Highway Safety Grant in the amount of \$24,300; and

WHEREAS: The grant funds overtime for all traffic enforcement patrols funded by the NH Office of Safety. This includes speed enforcement, DWI patrols, pedestrian and bicycle safety, seat belt, and distracted driving enforcement, educational presentations covering operator and pedestrian safety, and the purchase a mobile data terminal (MDT) for one of the cruisers; and

WHEREAS: There is a soft match of 25% required for the enforcement patrols and the educational presentations and the match will consist of vehicle maintenance costs, staff time to administer the grant, staff time to process traffic cases, time for court testimony and hearings, as well as time spent by officers enforcing traffic laws while not being paid for by this grant. There is a cash match of 25% required for the MDT which will be paid for using existing department funds; and

WHEREAS: In adhering to the requirements established per NH RSA 31:95-b and RSA 21-P:43, authorization by the City Council to accept and expend the grant funds 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 expend the grant funds awarded to the City of Dover, 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:

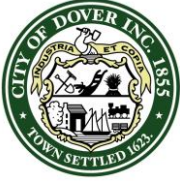
In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with vendors 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
2240.1.210.42120.4###.02361.26	Highway Safety Grant	24,340.00	24,340.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2025.08.13 - 26**
Resolution Re: Authorization to Accept and Expend the New Hampshire
Office of Highway Safety Grant

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

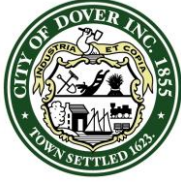
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

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.		

RESOLUTION BACKGROUND MATERIAL:

Each year, the police department is allocated funding from the NH Office of Highway Safety in order to conduct various traffic enforcement patrols. This year, the grant is for traffic enforcement overtime patrols, educational presentations and a MDT. The overtime patrols include speed enforcement, DWI patrols, pedestrian and bicycle safety, and distracted driving enforcement. The educational presentations cover operator and pedestrian safety. Lastly, there is funding to purchase a mobile data terminal for one of the cruisers. There is a soft match of 25% required for patrols and presentations which will consist of vehicle maintenance costs, staff time to administer the grant, staff time to process traffic cases, time for court testimony and hearings, as well as time spent by officers enforcing traffic laws while not being paid for by the grant. There is a 25% cash match for the MDT which will be paid out of the department's operating budget.

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.4. Resolution Number: R - 2025.08.13 - 27 Resolution Re: Approval to Apply for DHA Grant to Establish Recovery House on Avon Avenue
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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. 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.

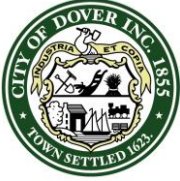
AND, FURTHER BE IT RESOLVED;

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.

Financing			
Account	Description	Appropriation	Balance
TBD	DHA Recovery House	1,000,000.00	1,000,000.00

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

Document Created by: Finance Document Posted on: August 7, 2025	R-2025.08.13 Approval to Apply for DHA Grant to Establish Recovery House on Avon Avenue Page 1 of 2
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R - 2025.08.13 - 27**

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor S. April Richer
Ward 1

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:
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

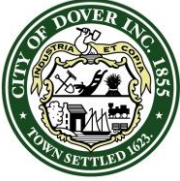
CDFA strongly encourages potential applicants to attend the Recovery Housing Program Application Workshop on October 24 at 2:00 PM ([REGISTER HERE](#)). A recording of the workshop will be posted here on CDFA's Resource Hub: <https://resources.nhcdfa.org/programs/community-development-block-grant/application/special-allocations/>.

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.5.

Resolution Number: **R - 2025.08.13 - 28**

Resolution Re: Adoption of Residential Anti Displacement and Relocation Assistance Plan related to Recovery Housing Program Grant from NH Community Development Finance Authority

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.

WHEREAS: The adoption of a Residential Anti-Displacement and Relocation Assistance (RARA) Plan related to the Recovery Housing Program is required in order to apply for said grant.

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

The attached Residential Anti-Displacement and Relocation Assistance Plan is adopted by the City of Dover.

NOTE: THIS RESOLUTION REQUIRES A PUBLIC HEARING PRIOR TO VOTE OF CITY COUNCIL.

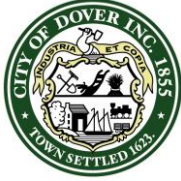
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor S. April Richer
Ward 1

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.5. Resolution Number: R - 2025.08.13 - 28 Resolution Re: Adoption of Residential Anti Displacement and Relocation Assistance Plan related to Recovery Housing Program Grant from NH Community Development Finance Authority
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DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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 Residential Anti-Displacement and Relocation Assistance (RARA) plan.

The resolution “Approval to Apply for DHA Grant to Establish Recovery House on Avon Avenue” is an accompanying resolution that requires a public hearing and vote of City Council.

Please see attached background information on the NH CDFA Recovery Housing Program.

Document Created by: Finance Document Posted on: August 7, 2025	R-2025.08.13 Adoption of Residential Anti Displacement and Relocation Assistance Plan related to Recovery Housing Program Grant Page 2 of 2
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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, NH
RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

Every effort will be made to minimize temporary or permanent displacement of persons due to a CDBG project undertaken by the City of Dover, NH.

However, in the event of displacement as a result of a federally funded award, the City of Dover, NH will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, to any household, regardless of income, which is involuntarily and permanently displaced.

If the property is acquired, but will not be used for low/moderate income housing under 104(d) of the Housing and Community Development Act of 1974, as amended, the displacement and relocation plan shall provide that before obligating and spending funds that will directly result in such demolition or conversion the municipality will make public and submit to CDFA the following information:

- a. Comparable replacement housing in the community within three (3) years of the commencement date of the demolition or rehabilitation;
- b. A description of the proposed activity;
- c. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be demolished or converted to a use other than as low- and moderate-income dwelling units as a direct result of the assisted activity;
- d. A time schedule for the commencement and completion date of the demolition or conversion;
- e. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be provided as replacement dwelling units;
- f. The source of funding and a time schedule for the provision of replacement dwelling units;
- g. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least ten (10) years from the date of initial occupancy;
- h. Relocation benefits for all low or moderate income persons shall be provided, including reimbursement for moving expenses, security deposits, credit checks, temporary housing, and other related expenses and either:
 1. Sufficient compensation to ensure that, at least for five (5) years after being relocated, any displaced low/moderate income household shall not bear a ratio of shelter costs to income that exceeds thirty (30) percent, or;
 2. If elected by a family, a lump-sum payment equal to the capitalized value of the compensation available under subparagraph 1. above to permit the household to secure participation in a housing cooperative or mutual housing association, or a Section 8 certificate or voucher for rental assistance provided through New Hampshire Housing Finance Authority.
- i. Persons displaced shall be relocated into comparable replacement housing that is decent, safe, and sanitary, adequate in size to accommodate the occupants, functionally equivalent, and in an area not subject to unreasonably adverse environmental conditions;

- j. Provide that persons displaced have the right to elect, as an alternative to the benefits in subparagraph 2. above, to receive benefits under the Uniform Relocation Assistance and
- k. Real Property Acquisition Policies Act of 1970 if such persons determine that it is in their best interest to do so; and
- l. The right of appeal to the executive director of CDFA where a claim for assistance under subparagraph 2. above is denied by the grantee. The executive director's decision shall be final unless a court determines the decision was arbitrary and capricious.
- m. Paragraphs a. through k. above shall not apply where the HUD Field Office objectively finds that there is an adequate supply of decent, affordable low/moderate income housing in the area.

CERTIFICATION OF COMPLIANCE

The City of Dover, NH anticipates no displacement or relocation activities will be necessitated by this project. Should some unforeseen need arise, the City certifies that it will comply with the Uniform Relocation Act and Section 104(d) of the Housing and Community Development Act of 1974, as amended.

Printed Municipal Official Name: _____

Title: _____

Signature: _____

Date of Adoption: _____