



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, September 10, 2025**
Meeting Time: **7:00 pm**

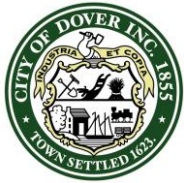
1. CALL TO ORDER
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL ATTENDANCE
5. PROCLAMATIONS/AWARDS
6. APPROVAL OF AGENDA
7. PUBLIC HEARINGS
8. PUBLIC FORUM

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. **August 27, 2025 – Regular Meeting & Non-Public Meeting**
 - B. **September 3, 2025 – Workshop Meeting**
11. MAYOR'S REPORT
12. UNFINISHED BUSINESS
 - A. ORDINANCES IN THE 2nd READING
 - B. ORDINANCES IN THE 3RD READING
 - C. RESOLUTIONS
13. NEW BUSINESS

A. CONSENT CALENDAR

1. **B26005 LABORATORY TESTING SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B26016 AUTHORIZATION TO PURCHASE TWELVE (12) SHIPPING CONTAINERS FOR THE FIRE DEPARTMENT**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **AUTHORIZATION TO PURCHASE A VOLVO EW60E WHEELED EXCAVATOR VIA SOURCEWELL CONTRACT**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **APPROVAL OF AMENDMENTS TO DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY OPERATING RULES**
SPONSORED BY MAYOR CARRIER BY REQUEST



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5. APPROVAL OF MODIFIED CONVENANTS BETWEEN THE CITY, THE DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY AND Q, LLC
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

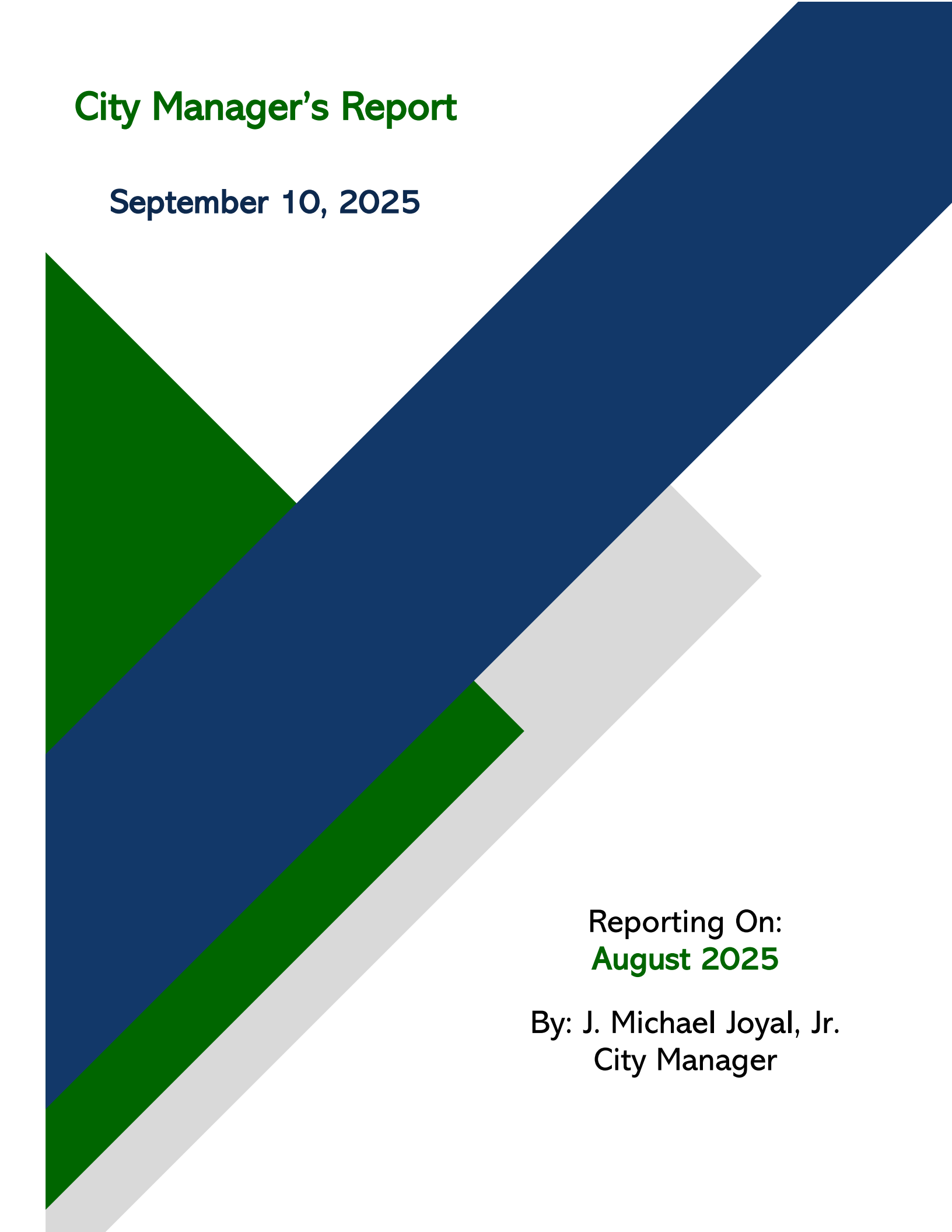
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|---|--|
| 1. Arts Commission (Nemeth) | 14. Solid Waste Advisory Committee (Hackett) |
| 2. Conservation Commission (Williams) | 15. Transportation Advisory Commission (Richer) |
| 3. Library Board of Trustees (Nemeth) | 16. Heritage Commission (Retrosi) |
| 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) |
| 111. Committee for Racial Equity and Inclusion (Nemeth) | 24. Government Affairs (Carrier) |
| 112. Graffiti Management Advisory Committee (Nemeth) | 25. Cemetery Board (Warach) |
| 113. Ordinance Committee (Shanahan) | 26. Joint Building Committee – Athletic Complex (Cullen) |

B. RESOLUTIONS

- 1. AUTHORIZING THE ABATEMENT OF OUTSTANDING CHARGES AND ACCRUED INTEREST FOR THE DOVER HOLIDAY PARADE TRAFFIC DETAILS**
SPONSORED BY MAYOR CARRIER AND DEPUTY MAYOR SHANAHAN

C. ORDINANCES IN 1ST READING

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



City Manager's Report

September 10, 2025

Reporting On:
August 2025

By: J. Michael Joyal, Jr.
City Manager

Executive Department

Six Divisions ♦ 23 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
42	27	37	2	1

Business Updates

Dover’s local economy continues to display steady momentum, with August bringing notable indicators of business confidence and resilience. Several new business openings this month suggest a supportive climate for commercial activity and signal continued investor interest in the downtown core and adjacent districts. The Office of Business Development has seen a sustained level of inquiries, particularly from businesses seeking to expand their current operations.

There has been a modest but measurable uptick in leasing interest from personal wellness and self care practitioners, reflecting broader consumer trends favoring health and lifestyle services. This niche category appears to be emerging as a secondary driver of demand within an otherwise stable professional leasing environment.

Three restaurant operators are currently in the planning and buildout/renovation phase for new establishments scheduled to open in mid to late fall. These developments point to continued investment in Dover’s food and beverage sector and reflect confidence in the local consumer base’s spending potential heading into Q4.

Retailers reported stronger performance in August relative to the preceding two months. A combination of strategic marketing and collaborative initiatives has contributed to improved foot traffic and conversion rates. Businesses that engaged in coordinated promotions or seasonal campaigns saw above average sales performance.

The hospitality sector continues to demonstrate strength. Conversations with hotel managers

indicate that occupancy rates remained high throughout August, with forward bookings remaining healthy as the fall foliage season approaches.

Dover's recent feature in the New Hampshire Division of Travel & Tourism Development's "Charming Towns" campaign has enhanced the city's visibility as both a visitor destination and an attractive place to live and invest. The city's inclusion in this state led promotional effort is expected to yield downstream benefits for multiple sectors, including retail, dining, and short term lodging.

Economic Trends

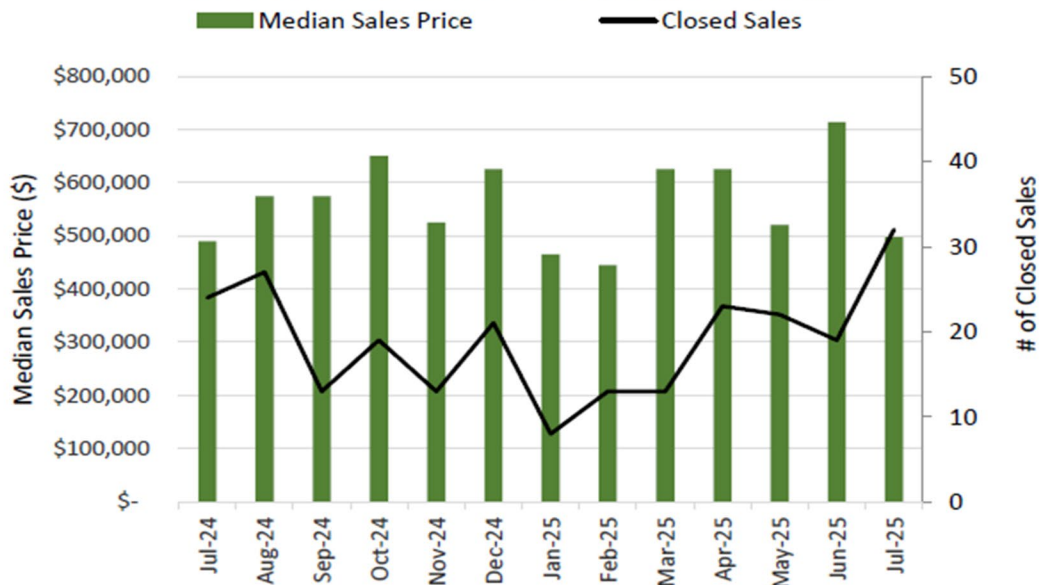
Industrial Vacancy Rates decreased to 5.3% statewide at the end of Q2. The manufacturing sector in the Dover and Portsmouth markets have both seen an increase in vacancies, but Dover's overall industrial vacancy rate is a still healthy 5.5%. Expansions of existing New Hampshire companies are driving lease activity, and overall sustained demand for space, especially under 10,000 sf, continues to outpace supply.

Q2 Office vacancy rates were roughly 13.2%, an increase of only 0.1% year over year. While this demonstrates overall sustainability in the office market, rents have risen faster in the Class B and C markets in recent years than the Class A market. This narrowing of the rent gap is now resulting in a notable "flight to quality" trend, especially among owner users.

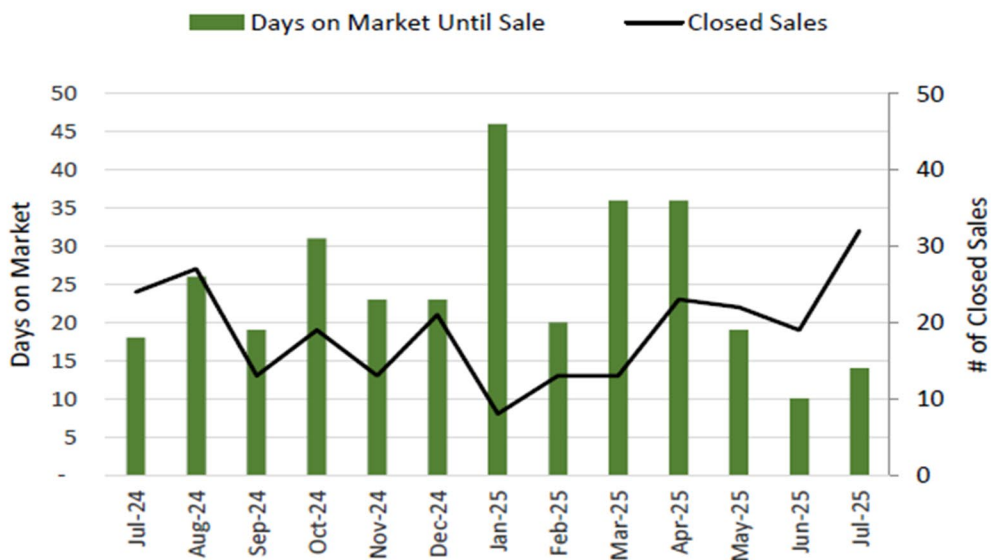
Dover's office vacancy rate of 39% has decreased slightly, and continues to be significantly impacted by the presence of Liberty Mutual on the market. This trend may change soon as developer Brady Sullivan continues to refine plans for redevelopment of the site. An initial plan to establish a Residential/Commercial Mixed Use overlay and to allow conversion of the building at 150 Liberty Way for mixed uses has been reviewed by the Technical Review Committee and will be presented to the Planning Board on September 9. Conversion of this single building, if approved, would remove nearly 50% of Dover's vacant office inventory from the market.

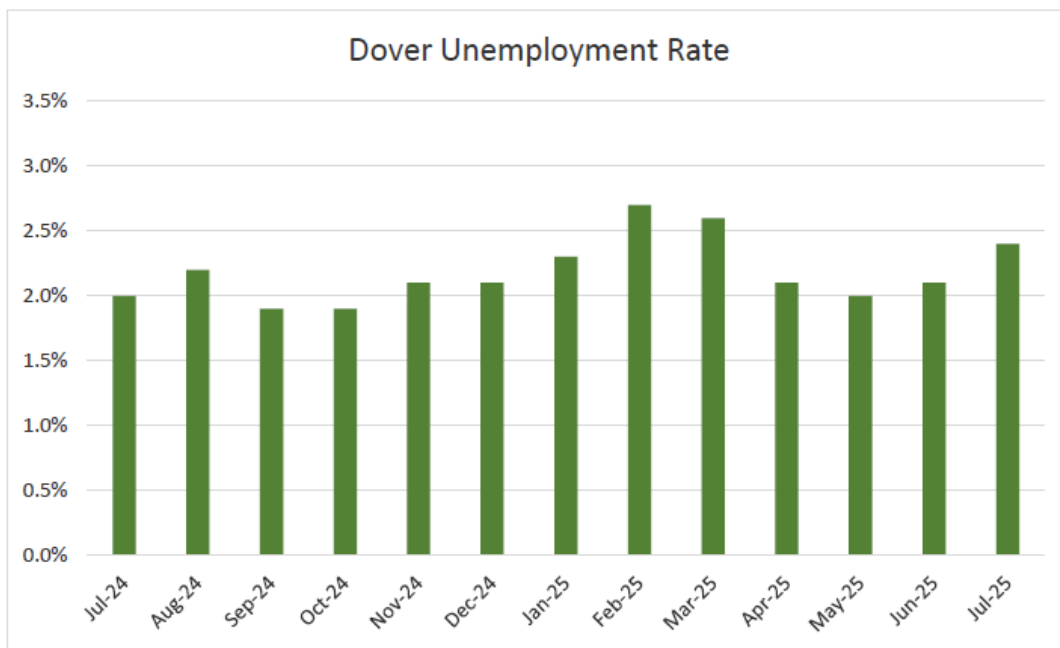
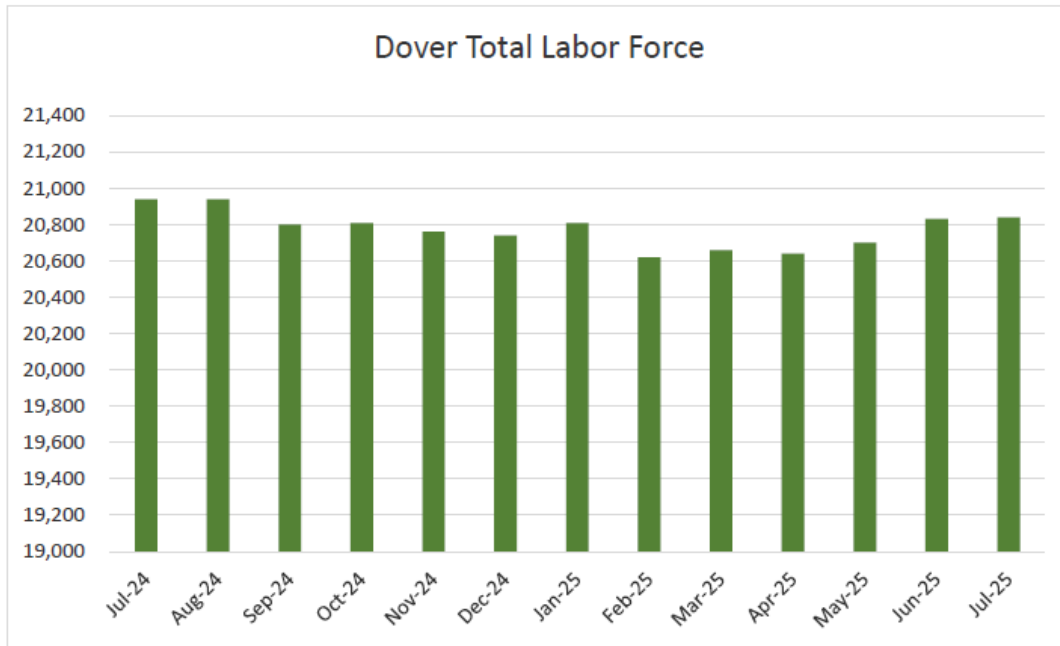
	July 2024	July 2025	12-Mo. Avg.
Median Home Sales-Single Family	\$489,500	\$497,500	\$570,208
Average Days on Market	18	14	25
Total Labor Force	20,940	20,840	20,763
Unemployment Rate	2.0%	2.4%	2.2%

Median Home Sales Price (Single-Family)



Mean Days on Market until Sale (Single Family)





Waterfront Update:



Overall Project Status:

In August, 2025, the Waterfront work forced on exterior work on the mixed use buildings, C and D, and the townhouse style buildings (collectively build E). Cathartes is still expecting to have occupancy in fall 2025 for some of these units and is working towards that goal.

Nebi Park continues to be the focus for the public improvements, with sod areas, trees and other landscape elements being installed. The foundations for the public art and the 400th Anniversary sculpture have been installed and Pine Brook, the City's contractor for the park pavilion, has been erecting steel and working to put the skeleton for the pavilion in place. Below are more detailed accomplishments.

Private Improvements

- Buildings C and D: Construction is moving forward with work being done on both the interior and exterior. Pavement has been laid in the under-building parking area of Building D.
- Site Work: Most of the granite curbing and sidewalks are now in place on the street-facing side of the townhomes. Many front and rear steps have also been installed.

Public Improvements

- Landscaping: The contractor is spreading loam in areas that will be seeded or have sod installed. Final pruning and removal of invasive plants have been completed on Payne Street, and the irrigation system is now being installed.
- Nebi Park: Park plantings are being added, and progress is being made on the park's lighting system, with conduits, bollard bases, and light pole bases in place. The flag pole has been installed at the park lookout area.

- Shoreline Restoration: The City and the engineering team are still working on solutions to restore the shoreline near the former Army Corps bulkhead. They have filed for a permit amendment and are waiting for final approval from the State of New Hampshire DES. The permit was expected in late August, but DES now indicates a September final review.
- Pavilion: The new Pavilion building is taking shape. The ground-level CMU walls and door frames are in place, and the exterior CMU work is underway to support the foundation's veneer.

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 AUGUST 2025

	For Month	FY26 YTD	FY25	FY24	FY23
Legal Matters/Questions Handled	15	61	909	1,072	1,061
Review Existing Legal Contracts & Draft Memo	6	8	123	156	153
Legal Contracts/Memo Created	15	61	247	213	201
Right to Know Requests Processed	4	10	85	81	100
Resolutions	0	2	46	72	70
Ordinances	0	0	9	16	17
Leases	0	0	9	10	4
Primex Auto Claims Handled	6	11	49	59	80
Primex Liability Claims Handled	6	9	49	56	67
Primex Property Claims Handled	1	8	53	52	54

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

- CREtelligent.com – Re: request for all building and fire code violations, and certificate of occupancy documents for 150 Garrison Road
- CREtelligent.com – Re: request for all building and fire code violations, final approve site plan and certificate of occupancy documents for 201 Watson Road
- Hilary Hamer – Re: request for specific ledger of time and fees for outside counsel for the Fergus & Jennifer Cullen v. City of Dover matter; ledger of TDR fees collected separate from Impact fees for TDR development projects since 2018; itemized spending of conservation funds 2018 to present; and all written materials prepared and provided for the TDR Subcommittee since its creation in February 2025.
- American Surveying & Mapping– Re: request for all building and fire code violations, special permitting, approved site plan and Certificate of Occupancy for 887 Central Avenue

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

- Assisted with 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. **A hearing has been scheduled for September 4, 2025.**

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. **The Drainage Easement has been recorded at the registry of deeds and the City has received back the executed mutual release from the Hebbards.**

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. **On August 5, 2025 the HAB issued an order affirming the decision of the Planning Board and awarded the City 50% of its attorney's fees.**

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. **The City has filed its certified record and answer with the NH Housing Appeals Board. A Hearing on the Merits has been scheduled for October 30, 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. **Outside counsel has been retained and a Hearing on the Merits has been scheduled for October 23, 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 Ahern, 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 3 workplace injuries during the month in which the City Manager's Assistant (CMA) processed. All three claims were records 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 10 job postings on JazzHR. 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 208 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 28 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, and Deputy City Manager. The panel reviewed one more applicant and they decided to move this person on to the next step which was to meet with the City Manager which he did last week. The City Manager will be making a decision shortly.

The CMA, Deputy City Manager, HR Director and Fire Chief are on the hiring team for the next Police Chief. The City Manager, Deputy City Manager and Fire Chief met with all staff from the Police Department to hear any feedback employees wanted to give on the next Police Chief. There was an open survey posted to obtain public input on the next Police Chief. Last week, the three internal applicants participated in a rigorous Assessment Center which the Fire Chief coordinated. The three applicants are now meeting for interviews with the City Manager.

The City Manager's Assistant monitored new position and/or new hire physicals and background/motor vehicle checks for 11 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. This month at the meeting all attendees celebrated Chief Breault and wished him well on his next adventure.

The CMA supported the Racial Equity & Inclusion Committee by working up and posting the agenda and minutes for their monthly meetings. The CMA continued to support Dover Doers by placing the final orders and handling payments. FY2025 funds have been used up and now the Facilities and Grounds Division will be taking over supporting the Dover Doers/Don't Trash Dover group's needs.

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. The City Manager will be going over the results with Department Heads at their next meeting. The report will be rolled out by the City Manager in the coming months.

Various meetings took place in the City Manager's Office this month surrounding police chief applicants and planning the hiring process, Interim City Attorney update on legal matters, union discussions, Dover Landfill, meetings with Council candidates, Fire Department meeting, tax deeding, Department Head evaluations, and a Coordinating meeting.

The CMA also attended two webinars: Social Media: Right to Know Law; Free Speech and Public Employees and a Primex Medical Inquiry webinar.

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
Maxfield, James	Planning	31
Berry, Lisa	Recreation	28
Ahern, Colleen	Executive	27
Hilton, Warren	CS	25
Meyers, Kathleen	Executive	23
Treadwell, Cynthia	Finance	21
Nadeau, Mark	Police	16
Simmons, Patrick	Fire	13
Mitrushi, Alexander	Police	13
Mitchell, Casey	CS	10
Moran, Kelly	Library	10
Carpenter, David	Planning	10
Neenan, Ryan	CS	9
Chambers, Jordan	CS	6
Reno, Kayla	Fire	5
West, Robert	Fire	5
Gore, Bryon	Police	5
Jalbert, Molly	Police	5
Greene, Scott	CS	4
Harding, Dawn	Police	3
Thompson, Seth	CS	2
Baker, Annie	Finance	2
Parker, Cody	Police	2
Puls, Timothy	CS	1
Walden, Stephanie	Planning	1
Edgecomb, Makayla	Planning	1
Gann, Meagan	Police	1

August Employment Statistics

Employment Separations = 6		Employment New Hires = 3	
Community Services	2	Community Services	2
Fire	1	Police	1
Public Library	1		
Recreation	2		

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; Hannah Alshech, Utility Systems Tech; Matt Faucher, Public Safety IT Admin; Vacant, Public Safety IT Tech

Office of Information Technology managed 140 and 81 total monthly IT Support Tickets in July 2025. The majority of tickets were created in the Police department. The majority of tickets were categorized as User Account – Issue.

CISA Vulnerability Assessment engagement conducted for two weeks. First week of remote testing was followed by a second week of onsite testing of municipal wired and wireless networks.

Replacement of external antennas for new wireless access point located at Rotary Arts Pavilion completed.

Police Department employee photos older than five (5) years old have been updated.

Continued documentation by Enterprise Systems IT Administrator related to finance department application.

Allied Universal updates video plan and equipment list as a result of May 2025 McConnell Center walk-through.

Preparation and configuration of systems for Finance accounts receivable application.

Participate in website application demonstration per the request of Media Services.

Work closely with Finance Accounts Payable and Purchasing team to close FY2025 purchase orders and create FY2026 purchase orders, primarily related to recurring telecommunications services.

Participate in Capital Improvements Projects (CIP) management application demonstrations per request of Finance and Planning.

Continued support of Assessing in project management for and use of new CAMA application.

Conducting first round virtual interviews for Utility Systems IT Technician position.

Continued wrap up of final items for SCADA water/sewer upgrade. 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. Staff review two proposals received.

Office of Media Services (OMS)

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

In August, 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 August. Topics included episodes on the history of the Cochecho River, the mechanics of public-private partnerships, the plight of Dover's downtown ash trees, and the Strong Towns movement in Dover. Dover Download is a weekly look at what's happening in Dover, hosted by Deputy City Manager Christopher Parker.

Media Services covered special events and produced video content in August, including the installation and dedication of the Reaching Across arch on Central Avenue, a project organized by the Dover Arts Commission. Media Services also collaborated with the SAU in August on communications for the upcoming school year, including the production of back-to-school videos.

In August, Media Services sent out 46 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.

As part of its ongoing newsletter work, Media Services also prepared and distributed the Down to Business newsletter for the Office of Business Development, an update on the waterfront development project, and updates on the Court and Union streets reconstruction project. Regular paving updates, road and street closure notices, and other project-related communications were also delivered to keep residents informed. In addition, Media Services provided frequent updates during periods of severe heat in August, sharing safety tips, the locations of cooling centers, and other resources to help residents stay safe.

In August, 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 12 meetings and special events in August.

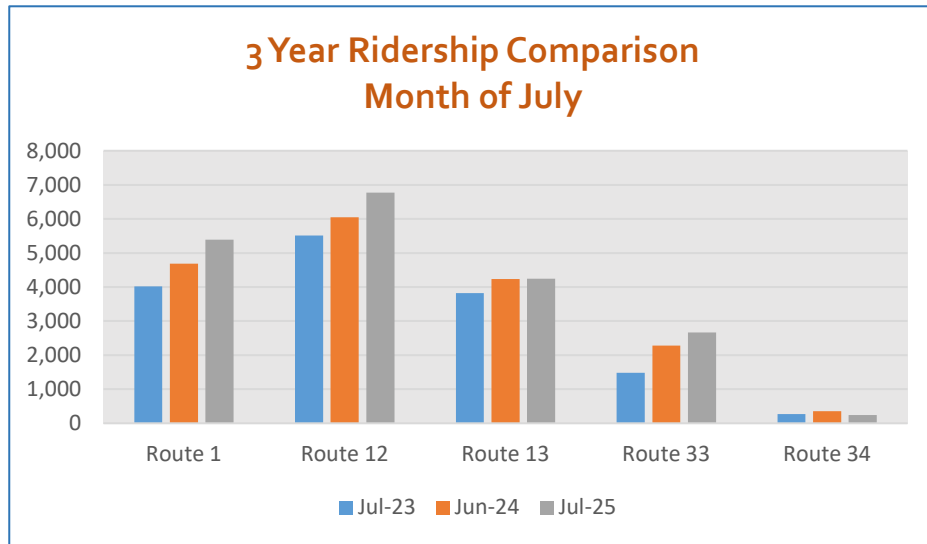
In August, Director of Media Services Mike Gillis attended the NATOA (National Association of Telecommunications Officers and Advisors) annual conference. The event brought together municipal media and communications professionals from across the country to discuss emerging trends, legal developments, and best practices in public, educational, and government (PEG) access programming.

Key themes of the conference included:

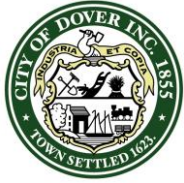
- Policy and Regulatory Updates: Sessions provided clarity on recent federal actions related to PEG funding, cable preemption, and broadband deployment, helping municipalities understand how shifting FCC priorities and court rulings may affect local communications services
- Technology and Production Trends: Panels covered the technical differences between cable and streaming video delivery, and strategies for surviving in today's fast-moving digital environment
- Artificial Intelligence in Local Government: Presenters highlighted practical applications of AI for municipalities, including chatbots and automated workflows that improve service delivery, reduce costs, and enhance citizen engagement
- Broadband and Digital Equity: Discussions centered on the growing importance of community broadband initiatives, the role of fiber infrastructure in supporting AI and digital services, and strategies for ensuring equitable access
- Sustainability of PEG Channels: The closing session explored innovative ways PEG stations nationwide are staying relevant, amplifying local voices, and planning for the long-term future of community media.

Attendance at NATOA allowed the Media Services Director to learn from national peers and bring back strategies to strengthen local communications, enhance transparency, and adopt new technologies to serve residents more effectively here in Dover.

In August, 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.



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, August 27, 2025**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

Mayor Carrier called the meeting to order at 7:00 PM.

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Williams led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Retrosi

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

5. PROCLAMATIONS/AWARDS – CONSTITUTION WEEK & NATIONAL SERVICE DOG MONTH

Mayor Carrier presented two proclamations, one recognizing September 17 to September 23 as Constitution Week and recognizing September as National Service Dog Month.

6. APPROVAL OF AGENDA

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

7. PUBLIC HEARINGS

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

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

B. APPROVAL TO APPLY FOR DHA GRANT TO ESTABLISH RECOVERY HOUSE ON AVON AVENUE (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE) SPONSORED BY COUNCILOR RICHER

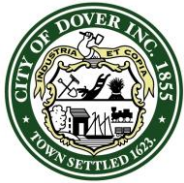
The Mayor, seeing no one wishing to speak, closed the Public Hearing.

C. ADOPTION OF RESIDENTIAL ANTI DISPLACEMENT AND RELOCATION ASSISTANCE PLAN RELATED TO RECOVERY HOUSING PROGRAM GRANT FROM NH COMMUNITY DEVELOPMENT FINANCE AUTHORITY SPONSORED BY COUNCILOR RICHER

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.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 27, 2025**
Meeting Time: **7:00 pm**

Mike Morse, Forest St, spoke about the Long Hill dog park and some potential improvements it could use.

Tom Lamy, Alder Ln, spoke about the Long Hill dog park and concerns he has with the sand being used.

*Councilor Cullen moved to suspend the rules so that a Somersworth resident may speak, seconded by Councilor Williams.

Roll Call Vote: 8-0*

Sam Blanton, Somersworth resident, spoke about the Long Hill dog park and concerns and improvement ideas that the Council could implement.

Paul Williams, Resident, spoke about the Long Hill dog park and his frustrations with the sand being used.

9. CITY MANAGER'S REPORT

City Manager Joyal gave an overview of his report that was submitted to the Council writing.

City Manager Joyal invited Police Chief Breault to the podium and thanked him for his 20+ year career with the City of Dover as he is retiring in mid-September. The Council thanked him for his many years of service and wished him well.

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

Vote: 8-0.

10. APPROVAL OF MINUTES

A. August 13, 2025 – Regular Meeting & Non-Public Meeting

Deputy Mayor Shanahan moved to approve the minutes, seconded by Councilor Richer.

Vote: 8-0.

11. MAYOR'S REPORT

Mayor Carrier and Deputy Mayor Shanahan gave an overview of the meetings and events they attended over the last few weeks.

Mayor Carrier invited Recreation Director Hebert and Senior Center Coordinator Linda Jarvis to the podium for an overview of the events and programs that are offered for seniors at the McConnell Center.

Mayor Carrier also invited members of the Dover Main Street to the podium and they gave an overview of their organization to the Council.

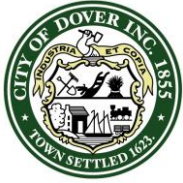
Deputy Mayor Shanahan moved to accept the Mayor's Report, seconded by Councilor Hackett.
Vote: 8-0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 27, 2025**
Meeting Time: **7:00 pm**

- 1. 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)**
SPONSORED BY MAYOR CARRIER BY REQUEST

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

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

Roll Call Vote: 8-0.

- 2. RESCIND FY2026 CAPITAL IMPROVEMENTS PROGRAM APPROPRIATION AND AUTHORIZATION FOR BONDING FOR SOUTH END FIRE STATION ADDITION (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)**
SPONSORED BY MAYOR CARRIER BY REQUEST

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

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

Roll Call Vote: 8-0.

- 3. 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)**
SPONSORED BY MAYOR CARRIER BY REQUEST

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

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

Roll Call Vote: 8-0.

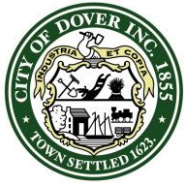
- 4. REPROGRAM UNEXPENDED CIP APPROPRIATIONS FROM SELF CONTAINED BREATHING APPARATUS REPLACEMENT TO FIRE TRAINING FACILITIES PROJECT (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)**
SPONSORED BY MAYOR CARRIER BY REQUEST

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

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

Roll Call Vote: 8-0.

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 27, 2025**
Meeting Time: **7:00 pm**

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

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

Roll Call Vote: 8-0.

6. APPROVAL TO APPLY FOR DHA GRANT TO ESTABLISH RECOVERY HOUSE ON AVON AVENUE

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY COUNCILOR RICHER

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

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

Roll Call Vote: 8-0.

7. ADOPTION OF RESIDENTIAL ANTI DISPLACEMENT AND RELOCATION ASSISTANCE PLAN RELATED TO RECOVERY HOUSING PROGRAM GRANT FROM NH COMMUNITY DEVELOPMENT FINANCE AUTHORITY

SPONSORED BY COUNCILOR RICHER

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

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

Roll Call Vote: 8-0.

13. NEW BUSINESS

A. CONSENT CALENDAR

1. B26003 AUTHORIZATION TO PURCHASE ONE (1) FORD MAVERICK FOR PARKING BUREAU

SPONSORED BY MAYOR CARRIER BY REQUEST

2. B25075(a) REBID REPLACEMENT OF AC UNITS AT CITY HALL

SPONSORED BY MAYOR CARRIER BY REQUEST

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

Councilor Cullen asked to pull item 13.A.2.

Roll Call Vote on 13.A.1.: 8-0.

Deputy Mayor Shanahan moved to approve 13.A.2., seconded by Councilor Nemeth.

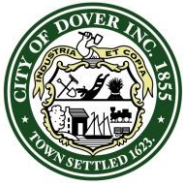
City Manager Joyal gave an overview of the resolution to the Council.

Roll Call Vote: 8-0.

COMMITTEE REPORTS

1. Arts Commission (Nemeth)
2. Conservation Commission (Williams)
3. Library Board of Trustees (Nemeth)
4. Appointments Committee (Williams)
5. Planning Board (Cullen)
6. School Board Liaison (Hackett)

14. Solid Waste Advisory Committee (Hackett)
15. Transportation Advisory Commission (Richer)
16. Heritage Commission (Retrosi)
17. Board of Health (Richer)
18. Downtown TIF Advisory Board (Warach)
19. Cochecho Waterfront Development Advisory Committee (Carrier)



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 27, 2025**
Meeting Time: **7:00 pm**

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

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

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

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

B. RESOLUTIONS

**1. B25018 GARRISON RESERVOIR TO OAK STREET AND BROADWAY WATER TRANSMISSION MAIN – ADDITIONAL SCOPE OF WORK
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Richer.
City Manager Joyal gave an overview of the resolution to the Council.
Roll Call Vote: 8-0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

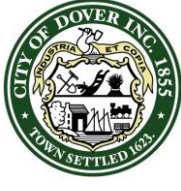
15. COUNCIL MATTERS OF INTEREST

Councilor Nemeth spoke about how students will no longer be allowed to have cell phones in school and how that might affect the school year.

Councilor Hackett asked for a Willand Warming Center update.

16. ADJOURN

Councilor Nemeth moved to adjourn, seconded by Deputy Mayor Shanahan.
Vote: 8-0.
Meeting adjourned at 8:51 pm.

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Non-Public Session Meeting Location: Council Chambers Meeting Date: Wednesday, August 27, 2025 Meeting Time: To Immediately Follow Regular Meeting
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The City Council will meet in a Public Meeting to enter a Non-public Session to discuss the following topic:

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

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

Mayor Carrier called the meeting to order at 8:54 pm

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

Absent: Councilor Retrosi

Also Present: City Manager Joyal, Deputy City Manager Parker, Fire Chief Plummer, Acting City Attorney Perez, City Clerk Vansylyvong-Bizier

Mayor Carrier moved to go into non-public per RSA 91-A:3 II(d), seconded by Deputy Mayor Shanahan

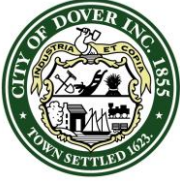
Roll Call Vote: 8-0.

VOTING RECORD		
Date of Vote: 8/27/2025	YES	NO
Mayor Robert Carrier	X	
Deputy Mayor Dennis Shanahan	X	
Councilor S. April Richer, Ward 1	X	
Councilor Robert Warach, Ward 2	X	
Councilor Anthony Retrosi, Ward 3	Absent	
Councilor Debra Hackett, Ward 4	X	
Councilor Fergus Cullen, Ward 6	X	
Councilor Linnea Nemeth, At Large	X	
Councilor Lindsey Williams, At Large	X	
Total Votes:	8	
Motion does pass.		

Non-Public discussion

Deputy Mayor Shanahan moved to come out of non-public, seconded by Councilor Warach.
Roll Call Vote: 8-0.

VOTING RECORD		
Date of Vote: 8/27/2025	YES	NO
Mayor Robert Carrier	X	



CITY OF DOVER

CITY COUNCIL - MINUTES

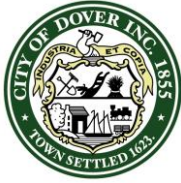
Meeting Type: **Non-Public Session**
Meeting Location: **Council Chambers**
Meeting Date: **Wednesday, August 27, 2025**
Meeting Time: **To Immediately Follow Regular Meeting**

Deputy Mayor Dennis Shanahan	X	
Councilor S. April Richer, Ward 1	X	
Councilor Robert Warach, Ward 2	X	
Councilor Anthony Retrosi, Ward 3	Absent	
Councilor Debra Hackett, Ward 4	X	
Councilor Fergus Cullen, Ward 6	X	
Councilor Linnea Nemeth, At Large	X	
Councilor Lindsey Williams, At Large	X	
Total Votes:	8	
Motion does pass.		

Deputy Mayor Shanahan moved to seal the minutes, seconded by Councilor Cullen.
Roll Call Vote: 8-0.

VOTING RECORD		
Date of Vote: 8/27/2025	YES	NO
Mayor Robert Carrier	X	
Deputy Mayor Dennis Shanahan	X	
Councilor S. April Richer, Ward 1	X	
Councilor Robert Warach, Ward 2	X	
Councilor Anthony Retrosi, Ward 3	Absent	
Councilor Debra Hackett, Ward 4	X	
Councilor Fergus Cullen, Ward 6	X	
Councilor Linnea Nemeth, At Large	X	
Councilor Lindsey Williams, At Large	X	
Total Votes:	8	
Motion does pass.		

Councilor Nemeth moved to adjourn, seconded by Councilor Warach.
Vote: 8-0.
Meeting adjourned at 9:14 pm.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, September 3, 2025**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

Mayor Carrier called the meeting to order at 7:00 pm.

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Hackett led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

Present: Councilor Richer, Councilor Nemeth, Councilor Williams, Councilor Cullen (arrived at 7:10 pm), Councilor Hackett, Deputy Mayor Shanahan, Mayor Carrier

Absent: Councilor Retrosi, Councilor Warach

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

5. PUBLIC FORUM

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

Nicole Morin, Washington St, spoke in favor of more diverse housing in the City.

6. DISCUSSIONS

A. FIRE DEPARTMENT APPARATUS REPLACEMENT UPDATE AND PROPOSED AMBULANCE SERVICES CONTRACT WITH ROLLINSFORD

Fire Chief Plummer gave an overview of the proposal for an ambulance service contract between the city of Dover and the town of Rollinsford. Fire Chief Plummer also gave an overview of the proposal to address apparatus challenges and improvements to their staffing model.

The Chief answered questions from the Council.

B. REVIEW OF ACTION PLAN FOR IMPLEMENTATION OF HOUSING COMMITTEE REPORT RECOMMENDATIONS

Planning and Community Development Director Benton and Assistant City Planner Abby Galloway-Burke gave an overview of the PowerPoint Presentation outlining the action plan for implementing the housing committee report recommendations.

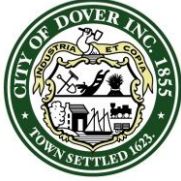
They answered questions from the Council.

7. ADJOURNMENT

Councilor Nemeth moved to adjourn, seconded by Councilor Hackett.

Vote: 8-0.

Meeting adjourned at 8:39 pm.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2025.09.10 - 32**
Resolution Re: B26005 Laboratory Testing Services

WHEREAS: A Request for Bid B26005 was solicited and received on August 13th, 2025 @ 2:00 p.m. for Laboratory Testing Services. Submitted rates to hold for one year, with option to negotiate and renew (2) additional one-year terms subject to annual review, funding availability, and satisfaction with vendor; and,

WHEREAS: In support of its public water supply and wastewater treatment systems, the City is required to do both mandated sampling and also some elective samples for monitoring; and,

WHEREAS: The City received 2 submissions, from Pace Labs out of Roseville, MN and Granite State Analytical Services, LLC out of Derry, NH. The City wishes to utilize both lab testing facilities, based on testing requirements; 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(s) as applicable and as needed basis at prices provided conjunction with Bid B26005 to both Pace Labs of Roseville, MN and Granite State Analytical Services, LLC out of Derry, NH. The City Manager, or designee, is hereby authorized to contract with the vendor consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
5300.1.300.43320.4341.00000.	CS - Water- Technical Services	464,425.00	222,357.32
5320.1.300.43256.4341.00000.	CS - Sewer - WWTP- Technical Services	\$182,000	170,496.50

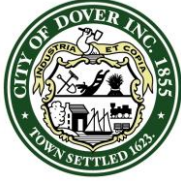
AUTHORIZATION

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 – 2025.09.10 - 32**

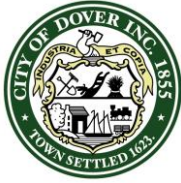
Resolution Re: B26005 Laboratory Testing Services

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2025.09.10 - 32**

Resolution Re: B26005 Laboratory Testing Services

RESOLUTION BACKGROUND MATERIAL:

In support of the public water supply and wastewater treatment systems, there is extensive testing required to ensure compliance with multiple state and federal regulations. While some testing is performed in-house, there is a significant amount and specific types of testing that is out-sourced to local laboratories.

On the drinking water side, there are multiple tests for bacteria as part of the Total Coliform Rule. Then there are specific tests for synthetic organic compounds, volatile organic compounds, inorganic chemicals, and various regulated PFAS compounds. While there is mandated PFAS sampling of finished, treated water. Water operations staff are also electively sampling PFAS to see how chemicals are slowly migrating through the filter media.

On the wastewater side of operations, the treatment plant has to meet criteria of its federal National Pollutant Discharge Elimination System (NPDES) permit. This includes regular testing of basic permit constituents such as total suspended solids (TSS), biological oxygen demand (BOD), and total nitrogen. Then there are specific testing requirements for various metals, arsenic concentrations in sludge, volatile organic compounds, nutrients, etc.

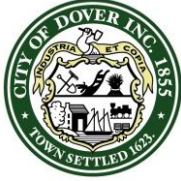
Some samples, such as bacteria, need to be picked up and analyzed within a tight timeframe. City staff requested ability to award to both vendors, such that decisions could be made in terms of lab availability, travel time to lab, turn-around times, etc.

Labs have to be accredited with both EPA and NH DES for all required sampling protocols.

Purchasing Information:

Type:	Purchase Order	Advertised:	yes
Invitations Mailed:	62	Number of Responses:	2
Warranty:	No	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	For one year	Estimated Delivery:	As needed
Recommended Award to:	Pace Labs and Granite State Analytical	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.

[B26005 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2025.09.10 - 33**

Resolution Re: B26016 Authorization to Purchase Twelve (12) Shipping Containers for the Fire Department

WHEREAS: A Request for Bid B26016 was solicited and received on September 3, 2025 @ 2:30 p.m. for Twelve (12) 40-foot Shipping Containers; and

WHEREAS: The City received five bid responses that were reviewed for necessary conformity to the bid specifications and deliver requirements with the offer deemed most advantageous to the City coming from the low bidder, Used Conex of Tampa Florida at a total cost of \$35,400.00; 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 Used Conex, of Tampa, FL for the purchase of (12) 40-foot high Shipping Containers in the amount of \$35,400.00. 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
4022.1.220.42280.4725.02205.22	Fire & Rescue Training Facility	278,434.41	278,434.41

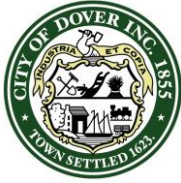
AUTHORIZATION

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.2.

Resolution Number: **R – 2025.09.10 - 33**

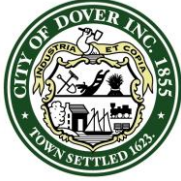
Resolution Re: B26016 Authorization to Purchase Twelve (12) Shipping Containers for the Fire Department

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2025.09.10 - 33**

Resolution Re: B26016 Authorization to Purchase Twelve (12) Shipping Containers for the Fire Department

RESOLUTION BACKGROUND MATERIAL:

The City of Dover solicited bids for the purchase of shipping containers to construct a new Joint Public Safety Training Facility.

Dover Fire & Rescue, in collaboration with the Dover Police Department and the Strafford County Special Response Team (SWAT), is leading this project to address critical local and regional training needs. The facility will be constructed from twelve (12) repurposed 40-foot shipping containers, stacked and joined to form a three-story structure with a peaked roof section for vertical and elevated entry training. This proven design offers a durable, low-cost, and adaptable solution for long-term public safety training. **By purchasing used containers and constructing the building in-house, the City will save tens of thousands of dollars compared to the cost of a prefabricated commercial training structure.**

The training building will support multiple functions, including:

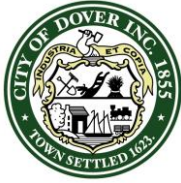
- Firefighter search and rescue drills, SCBA confidence courses, and victim removal scenarios.
- Controlled live-fire smoke training using safe barrel burns for realism.
- SWAT forcible entry, stairwell, and room-clearing drills.
- Joint police–fire active threat simulations, casualty care, and command coordination.
- Student training for the Dover High School Career Technical Center Firefighter Program.

This joint-use facility promotes interagency coordination, cost-sharing, and sustainability through shared resources and in-kind labor and equipment contributions. With modest upkeep, it is expected to serve the community for decades, enhancing emergency preparedness, fostering youth development, and strengthening regional collaboration.

Purchasing Information:

Type:	Purchase Order	Advertised:	yes
Invitations Mailed:	123	Number of Responses:	5
Warranty:	25 years per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	Until Delivery	Estimated Delivery:	21 days
Recommended Award to:	Used Conex	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval.

[B26016 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2025.09.10 - 34**

Resolution Re: Authorization to Purchase a Volvo EW60E Wheeled
Excavator via Sourcewell Contract

WHEREAS: The City of Dover is a member of Sourcewell formally the National Joint Powers Alliance (NJPA), a member-focused cooperative of more than 50,000-member agencies throughout the United States and, therefore, may purchase utilizing any of their cooperative purchasing agreements. In February 2023, Sourcewell solicited Bid # 011723 and has entered into an agreement #011723-VCE with Volvo for various equipment; and

WHEREAS: The City of Dover reached out to the local distributor Chadwick Baross, Inc in Concord, NH for pricing of one Volvo EW60E wheeled excavator with attachments at a list price of \$181,329. With the 42.1% Sourcewell discount the end cost for the unit is \$104,989. The City is also seeking additional buckets in the amount of \$5,870, and extended warranty and freight costs equaling \$14,998 for a total end cost of \$125,857; and,

WHEREAS: The City Council previously approved DWSRF Lead Services Line Loan of \$5,940,000 via [R-2025.03.12-32](#) with \$3,959,150 principal forgiveness. This unit will support lead service line investigation operations; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The Purchasing Agent is hereby authorized to issue a Purchase Order to Chadwick Baross, Inc. of Concord, NH for one Volvo EW60E wheeled excavator in the amount of \$125,857. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03525.26	Water-Service Line Replacement	5,940,000.00	5,939,135.00

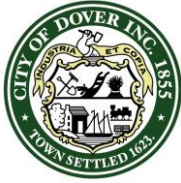
AUTHORIZATION

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 OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2025.09.10 - 34**

Resolution Re: Authorization to Purchase a Volvo EW60E Wheeled
Excavator via Sourcewell Contract

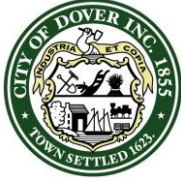
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2025.09.10 - 34**

Resolution Re: Authorization to Purchase a Volvo EW60E Wheeled
Excavator via Sourcewell Contract

RESOLUTION BACKGROUND MATERIAL:

The US Environmental Protection Agency (EPA) issued a Lead and Copper Rule Revision (LCRR) in response to the Flint, Michigan water quality crisis. The LCRR is a subset of EPA's overarching Safe Drinking Water Act. As a result, public water system suppliers need to verify materials of construction for both the publicly maintained portions of individual services, as well as the privately maintained portions at the right-of-way boundary. In the absence of detailed records, personnel have to excavate and inspect all of the service lines to verify materials of construction.

In recognition of the substantial cost and undertaking, EPA provided grant assistance to all the States to administer. The City subsequently qualified for funding package from NH Department of Environmental Services (DES) as part of the Drinking Water State Revolving Loan Fund. The funding includes a loan of \$5,940,000, with \$3,959,150 principal forgiveness.

NH DES staff recognize there is a substantial amount of work and staff time required to comply with the LCRR. They are encouraging public water systems to use the SRF funding to procure specialized equipment, and hire additional, but temporary staff, implementing the grant funds.

The proposed mini-excavator is equipped with wheels, so it is very mobile and can be driven directly to any City job site. It will be used to perform exploratory excavations at the individual water service lines to verify type of material on both sides of the City-maintained shut-off valve. Provisions of the grant funding require the machine to be dedicated to work related to the LCRR, but once the investigative work is complete it is free for general use in support of Community Services operations.

This will be a new unit to inventory, as it is not replacing any current machine or piece of equipment.

Award Information:

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

Purchasing Information:

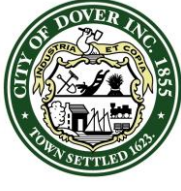
Type:	Purchase Order	Advertised:	No
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Delivered	Estimated Delivery:	Late Fall
Recommended Award to:	Chadwick Baross Inc. Concord NH	Fund:	DWSRF
Other Approvals Required:	Yes NHDES	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



Agenda Item#: 13.A.4.

Resolution Re: Approval of Amendments to Dover Business and Industrial Development Authority Operating Rules

The City Council approves the amendments to the DBIDA Operating Rules as adopted by DBIDA on September 2, 2025.

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.4. Resolution Number: R - 2025.09.10 - 35 Resolution Re: Approval of Amendments to Dover Business and Industrial Development Authority Operating Rules
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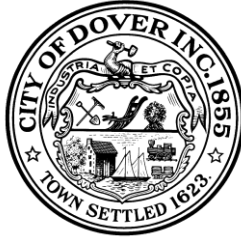
RESOLUTION BACKGROUND MATERIAL:

DBIDA Operating Rules

In 2023, DBIDA's membership as outlined in City ordinance Chapter 9 §9-16 was updated due to the restructuring of the Office of Economic Development into the Office of Business Development. Ex-Officio membership of DBIDA was reduced to only the City Manager (or designee) and the Mayor (or a City Councilor designated by the Mayor). This change in membership was never incorporated into the DBIDA Operating Rules. Staff proposes the following changes to Article V (proposed additions are underlined; proposed deletions are ~~stricken through~~):

Article V. Membership

A. **Membership.** DBIDA shall consist of not less than nine (9) members and not more than fifteen (15) members on the Board. Members shall be appointed to terms of three (3) years. A majority of the Board shall be Dover residents. The Board shall be appointed by the Dover City Council with the recommendation of the DBIDA Board. The initial terms of Board Members shall be staggered, so that 1/3 of the Board Members will be appointed every year. The City Manager (or designee) and the Mayor or other City Councilor designated by the Mayor ~~and the Economic Development Director~~ shall be *ex officio* non-voting members of the Board of Directors.



DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY OPERATING RULES

Article I. Name

The name of the Authority is the Dover Business and Industrial Development Authority (DBIDA).

Article II. Location

DBIDA's principal place of business shall be 288 Central Avenue, Dover, County of Strafford, and State of New Hampshire, 03820.

Article III. Purpose

DBIDA shall provide the leadership and coordination necessary to foster and encourage business and commercial development within the City of Dover, in order to improve the quality of life within, and fiscal health of, the City of Dover.

Article IV. Powers

DBIDA shall have all of the powers granted under New Hampshire Revised Statutes Annotated Chapter 162-G.

Article V. Membership

- A. **Membership.** DBIDA shall consist of not less than nine (9) members and not more than fifteen (15) members on the Board. Members shall be appointed to terms of three (3) years. A majority of the Board shall be Dover residents. The Board shall be appointed by the Dover City Council with the recommendation of the DBIDA Board. The initial terms of Board Members shall be staggered, so that 1/3 of the Board Members will be appointed every year. The City Manager (or designee), and the Mayor or other City Councilor designated by the Mayor, and the Economic Development Director shall be ex officio non-voting members of the Board of Directors.
- B. **Attendance, Vacancies and Removal.** All appointments to the Board shall serve for the terms appointed and until a successor shall have been appointed and qualified, unless any Board member is absent for four (4) consecutive meetings or four (4) regular meetings in a calendar year, whereby a vacancy shall be created in the position, and said vacancy shall be filled by the appointing authority pursuant to Section A above. Appointments made to fill any vacancies shall be filled for the balance of any expired terms. Conditions for removal of any Board Member shall be defined by statute, ordinance or the Charter.

Article VI. Officers and Staffing

- A. **Officers.** The officers consist of a Chair, Vice Chair, and Secretary who shall be selected by the membership and who shall serve at the pleasure of the membership for one (1) year terms. Officers may be re-elected to successive terms.
- B. **Chair.** The Chair shall be the chief executive officer of the Board and shall preside at all meetings of the Board when present. The Chair or Vice Chair, unless some other person is thereunto specifically authorized by vote of the Board members, shall sign all certificates of bonds issued by the Board, and all deeds and contracts to be executed on the part of the Board. The Chair shall perform such other duties and have such other powers as the Directors may from time to time designate.
- C. **Vice Chair.** The Vice Chair shall execute all powers of the Chair in the absence of the Chair.
- D. **Secretary.** The Secretary shall execute all powers of the Chair in the absence of the Chair and the Vice Chair and be responsible for ensuring minutes of all meetings are kept pursuant to the requirements of State law and the City Code.
- E. **Staff.** The City may provide City staff support to the Board for meeting notification, typing, copying, and information gathering to the extent permitted by the City budget.
- F. **Election and Terms of Officers.** The officers of the Board shall be chosen at the annual meeting of the Board Members, by majority vote, and such officers shall hold office for one (1) year. In the event that such elections are not held at the annual meeting for whatever reason, existing officers shall continue to serve until their successors are elected and any vacancies shall be filled at another meeting of the Board.

Article VII. Procedures

- A. **Meetings.** The Board shall meet as needed at the call of the Chair, but shall meet a minimum of once per quarter. All meetings shall be in Dover at a location selected by the Chair. Notice of meetings shall be sent to each Member at least five (5) days prior to the meeting. An agenda shall accompany the meeting notice. Notices shall be published in at least two (2) public places. All meetings shall be open to the public unless the Board shall meet in non-public session pursuant to RSA 91-A.

Special meetings may be called by giving notice as set forth herein at the request of the Chair, the Vice Chair, or any five (5) members of the Board.

An annual meeting shall be held during the month of January. The annual meeting business shall include a review of the financial records of the Board, preparation of the budget for City Council approval, election of officers for the ensuing year, and filing of an achievement report by the Chair.

- B. **Quorum.** Fifty-one percent (51%) of the voting membership of the Board shall constitute a quorum.
- C. **Parliamentary Authority.** The parliamentary guidance for the board is *Robert's Rules of Order Revised, 11th ed*, or duly published successor edition, except as provided by these rules or local, state or federal law.
- D. **Minutes.** Minutes shall be kept for all meetings of the Board. The minutes shall include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the Members, and a summary of all discussions. Draft minutes shall be provided to the City Clerk consistent with the requirements of RSA 91-A.. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the Board at the next meeting of the Board, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the City website.

- E. **Recording of Meetings.** The Board shall arrange for recording at all meetings consistent with the requirements of Chapter 5 of the City Code. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- F. **E-mail accounts.** Board members shall be provided a City of Dover e-mail address by the City to facilitate communications regarding meetings, agendas and the dissemination of information. Board members shall refrain from using e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the Board. In addition, Board members shall refrain from conducting the official business of the Board outside the view of the public and the press unless permitted by state law.
- G. **Nonpublic meetings.** The Board may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by General Legal Counsel for nonpublic meetings.
- H. **Amendment of Rules.** These rules may be repealed or amended by a vote of DBIDA with the approval of the Dover City Council.

ARTICLE VIII. Committees

- A. The Executive Committee shall be a standing committee and shall consist of the Chair, the Mayor, and the City Manager, or designee, and two (2) other DBIDA members appointed by the Chair. During the intervals between meetings of DBIDA, the Executive Committee shall have the powers of the Board to act on policies, programs, and budget previously established by the Board. A quorum of the Executive Committee shall consist of three voting members.
- B. The Chair, from time to time, may establish ad hoc committees to undertake specific projects or assignments for a temporary period of time. The Chair shall appoint, remove, or approve the members of the ad hoc committee and the chairperson thereof.
- C. Committees shall meet at the call of the committee chair and shall institute and direct studies and present reports to the Members of the Board with a recommendation for a course of action where appropriate.
- D. Subject to veto by the Board or Executive Committee, the Chair of the Board or the chairperson of the committee may add non-members to the various committees, but the majority of members of any committee, as well as its chairperson, shall be DBIDA Board members.
- E. The Chair shall be an ex-officio member of any/all committees and the Chair shall receive notice of all committee meetings.

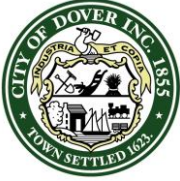
ARTICLE IX. Retention of Assistants, Agents and Consultants

Pursuant to City purchasing procedures, DBIDA may engage such agents, assistants, and consultants as it deems necessary and/or desirable to carry on its purposes, including but not limited to the following:

- Liaison personnel to coordinate with Federal, State, and Municipal or organizations, governmental and private in nature;
- Personnel to coordinate activities with the City of Dover and its environs relating to economic development;
- Such personnel as are necessary to prepare preliminary reports to be submitted to the City Council for proposed projects.

ARTICLE X. Validity

If any section of these Operating Rules shall be deemed inconsistent with any statute or law and be declared invalid, then such section shall be deleted from said Operating Rules, but shall not affect the validity of the remaining Operating Rules.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R - 2025.09.10 - 36**

Resolution Re: Approval of Modified Covenants Between the City, the
Dover Business and Industrial Development Authority and
Q, LLC

- WHEREAS: On May 24, 2024, the City of Dover and the Dover Business and Industrial Development Authority (“DBIDA,” and collectively with the City of Dover, the “Municipality”) sold real property identified as Tax Map D, Lot 11-6 in Dover, to Terrace Hospitality, LLC with certain restrictions and covenants recorded at Book 5186, Page 526 (the “Covenants”) at the Strafford County Registry of Deeds (“SCRD”).
- WHEREAS The relevant Covenants require Terrace to 1) complete property improvements on May 24, 2027 (3-years from deed recordation at SCR D (the “Completion Deadline”)) and 2) construct a 10,000 square foot industrial structure.
- WHEREAS: On May 19, 2025, and prior to complying with the Covenants, Terrace Hospitality, LLC d/b/a Mezzanine Catering/ Sally Cobb executed a purchase and sale agreement to sell the Property to Q, LLC.
- WHEREAS: Q, LLC desires to modify the Covenants by 1) extending the Completion Deadline to end 3-years from recordation of a Quitclaim Deed conveying the Property from Terrace to Q, LLC, and 2) allowing either an industrial facility of at least 10,000 square feet or a parking lot on the Property, in support of an expansion of 10,000 square.
- WHEREAS: On September 2, 2025 DBIDA endorsed the amendment and recommended the City Council grant the modifications.

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

The City Manager is authorized to negotiate and finalize the requested modifications.

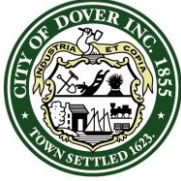
AUTHORIZATION

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 Vansylvong-
Bizier
City Clerk

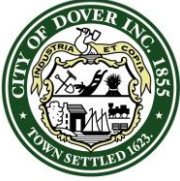
 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.5. Resolution Number: R - 2025.09.10 - 36 Resolution Re: Approval of Modified Covenants Between the City, the Dover Business and Industrial Development Authority and Q, LLC	

DOCUMENT HISTORY:

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

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R - 2025.09.10 - 36**

Resolution Re: Approval of Modified Covenants Between the City, the
Dover Business and Industrial Development Authority and
Q, LLC

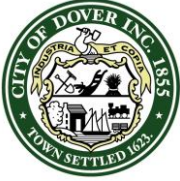
RESOLUTION BACKGROUND MATERIAL:

Q, LLC (“Q”) is a firearms manufacturer headquartered at 110 Venture Drive in Dover, New Hampshire. The company is growing and seeks to expand its capacity by purchasing an anchor property in Dover to house its corporate headquarters. To that end, Q entered a Purchase and Sale Agreement with Mezzanine Catering to purchase undeveloped property at Map D Lot 11-6-0, a property abutting Q’s current facility. Q plans to purchase the property and evaluate designs to create a campus-style facility that may include constructing an industrial building or parking area on the property.

In May of 2024, the City conveyed the parcel of Terrace Hospitality, LLC, DBA Mezzanine Catering, which intended to construct a commercial kitchen to run its catering business. This spring, Terrace Hospitality purchased a similar, already constructed facility on Progress Drive, and wishes to sell the Quality Way parcel. The City retains a right to repurchase and the protection of a Payment In Lieu of Taxes provision if the building is not constructed within 3 years. Q seeks approval of a resolution to assign the rights and responsibilities of the deed restrictions and Purchase and Sales Agreement previously negotiated with the current owner to Q, LLC, with the stipulation that all references to the “Closing Date” shall be understood to mean the date that Q, LLC closes on the property. Q is currently in contract to purchase the property and has a deadline of September 18, 2025 to close on the property. This will replace the existing closing date of May 24, 2024.

This would have the effect of extending all development deadlines by approximately [15 months] to provide time to design a redevelopment plan on the property. This resolution equitably allows Q to step into the shoes of the previous owner by providing the same deeded timeline previously allotted to develop the property. This will allow Q to evaluate the best option for either expanding its existing facility at 110 Venture Drive, by 10,000 square feet, and using the new parcel for supportive infrastructure (parking or stormwater management), or constructing a new 10,000 square foot building on the parcel.

At its regularly scheduled meeting of September 2, 2025 DBIDA endorsed the amendment and recommended the Council approve the requested change.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2025.09.10 - 37**
Resolution Re: Authorizing the Abatement of Outstanding Charges and
Accrued Interest for the Dover Holiday Parade Traffic
Details

WHEREAS: The annual Dover Holiday Parade is a traditional family event enjoyed by Dover families and visitors to the community each year on the weekend following the Thanksgiving holiday; and

WHEREAS: The Dover Holiday Parade is hosted and organized by local organizations and volunteers with donations provided by various businesses, civic organizations and individuals; and

WHEREAS: The Cocheco Friends, organizers for the 2023 and 2024 Dover Holiday Parade, incurred additional costs for parade performances that had been specially scheduled for the 2023 parade celebrating Dover's 400th anniversary; and

WHEREAS: Subsequent to the Cocheco Friends having been invoiced and paid for the 2023 entertainment expenses, they did not have sufficient funds remaining in donations to reimburse the City for approximately \$1,900 in expense that remains outstanding for the traffic details assigned to manage the 2024 parade route; and

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

The Mayor and City Council authorize the abatement of the current outstanding charges and accrued interest previously invoiced to the Cocheco Friends for traffic details associated with the Dover Holiday Parade.

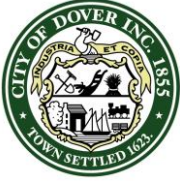
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier and
Deputy Mayor Dennis
Shanahan

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.1.

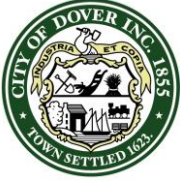
Resolution Number: **R - 2025.09.10 - 37**
Resolution Re: Authorizing the Abatement of Outstanding Charges and
Accrued Interest for the Dover Holiday Parade Traffic
Details

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

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Resolution Number: **R - 2025.09.10 - 37**

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RESOLUTION BACKGROUND MATERIAL: