

CITY OF DOVER

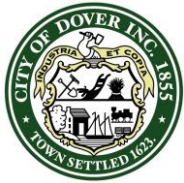
CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 14, 2026**
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. **December 10, 2025 – Regular 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. **APPROVAL OF LICENSE AGREEMENT FOR AIREY ROW ON CENTRAL, LLC**
SPONSORED BY MAYOR SHANAHAN BY REQUEST
 2. **APPROVAL OF GRANITE STATE INDEPENDENT LIVING LEASE AT MCCONNELL CENTER**
SPONSORED BY MAYOR SHANAHAN BY REQUEST
 3. **APPROVAL OF REQUEST TO VACATE PERMANENT EASEMENT LETTER TO NH DEPARTMENT OF TRANSPORTATION FOR PROPERTY LOCATED AT 914 CENTRAL AVENUE, DOVER NH**
SPONSORED BY MAYOR SHANAHAN BY REQUEST
 4. **AUTHORIZATION TO DISPOSE OF SURPLUS PROPERTY IN EXCHANGE FOR EMS TRAINING WITH FIRE-MED, LLC**
SPONSORED BY MAYOR SHANAHAN BY REQUEST



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5. APPROVAL OF CONVEYANCE OF LAND BETWEEN WEAVE FILTRATION, LLC AND APW PROPERTIES

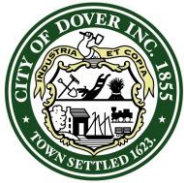
SPONSORED BY MAYOR SHANAHAN BY REQUEST

COMMITTEE REPORTS

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

B. RESOLUTIONS

1. **APPROVAL OF FUNDING IN SUPPORT OF A PERMANENT 9/11 MEMORIAL**
SPONSORED BY MAYOR SHANAHAN BY REQUEST
2. **B14074 CENTRAL AVENUE URBAN CORE (PHASE I) WATER TRANSMISSION PROJECT-CONSTRUCTION OVERSITE-UNDERWOOD ENGINEERS, INC.**
SPONSORED BY MAYOR SHANAHAN BY REQUEST
3. **B26018 AWARD OF BID - CENTRAL AVENUE URBAN CORE WATER IMPROVEMENTS PHASE I TO SUR CONSTRUCTION**
SPONSORED BY MAYOR SHANAHAN BY REQUEST
4. **B25026 ENERGY SAVINGS PERFORMANCE CONTRACTING SERVICES (ESCO) ENERGY EFFICIENT INVESTMENTS PROJECT PHASE NO. 1 MCCONNELL CENTER ROOF REPLACEMENT**
SPONSORED BY MAYOR SHANAHAN BY REQUEST
5. **B26007 CRACK REPAIR FOR OUTDOOR ATHLETIC COURTS**
SPONSORED BY MAYOR SHANAHAN BY REQUEST
6. **AUTHORIZATION TO ACCEPT AND EXPEND LCHIP PRESERVATION GRANT FOR LOWELL AVENUE HISTORIC PUMP STATION**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(TO BE REFERRED TO A PUBLIC HEARING & VOTE ON JANUARY 28, 2026)
SPONSORED BY MAYOR SHANAHAN BY REQUEST
7. **AUTHORIZATION TO ACCEPT AND EXPEND THE NHDES 2026 EXOTIC AQUATIC PLANT CONTROL GRANT**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(TO BE REFERRED TO A PUBLIC HEARING & VOTE ON JANUARY 28, 2026)
SPONSORED BY MAYOR SHANAHAN BY REQUEST



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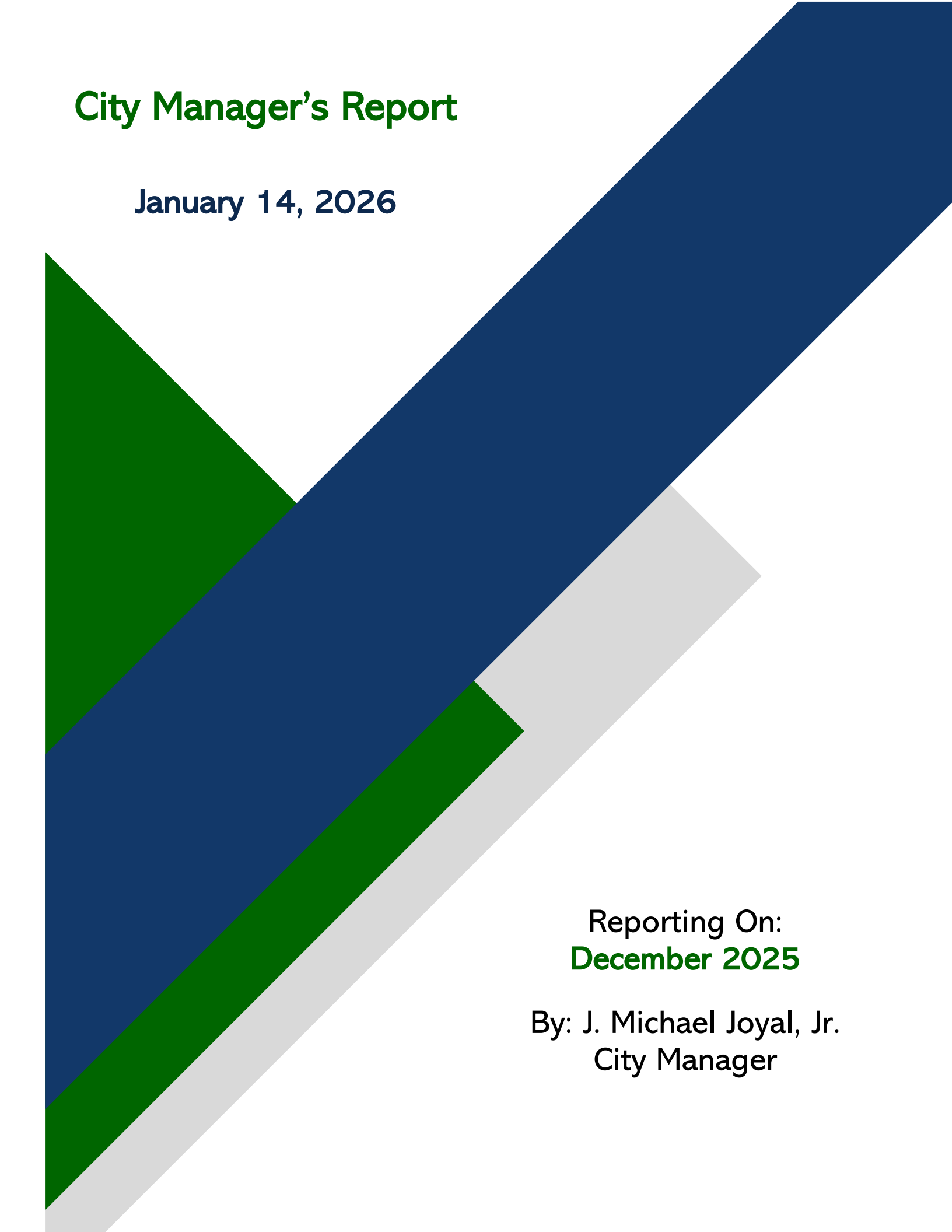
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8. **AUTHORIZATION TO ACCEPT AND EXPEND THE PISCATAQUA REGION ESTUARIES PARTNERSHIP GRANT FOR ASH ALERT COMPREHENSIVE DOWNTOWN PLAN**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(TO BE REFERRED TO A PUBLIC HEARING & VOTE ON JANUARY 28, 2026)
SPONSORED BY MAYOR SHANAHAN BY REQUEST

9. **AMEND FY2026 SCHEDULE OF FEES FOR AMBULANCE SERVICES**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(TO BE REFERRED TO A PUBLIC HEARING & VOTE ON JANUARY 28, 2026)
SPONSORED BY MAYOR SHANAHAN BY REQUEST

C. ORDINANCES IN 1ST READING

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



City Manager's Report

January 14, 2026

Reporting On:
December 2025

By: J. Michael Joyal, Jr.
City Manager

Executive Department

Six Divisions ♦ 24 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
20	12	32	0	1

Economic Trends

Reporting of federal economic data continues to lag significantly behind, making it difficult to assess overall labor trends as the year comes to a close. Datasets are expected to get back on schedule in Q1 2026.

The Boston Fed noted a slight decline in regional retail sales as of late November, but that rebounding restaurant spending kept total consumer spending about level. Qualitative analysis of December performance is not yet available.

By comparison, Dover businesses mostly reported year over year sales being level or increasing. In some cases, strong sales in November and December compensated for slower performance earlier in the year.

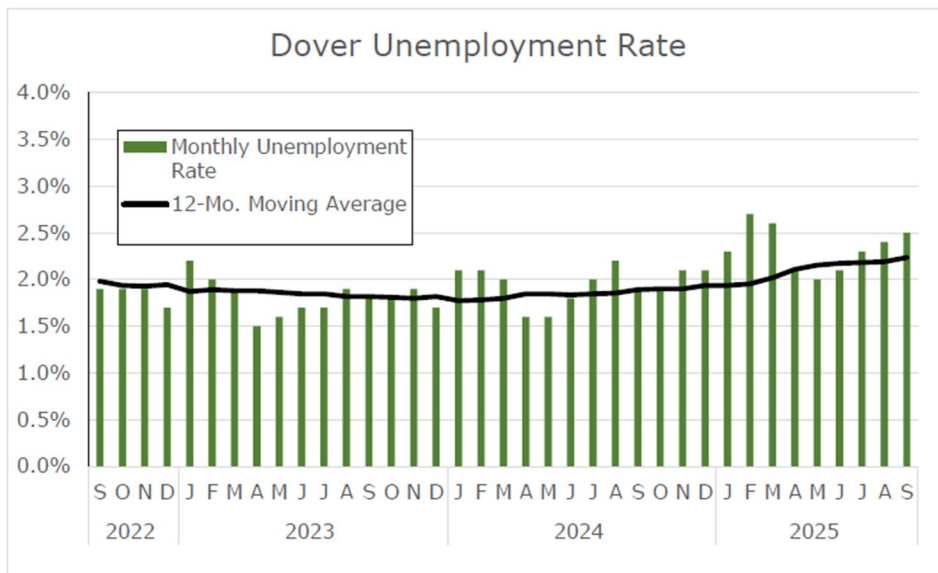
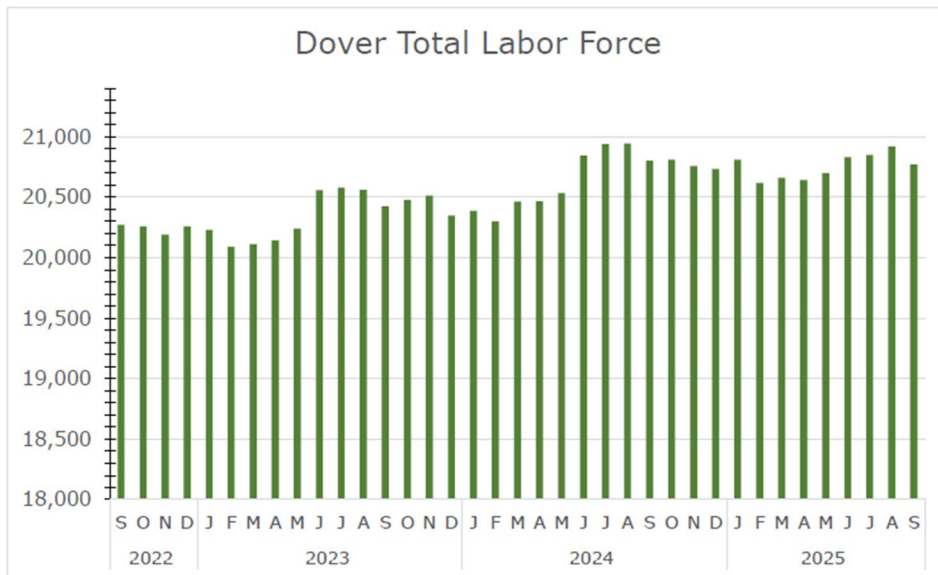
	November 2024	November 2025	12-Mo. Avg.
Median Sales Price	\$526,250	\$532,500	\$569,333
Days on Market	25	19	26

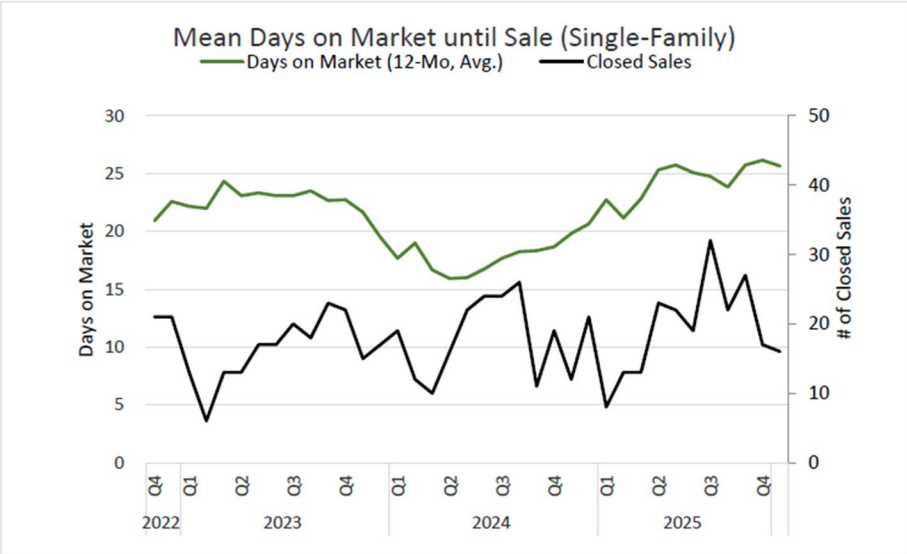
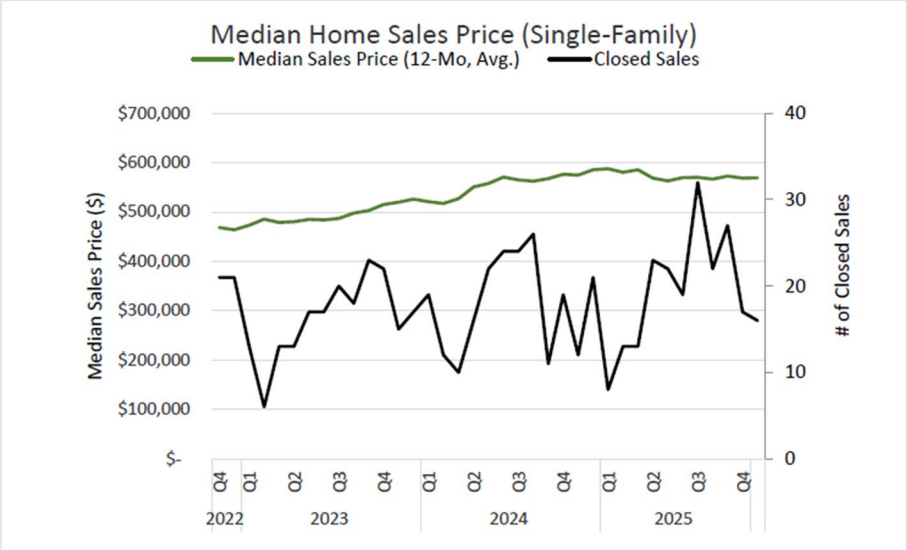
October 2025 data cancelled due to federal government shutdown. November and December 2025 data scheduled for release in January 2026.

Other Business Development Activities

OBD staff wrote 174 pieces for Down to Business Newsletter in 2025, including recurring series on social media promotion, small business highlights, and recognizing Dover business milestones.

Business Development communications assisted with identification of a vendor for the City employees holiday luncheon and with notifications related to the closure of Hale and Locust Streets in early December.





Waterfront Update:



Overall Project Status:

Private Improvements pursued by Cathartes

- Buildings C & D: Interior and exterior work is ongoing.
 - Building C: Final inspections are set for the second week of January 2026, with turnover expected shortly thereafter.
- Parcel 1-7: Officially broke ground the first week of December.
 - Keller (Sub-contractor) successfully installed 150 ground improvements between Dec 15 and Dec 22.
 - Next Steps: Footing work begins the first week of January, followed immediately by framing. The total build time is estimated at 14 months.

Public Improvements

- Infrastructure & Utilities:
 - ROW lighting is scheduled to be energized the last week of December.
 - NEEM (Site Contractor) is finishing sewer connections for 36 Seaport Way.
 - Shoreline rehab (steel bulkhead and granite toe wall) is slated for early January.
- The Pavilion:

- Exterior: EPDM membrane, granite curbing, and brick pavers (with polymeric sand) are complete.
- Interior: Electrical, HVAC, and plumbing are nearing completion.
- Finishes: All interior doors are in; lower-level finish work and "Gateway" elements (trim/lock deck wood) are currently being applied.

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 DECEMBER 2025

	For Month	FY26 YTD	FY25	FY24	FY23
Legal Matters/Questions Handled	44	318	909	1,072	1,061
Review Existing Legal Contracts & Draft Memo	4	37	123	156	153
Legal Contracts/Memo Created	19	154	247	213	201
Right to Know Requests Processed	5	53	85	81	100
Resolutions	3	17	46	72	70
Ordinances	0	4	9	16	17
Leases	1	1	9	10	4
Primex Auto Claims Handled	19	45	49	59	80
Primex Liability Claims Handled	5	19	49	56	67
Primex Property Claims Handled	2	14	53	52	54

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

- Griffen Guerra – Request for all internal memoranda, reports, surveys, and correspondence for period from early 1900's to the present, that relate to development, construction or environmental review of Map Block #34-22-0-0 and #34-21-0-0
- Sunlight Access– Re: all contracts and agreements with SoundThinking, Inc., aka ShotSpotter or Sound Thinking
- KPMG – Re: Listing of all outstanding checks over \$500
- Fergus Cullen – Re: request for invoice relating to Housing Appeals Board case regarding 103 Court Street
- Partners Engineering – Re: request for building permits/violations, hazardous waste on the property, spills/releases of chemicals and underground/aboveground storage tanks for property at 75 and 79 Dover Point Road

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 and the office's Legal Assistant attended the quarterly meeting of Joint Loss Management Committee and the Municipal Records Committee.

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. Assisted with tax abatements and tax deeding questions.

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

Police: Assisted with ordinance updates and claims questions.

Public Library: Assisted with policy questions and general legal questions.

Recreation: Assisted with general legal questions.

School District: Assisted with policy matters and contract review as requested. Assisted with

public records requests.

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.

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. The Appellants filed a Motion for Reconsideration and the City Objected. Awaiting on a decision from the HAB. The HAB denied the Appellants motion on October 30, 2025. The Appellants filed an appeal with the New Hampshire Supreme Court on November 14, 2025.

Phillip Cunningham v. Dover Police Department:

Plaintiff filed a complaint against the Dover Police Department relating to the death by overdose of his daughter. Outside council filed a Motion to Dismiss which the Court granted. The Plaintiff has now filed an appeal to the New Hampshire Supreme Court. Briefing is underway. **All briefs have been filed and currently awaiting the Court's decision.**

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. This appeal has been stayed to allow for the Project to continue through the Planning Board approvals process.

Katie Nelson, et al. vs. City of Dover, Strafford Superior Court, #219-2025-CV00488:

A Dover resident has filed suit against the City Manager to "cease and desist exploitation of ancient cemetery". City of Dover's Motion to Dismiss and Notice of Appearance filed on November 19, 2025. **Order of Strafford Superior Court dismissing the case received on December 3, 2025.**

Katie Nelson v. J. Michael Joyal, Jr., Strafford Superior Court, #219-2025-CV-00498:

A Dover resident has filed suit against the City Manager to "cease and desist exploitation of ancient cemetery". City of Dover's Answer and Notice of Appearance is due on November 19, 2025. City of Dover's Motion to Dismiss and Notice of Appearance filed on November 19, 2025. **Order of Strafford Superior Court dismissing the case received on December 3, 2025.**

Abatement for Tax Year 2024

- *6 Old Rochester Road:* A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. A Report of Settlement Meeting & Order received and meeting must take place by March 2, 2026.
- *Beverly A. Bruce Trust:* A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. A Report of Settlement Meeting & Order received and meeting must take place by April 7, 2026.

- *Dover Lodge of Elks #184*: A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. A hearing has been scheduled for February 12, 2026. **Motion to Continue filed on December 5, 2025. Joint Status Report to be filed by March 12, 2026 updating the Board on any settlement. If not resolved, Board will reschedule the hearing.**
- *Matthew Michael Realty, LLC*: A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. A Report of Settlement Meeting & Order received and meeting must take place by April 10, 2026.
- *Round Eight Holdings, LLC*: A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. A Report of Settlement Meeting & Order received and meeting must take place by April 7, 2026.
- *Stephen S. Lawrence Revocable Trust*: A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. A Report of Settlement Meeting & Order received and meeting must take place by April 10, 2026. **Settlement reached on December 22, 2025 and filed with BTLA.**
-
- *Zimmon Andrew j & Carmella C. Mutassi Trust*: A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. A Report of Settlement Meeting & Order received and meeting must take place by April 7, 2026.

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. Workplace injuries jumped from 2 last month to 11 in December. They were a mix of medical and lost time, some due to slip and falls on ice. 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 4 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 was an increase to 127 individuals that applied to all of the City of Dover's open positions during the month. At the time of this report, there are currently 18 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 CMA reposted the position as General Legal Counsel and the team is monitoring applications as they come in.

The City Manager's Assistant monitored new position and/or new hire physicals and background/motor vehicle checks for 4 employees which is down compared to recent months. This oversight ensures all eligible employees and/or applicants are able to move on in the hiring process with the Human Resources Division.

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

During the month of December, the CMA set out 4 mailboxes at city hall – one for Executive, Finance, Planning and the Parking Division. Employees at City Hall were tasked with sending cards/notes to five employees they don't regularly deal with during their work days to wish them Happy Holidays. This was a successful event with most employees participating.

The employee Christmas Luncheon took place in December with Otto Pizza serving a variety of food items. Otto's was a last minute grab where no other food establishment responded to the bid sent out by Purchasing. This event was a success and employees were happy.

The City Hall Dessert Day took place in December as well. Employees bring in a dessert to share and employees are able to grab a sweet during the week.

There was only one Department Head meeting this month due to the holiday. Other meetings that took place in the City Manager's Office this month were surrounding City Attorney interview, new councilor meeting, podcast interview, Planning and zoning statute changes, and Fire Chief meeting. The City Manager attended a Municipal Manager's Assn meeting and the CMA attended a Joint Loss Management Committee meeting.

Office of Human Resources (OHR)

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

Employee Anniversaries – January 2026		
Employee Name	Employee Department	Length of Service
Keefe, Timothy	Police	26
Plante, Marc	Fire	25
Michaud, Matthew	Fire	17
Peters, David	Executive	15
Plummer, Christopher	Police	15
Falconer, Patricia	Library	10
Lepage, Marcel	Recreation	9
Duffy, Quinn	Fire	8
Scarponi, Michael	Library	8
Couturier, Christopher	Fire	7
Friedman, Erika	Recreation	6
Gorman, Bradley	Fire	5
Adams, Josiah	Library	4
Semprini, Jillian	CS	4
Watkins, Jacob	Police	4
Burdin, James	Executive	3
Tidball, Kelley	Police	3
Clohecy, Robert	FG	2
Creamer, Melanie	Parking	2
DeConinck, Timothy	Police	2
Flynn, Logan	Police	2
Roderick, Casarra	Police	2
Linchey, Kevin	CS	1
Morrissey, Ryan	Fire	1

December Employment Statistics

Employment Separations = 4		Employment New Hires = 2	
Community Services	3	Community Services	2
Police	1		

Office of Information Technology (OIT)

Annie Dove, Director of Information Technology; Kevin Foster, Deputy Director of IT; Kathleen Meyers, Asset Management Admin; Timothy Pine, Asset Management Tech; Zach Endres, Enterprise Systems Admin; Dave Peters, Systems Tech; Nathan Tong, Utility Systems Admin; Hannah Alshech, Utility Systems Tech; Matt Faucher, Public Safety IT Admin; Kristofer Durham, Public Safety IT Tech

November:

Office of Information Technology managed 112 monthly IT Support Tickets in November 2025. The majority of tickets were created in the Police department. The majority of tickets were categorized as Application – Maintenance and User Account - Maintenance.

Municipal Security System vendor continues installation of security cameras for nine (9) municipal facilities plus one (1) additional (Inspection Services) building. Cameras installed at all three Fire Stations and install work started at McConnell Center in November. Purchase of additional switching capacity to support system. Reference bid B25008B.

CAMA vendor continues to address remaining open items. Finance Assessing division continues entry of assessment updates into the new CAMA application.

Ongoing work with vendor to update, clean up configuration and create reports in work order / asset management application.

Attend traffic signal meeting with Community Services and vendor Sebago Technics. Work with Sebago to improve information sharing.

Meet with Police Dispatch to review 2025 alarm permits in preparation for 2026 alarm permits.

Asset Management IT Admin supports Fire & Rescue department Hazard Mitigation plan update work.

Complete delivery of Internet services and wiring for Fire & Rescue vehicle maintenance site.

Office of IT creates application survey to understand current usage, obstacles and success with customer request, work order and asset management application.

IT Committee Meeting, attended by Office of IT staff and department IT liaisons, held at City Hall.

Two SCADA update meetings attended by utility systems IT, water and sewer operator staff were held.

FY2027 proposed DoverNet budget developed. Department heads' telecommunication or other information technology related questions were answered.

Public Safety IT Technician begins work. Role is based at North End Fire Station.

Kick off meeting for B25081, Programmable Logic Controller (PLC) Replacement for Sewer and Water Facilities scheduled for early December. Requested materials provided to vendor in advance of meeting.

Utility Systems IT team meets to complete review and prioritize work from recent Cybersecurity and Infrastructure Security Agency (CISA) Validated Architecture Design Review (VADR) report.

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

In December, Media Services provided coverage of numerous special and civic events, including the groundbreaking for the new Athletic Complex at Dover High School, the annual Tree Lighting at Henry Law Park, and several holiday events hosted by the Greater Dover Chamber of Commerce and Dover Main Street.

Media Services produced several public service announcements in December to be shared across multiple platforms. PSAs included how to stay informed about parking bans and how to sign up for Dover Download.

Media Services produced five episodes of the Dover Download podcast in December. Topics included an update on the Waterfront development, an energy efficiency initiative for city facilities, how orientation works for newly elected City Councilors, and a two-part conversation with outgoing Mayor Robert Carrier. Dover Download is a weekly look at what's happening in Dover, hosted by Deputy City Manager Christopher Parker.

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.

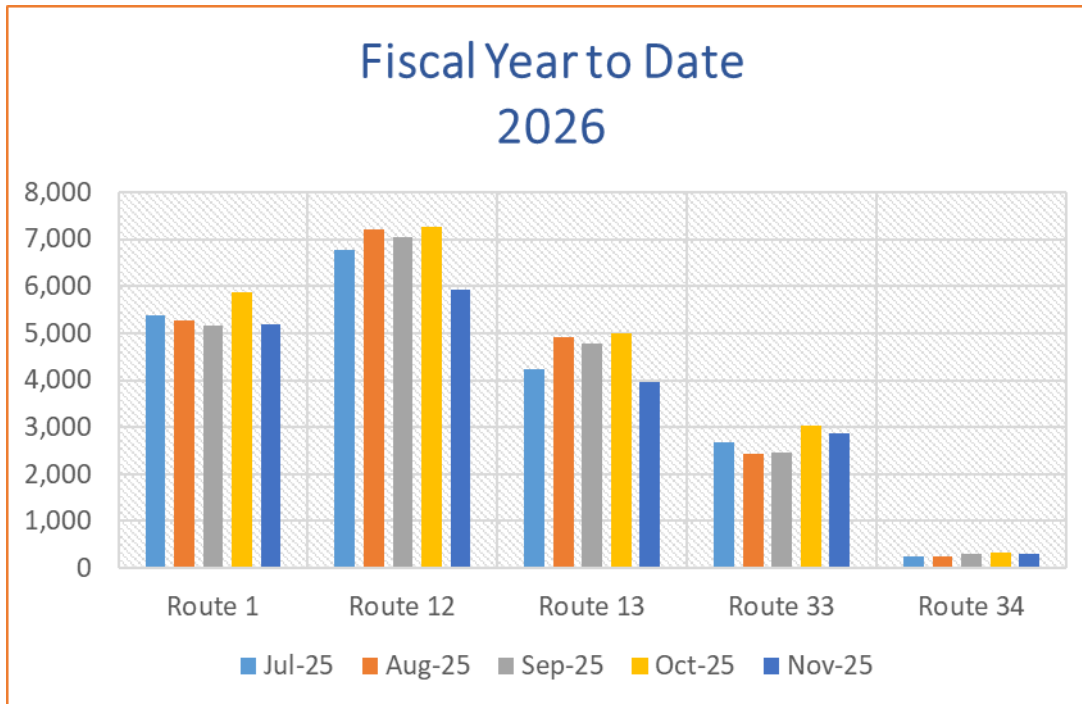
In December, Media Services distributed several news releases across multiple platforms for other city matters.

Media Services provided live and taped televised and/or multimedia coverage of 12 meetings and special events in December.

In December, 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.

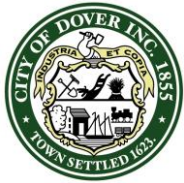
COAST

Ridership Activity



Ridership was down during the month of November, but that is consistent with years past.

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, December 10, 2025**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

Mayor Carrier called the meeting to order at 7:07 PM.

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Hackett led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

Present: Councilor Richer (arrived at 7:15pm), Councilor Nemeth, Councilor Retrosi, Councilor Williams, Councilor Cullen, Councilor Hackett, Councilor Warach, Deputy Mayor Shanahan, Mayor Carrier

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

5. PROCLAMATIONS/AWARDS - CLIFF BLAKE ACKNOWLEDGEMENT, DOVER JUNIOR FOOTBALL, ST. THOMAS GIRLS DIVISION III FIELD HOCKEY, ST. THOMAS BOYS DIVISION III SOCCER

Mayor Carrier presented multiple proclamations. The Mayor presented a proclamation to the family members of Cliff Blake, a longtime volunteer in the City.

The Mayor also presented proclamations to the Dover Junior Football team, St. Thomas Girls Division III Field Hockey team, and the St. Thomas Boys Division III Soccer team.

6. APPROVAL OF AGENDA

Deputy Mayor Shanahan moved to amend the agenda to substitute in the whole item 12.C.4. and to add an item to 13.B.3., seconded by Councilor Retrosi.

Vote: 9-0.

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

Vote: 9-0.

7. PUBLIC HEARINGS

A. ACKNOWLEDGEMENT AND ACCEPTANCE OF A DONATION FROM THE CARNEGIE FOUNDATION CELEBRATING THE 250TH ANNIVERSARY OF THE SIGNING OF THE DECLARATION OF INDEPENDENCE

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY MAYOR CARRIER BY REQUEST

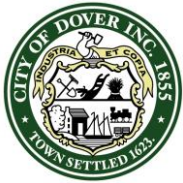
The Mayor, seeing no one wishing to speak, closed the Public Hearing.

B. GENERAL FUND FY2026 BUDGET AMENDMENT FOR APPROPRIATION OF CITY'S PORTION OF COUNTY WARMING CENTER PROJECT

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY MAYOR CARRIER BY REQUEST

Robert Saulnier, 115 Glen Hill Rd, spoke against the warming center project on county land.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
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Meeting Time: **7:00 pm**

Carole Gadomski, 65 Glen Hill Rd, spoke against the warming center on county land.

Jackson Brown, 55 New York St, spoke for the new warming center on county land.

Tanya Davis, 4 Jackson Brook, spoke against the warming center on county land.

Matthew Freeman, 3 Whittier St, spoke about the cost of the warming center.

David Nystedt, Glen Hill Road, spoke against the warming center on county land.

Andrew Schmid, 53 New Rochester Rd, spoke in favor of the warming center on county land.

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.

Jonathan Nichols, Executive Director of the Woodman Museum, requested \$4,000 from the Council for the continued care of old city records.

Krysta Gingue, 240 Central, spoke in opposition of the Dover Point Traffic circle project in the CIP.

George Maglaras, 65 Cocheco St, thanked the Council and Mayor Carrier for their service.

Gina Cruikshank, 19 Glenwood Ave, thanked Mayor Carrier for his many years of service to the City of Dover.

9. CITY MANAGER'S REPORT

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

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

Vote: 9-0.

10. APPROVAL OF MINUTES

A. November 5, 2025 – Workshop Meeting

B. November 12, 2025 – Regular Meeting

C. December 3, 2025 – Workshop, Special Meeting, CIP Workshop

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

Vote: 9-0.

11. MAYOR'S REPORT

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

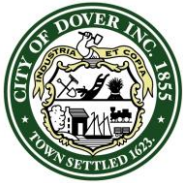
Deputy Mayor Shanahan moved to accept the Mayor's Report, seconded by Councilor Retrosi.

Vote: 9-0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

B. ORDINANCES IN THE 3RD READING



CITY OF DOVER

CITY COUNCIL - MINUTES

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

C. RESOLUTIONS

1. ADOPTION OF FY2027-FY2032 CAPITAL IMPROVEMENTS PLAN SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to substitute the proposed table into the resolution, as well as the impact analysis, seconded by Councilor Retrosi.

Vote: 9-0.

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

Councilor Retrosi moved to amend the resolution to add the Dover Point Roundabout project back into the CIP for year 2, seconded by Councilor Cullen.

Roll Call Vote: 2-7, with Councilor Richer, Councilor Nemeth, Councilor Williams, Councilor Hackett, Councilor Warach, Deputy Mayor Shanahan and Mayor Carrier
Motion failed.

Councilor Richer moved to amend the resolution to move the Horne Street project to start in year 2 of the CIP with the water and sewer components starting in year 2, and street drainage and sidewalks to start in year 3, seconded by Councilor Hackett.
Roll Call Vote: 5-4, with Councilor Nemeth, Councilor Retrosi, Councilor Williams, and Councilor Cullen opposed.
Motion passes.

Councilor Retrosi moved to amend the resolution to move the Dover Point Roundabout to year 6 of the CIP, seconded by Councilor Cullen.
Roll Call Vote: 6-3, with Councilor Richer, Councilor Nemeth, Councilor Williams opposed.
Motion passes.

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

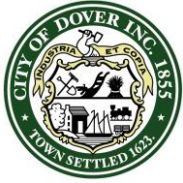
Roll Call Vote: 7-2, with Councilor Nemeth and Councilor Warach opposed.

2. APPROPRIATION FOR FY2027 CAPITAL IMPROVEMENTS PROGRAM – NON-DEBT FINANCED PROJECTS (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE) SPONSORED BY MAYOR CARRIER BY REQUEST

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

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

Roll Call Vote: 9-0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
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Meeting Time: **7:00 pm**

3. AUTHORIZATION FOR FY2027 CAPITAL IMPROVEMENTS PROGRAM AND AUTHORIZATION FOR BONDING

(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.

Deputy Mayor Shanahan moved to remove item 3 for public works street reconstruction – Broadway neighborhood for \$4.6 million, seconded by Councilor Hackett.

Roll Call Vote: 9-0.

Deputy Mayor Shanahan moved to remove item 4 for public works street reconstruction – lower central avenue for \$2,650,000, seconded by Councilor Warach.

Roll Call Vote: 9-0.

Deputy Mayor Shanahan moved to reduce item 7 for education DMS geothermal HVAC upgrade & parking lot repairs by \$2.5 million to \$3,573,980, seconded by Councilor Richer.

Roll Call Vote: 9-0.

Deputy Mayor Shanahan moved to remove item 8 for TIF funds park improvements – Maglaras for \$2.1 million, seconded by Councilor Retrosi.

Roll Call Vote: 9-0.

Deputy Mayor Shanahan moved to reduce item 10 for water fund water main replacement central avenue by \$326,000 to \$2,174,000, seconded by Councilor Hackett.

Roll Call Vote: 9-0.

Deputy Mayor Shanahan moved to remove item 11 for water fund water main replacement Littleworth, Columbus, French Cross for \$2,000,000, seconded by Councilor Richer.

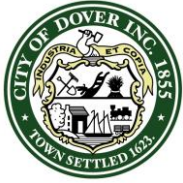
Roll Call Vote: 9-0.

Deputy Mayor Shanahan moved to reduce item 12 for water fund water main replacement Littleworth road by \$260,000 to \$1,740,000, seconded by Councilor Nemeth.

Roll Call Vote: 9-0.

Deputy Mayor Shanahan moved to reduce item 13 for water fund water treatment plant upgrade French Cross station by \$1.5 million to \$1,000,000, seconded by Councilor Nemeth.

Roll Call Vote: 9-0.



CITY OF DOVER

CITY COUNCIL - MINUTES

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Deputy Mayor Shanahan moved to remove item 15 for sewer fund south end gravity sewer for \$2.0 million, seconded by Councilor Richer.
Roll Call Vote: 9-0.

Deputy Mayor Shanahan moved to remove item 16 for sewer fund WWTP capacity/treatment updates for \$3,000,000, seconded by Councilor Hackett.
Roll Call Vote: 9-0.

Deputy Mayor Shanahan moved to reduce item 18 for sewer fund sewer main replacement central core phase 3 by \$500,000 to \$1,000,000, seconded by Councilor Retrosi.
Roll Call Vote: 9-0.

Deputy Mayor Shanahan moved to adopt amended resolution for a total appropriation and authorization for bonding of \$15,657,980, seconded by Councilor Warach.

Deputy Mayor Shanahan moved to approve the amended resolution, seconded by Councilor Williams.
Roll Call Vote: 9-0.

**4. ACKNOWLEDGEMENT AND ACCEPTANCE OF A DONATION FROM CARNEGIE FOUNDATION CELEBRATING THE 250th ANNIVERSARY OF THE SIGNING OF THE DECLARATION OF INDEPENDENCE
(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: 9-0.

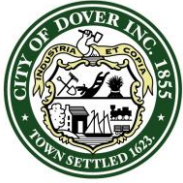
**5. GENERAL FUND FY2026 BUDGET AMENDMENT FOR APPROPRIATION OF CITY'S PORTION OF COUNTY WARMING CENTER PROJECT
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST**

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

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

Councilor Cullen presented 7 amendments he would like the Council to vote on to amend the resolution. Deputy Mayor Shanahan noted that these amendments failed at a previous meeting, so the motion would need to be made by the prevailing side of that failed motion.

After a lengthy discussion amongst the Council, it was decided that the City Manager and staff would work with the County to address the issues of residents at the best of



CITY OF DOVER

CITY COUNCIL - MINUTES

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their ability.

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

13. NEW BUSINESS

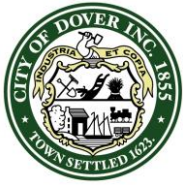
A. CONSENT CALENDAR

1. **CANVASS OF VOTES - NOVEMBER 4, 2025 MUNICIPAL ELECTION**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **TIRE, ELECTRONICS AND PROPANE TANK RECYCLING SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **AUTHORIZATION TO PURCHASE EQUIPMENT FOR ENGINE 6 FROM FIRE TECH & SAFETY PER MASS STATE CONTRACT PSE01**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **B23078 ADDITIONAL SCOPE OF WORK FOR DESIGN BUILD FOR EXPANSION OF COMMUNITY SERVICES BUILDING OFFICE SPACE AND INSPECTION OFFICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **B26020 BOOK RELOCATION FOR DOVER PUBLIC LIBRARY**
SPONSORED BY MAYOR CARRIER BY REQUEST
6. **B25028 ELECTRICAL CONTRACTOR SERVICES – DOWNTOWN STREET LIGHTING PROJECT – NEGM ELECTRIC**
SPONSORED BY MAYOR CARRIER BY REQUEST
7. **B13052 AUTHORIZATION FOR EMULSION POLYMER EXTENSION WITH SOLENIS LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST
8. **AUTHORIZATION TO RELEASE DOVER’S PORTION OF ANNUAL CONTRIBUTION TO THE CITY OF ROCHESTER – MUNICIPAL ALLIANCE FOR ADAPTIVE MANAGEMENT PROGRAM FOR GREAT BAY PERMIT**
SPONSORED BY MAYOR CARRIER BY REQUEST
9. **B25008B MUNICIPAL SECURITY SYSTEMS – ADDITIONAL SCOPE OF WORK – DOVER LIBRARY**
SPONSORED BY MAYOR CARRIER BY REQUEST
10. **B20021 DATA CONVERSION WORK FOR PERMIT, PLAN AND BUSINESS LICENSE APPLICATION**
SPONSORED BY MAYOR CARRIER BY REQUEST

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

Councilor Cullen asked to pull item 13.A.4.

Roll Call Vote on remaining items: 9-0.



CITY OF DOVER

CITY COUNCIL - MINUTES

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

Deputy Mayor Shanahan moved to approve item 13.A.4., seconded by Councilor Hackett.
City Manager Joyal gave an overview of the resolution to the Council.
Roll Call Vote: 9-0.

COMMITTEE REPORTS

1. Arts Commission (Nemeth)
2. **Conservation Commission (Williams)**
3. **Library Board of Trustees (Nemeth)**
4. Appointments Committee (Williams)
5. **Planning Board (Cullen)**
6. **School Board Liaison (Hackett)**
7. **Recreation Advisory (Retrosi)**
8. **Energy Commission (Richer)**
9. **Parking Commission (Warach)**
10. Legislative Liaison (Shanahan)
11. Committee for Racial Equity and Inclusion (Nemeth)
12. Graffiti Management Advisory Committee (Nemeth)
13. Ordinance Committee (Shanahan)
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)
20. COAST (Shanahan)
21. Waterfront TIF Advisory Board (Warach)
22. Dover Main Street (Carrier)
23. Strafford Regional Planning Commission (Williams)
24. Government Affairs (Carrier)
25. Cemetery Board (Warach)
26. Joint Building Committee – Athletic Complex (Cullen)

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

Councilor Richer and Councilor Hackett gave an overview of the Library Board of Trustees report to the Council.

Deputy Mayor Shanahan 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 Retrosi gave an overview of the Recreation Advisory Board report to the Council.

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

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

Councilor Warach gave an overview of the Cemetery Board report to the Council.

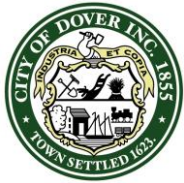
Councilor Cullen gave an overview of the JBC – Athletic Complex report to the Council.

B. RESOLUTIONS

1. **B26033 AUTHORIZATION PURCHASE SIX (6) FORD PICK-UP TRUCKS** SPONSORED BY MAYOR CARRIER BY REQUEST

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

2. **B21048-RFP-002 MILL STREET PUMP STATION FINAL DESIGN AND BIDDING SERVICES** SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
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Meeting Time: **7:00 pm**

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

3. AUTHORIZATION FOR PURCHASES OF 2026 MODEL YEAR VEHICLES - STATE OF NH CONTRACTS
SPONSORED BY MAYOR CARRIER BY REQUEST

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

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

- A. Community Action Partnership of Strafford County Annual Report**
- B. Xfinity Letter**

Deputy Mayor Shanahan moved to place items on file, seconded by Councilor Warach.
Vote: 9-0.

15. COUNCIL MATTERS OF INTEREST

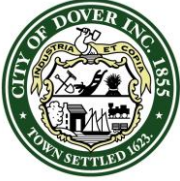
Councilor Cullen recognized Lt. Marn Speidel and his long-time career with the City of Dover Police Department. He thanked him for his service and his outstanding performance with the department. Councilor Cullen wished him well in his retirement. The Council echoed the sentiment.

Councilor Warach, Councilor Nemeth, and Councilor Hackett thanked the Council for their time and service, and wished the incoming Council well.

Mayor Carrier was presented with a chair recognizing his many years serving on the Council, as well as a bag pipes performance. The Mayor thanked the outgoing Councilors as well the incoming Councilors and presented outgoing Councilors with a City of Dover clock.

16. ADJOURN

Councilor Warach moved to adjourn, seconded by Councilor Retrosi.
Vote: 9-0.
Meeting adjourned at 10:51 PM.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2026.01.14 - 90**

Resolution Re: Approval of License Agreement for Airey Row on Central, LLC

WHEREAS: The City is the owner of a certain parcel in the City of Dover, County of Strafford, State of New Hampshire, being more particularly shown as Map 2 Lot 83 which includes the Orchard Street Parking Garage.

WHEREAS: Airey Row on Central, LLC owns the improved property at 376 Central Avenue, also known as Tax Assessors Map 2 lot 80 and the property at 378 Central Avenue, also known as Tax Assessors Map 2 lot 79.

WHEREAS: Airey Row on Central, LLC requests a license upon, over, and across the City Parcel for the benefit of Licensee's Parcel in order to park motor vehicles.

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

The City Manager is hereby authorized to finalize and sign a license agreement allowing Airey Row on Central Avenue to utilize parking spaces within the orchard Street Parking Garage.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

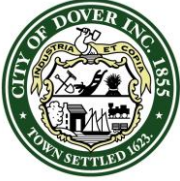
Approved as to Legal
Form and Compliance: Jennifer R. Perez
Acting City Attorney

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2026.01.14 - 90**

Resolution Re: Approval of License Agreement for Airey Row on Central, LLC

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

Please see attached draft License Agreement for background material. The Parking Commission endorsed this license at its November 18, 2025. On November 18, 2025, the Planning Board for the City of Dover, New Hampshire Approved the Site Plan prepared for this development of a mixed-use building.

LICENSE AGREEMENT

This LICENSE AGREEMENT ("**LICENSE**"), is made as of the _____ day of January, 2026 by and between the **CITY OF DOVER, NEW HAMPSHIRE**, a New Hampshire municipal corporation having offices at 288 Central Avenue, Dover, New Hampshire 03820 ("**City**"), and **AIREY ROW ON CENTRAL LLC**, a New Hampshire Limited Liability Company, with a mailing address of **PO Box 4241 Portsmouth, NH 03802** ("**Licensee**").

RECITALS

A. Licensee owns the improved property at 376 Central Avenue, also known as Tax Assessors Map 2 lot 80 and the property at 378 Central Avenue, also known as Tax Assessors Map 2 lot 79.

B. The City is the owner of a certain parcel in the City of Dover, County of Strafford, State of New Hampshire (the "**City Parcel**" or "**Parcel**"), being more particularly shown as Map 2 Lot 83 which includes the Orchard Street Parking Garage.

C. On November 18, 2025, the Planning Board for the City of Dover, New Hampshire Approved the Licensee's Site Plan prepared by CivilWorks NE for the development of a mixed-use building (the "**Project**") on the Licensee's Parcel.

D. Licensee requests a license upon, over, and across the City Parcel for the benefit of Licensee's Parcel in order to park motor vehicles and the City agrees to issue such license pursuant to the terms and conditions as more fully set forth in this License.

E. The Parking Commission endorsed this license at its November 18, 2025 meeting and the Dover City Council authorized it at its January ____ 2026 meeting.

LICENSE

Now therefore, in consideration of the mutual covenants herein set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City grants the following to the Licensee:

1. **License.** The City hereby grants to Licensee, and Licensee accepts from the City, a license over the City Parcel, as depicted on the Plan, to park up to fifteen (15) motor vehicles.

The rights granted with this License pertain solely to the parking of up to fifteen (15) motor vehicles within the Orchard Street Parking Garage, the rights do not extend to the surface parking lot, also on Orchard Street.

The Licensee shall be permitted to allow principals of the company, owners, employees, agents, tenants, guests, invitees, and assigns of the owners and/or principals together with any owner of any condominium/subdivision of the building together with their occupants, employees, agents, guests, and/or tenants of the Parcel to utilize the City Parcel for the parking of lawfully registered motor vehicles consistent with this License and subject to the applicable ordinances, regulations and laws governing the parking of motor vehicles on the City's public ways. These permits are not transferable to the general public, nor is the Licensee authorized to profit off the permits, but may directly charge no more than the per space fee for their use.

The Licensee will receive fifteen (15) parking permits for use in the garage, and must display said permits, or other means required by the Parking Bureau, when utilizing the parking spaces laid out and maintained. Vehicles parked in the Orchard Street Parking Garage without displaying the appropriate permit or authorization may be ticketed and/or towed by the City consistent with its parking program. Monthly, the Licensee shall be charged the Orchard Street Parking Garage Permit rate in the fee schedule, for each of its parking permits, which is currently sixty dollars (\$60) per space per month, but may change over time. Payment shall be made monthly, due the first (1st) of each month, or other agreed upon payment schedule, for each of the parking permits through the City of Dover's Parking Bureau office. Should the City cause the rate of a Development Required permit to exceed the Orchard Street Parking Garage Permit, the Development Required permit rate (currently \$50.00 a month) will apply.

2. Term. The term of this License is for twenty (20) years beginning upon the issuance of the first Certificate of Occupancy for the approved site plan. The term shall renew for a further ten (10) year term, unless the Licensee notifies the City within 180 days of the termination of the term, that it does not wish to renew.

After year 10 and at the conclusion of the initial term and any ten (10) year term thereafter, the Licensee shall have the option to reduce the number of permits purchased, however, electing to do so eliminates future preferential purchase of said permits.

3. Indemnification. Licensee shall indemnify the City against claims and demands for damages to person or property, costs, expenses (including reasonable attorneys' fees and costs), arising from Licensee's exercise of its rights and the performance of its duties and obligations hereunder, except if caused by the negligence or misconduct of the City, its agents, contractors, subcontractors and/or employees. Notwithstanding any provision contained in this License to the contrary, no member, manager, officer, or employee of Licensee shall have any personal liability hereunder.

5. Transferability and Assignment. This License is transferable or assignable, in whole, to subsequent owners, of the Licensee's Parcel. This License is not otherwise transferable or assignable, in whole or in part, without the written consent of the City. Any person or entity to which the License is transferred or assigned shall assume the rights and

responsibilities of the “Licensee” under the terms of this License, and shall execute any and all instruments required by the City affirming the same, including a new License. Notice of any/all transfers or assignments must be provided to the City in writing within ten (10) business days.

6. Notice. Any notice required to be given under this License shall be in writing, and shall be deemed properly served if delivered in person, or by overnight mail by a commercially recognized carrier, or on the third (3rd) day after deposit in the United States mail, as certified or registered mail, return receipt requested, postage prepaid, and sent as follows:

If to Licensee, at: Airey Row On Central, LLC
 PO Box 4241
 Portsmouth, NH 03802

And if to the City, at: City of Dover
 288 Central Avenue
 Dover, NH 03820
 Attention: City Manager

8. Governing Law. This License shall be governed and construed in accordance with the laws of the State of New Hampshire.

9. Real Property Taxes. The Licensee shall pay real and personal property taxes pursuant to RSA 72:23 including assessments on structures and improvements of the Licensee. Failure of the Licensee to pay the duly assessed personal and real estate taxes when due shall be cause to terminate this License by the City.

11. Default. In the event that the Licensee has defaulted on its duties and obligations under this License and is so notified in writing, return receipt requested, at the time the duty and obligation under the License has been defaulted upon, and upon providing a second notice to the Licensee in writing, return receipt requested, ninety (90) days thereafter, and that such default on its duties and obligations remains uncured for a period of one hundred eighty days (180) following the second written notice, the City shall have any and all rights and remedies available under this License, at law or in equity, including but not limited to termination of all or a portion of the License as well as reimbursement of any and all fees and costs, including reasonable attorney’s fees, for the successful prosecution or enforcement of any such rights. The City may extend the cure period for such default in the event that the Licensee has undertaken such cure, but despite reasonable diligence, has been unable to complete the cure.

12. Other Matters. The City Parcel subject to this License is provided to the Licensee in “as is”, “where is” and with all faults as to their physical condition. This License is subject to any and all matters of record pertaining to the City Parcel. This License was authorized by the Dover City Council pursuant to a Resolution approving the License, dated _____

[SIGNATURES TO FOLLOW]

IN WITNESS WHEREOF, the parties have caused this License to be executed by their duly authorized representatives on the date first above written.

CITY OF DOVER, NEW HAMPSHIRE

Witness

Print Name: _____

By: _____
J. Michael Joyal, Jr., City Manager

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

On this, the _____ of _____, 2026, before me, the undersigned Officer, personally appeared J. Michael Joyal, Jr., who acknowledged himself to be the City Manager of the City of Dover, and that he, as such City Manager, being authorized to do so, executed the foregoing instrument for the purposes therein contained and acknowledged the foregoing instrument to be his free act and deed in his said capacity and the free act of the City of Dover.

Notary Public
My Commission Expires: _____

GRANTEE:

Airey Row On Central, LLC
A N.H. limited liability company, its Manager

Witness
Print Name: Ben Airey

By:
Duly Authorized

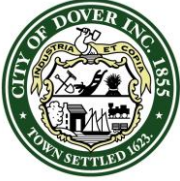
STATE OF _____
COUNTY OF _____

On this, the _____ of _____, 2026, before me, the undersigned Officer, personally appeared _____, who acknowledge himself to be a Member and Manager of Airey Row on Central, LLC a New Hampshire limited liability company and executed the foregoing instrument for the purposes contained herein and acknowledged the foregoing instrument to be his free act and deed in his said capacities and the free act and deed of Airey Row on Central, LLC.

Notary Public
My Commission Expires: _____

SCHEDULE A

52466358 v1



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2026.01.14 - 91**

Resolution Re: Approval of Granite State Independent Living McConnell Center Lease

WHEREAS: Granite State Independent Living, a New Hampshire non-profit corporation, seeks to enter into a one-year (1) lease with the option to extend for one additional one-year (1) lease with the City of Dover regarding the leasing of space within the McConnell Center, and;

WHEREAS: The leased space would be Suite 240 of the McConnell Center containing 1,462 square feet, and;

WHEREAS: The parties have negotiated terms of a proposed lease agreement as set forth in the draft lease, with the terms stated therein.

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

The City Manager is authorized to finalize and sign the lease agreement between the City of Dover and Granite State Independent Living for rental of Suite 240, for one year with the option to extend for one additional one-year term.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis M. Shanahan
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



Agenda Item#: 13.A.2.

Resolution Re: Approval of Granite State Independent Living McConnell
Center Lease

Public Hearing Date:
Effective Date:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does	does not pass.	

See attached Lease Agreement between the parties.



CITY OF DOVER

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

LEASE AGREEMENT

THIS LEASE AGREEMENT made this _____ day of _____, 2026, by and between **GRANITE STATE INDEPENDENT LIVING** of 21 Chennel Drive, Concord, New Hampshire 03301, a non-profit corporation, (hereinafter referred to as “LESSEE”), and the **CITY OF DOVER**, New Hampshire, of 288 Central Avenue, Dover, County of Strafford and State of New Hampshire 03820 (hereinafter referred to as “LESSOR”).

WITNESSETH:

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

1. Description and Term.

That the LESSOR does hereby demise and lease to the LESSEE the Space within the City’s McConnell Center located at 61 Locust Street, Dover, New Hampshire, which Space is intended to contain 1,462 square feet and more particularly identified as Suite 240 (the “Space”).

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

The term of LESSEE’s Lease Agreement shall be for (1) one year beginning on February 1, 2026 and ending on January 31, 2027. There shall be an option to renew for one (1) additional one-year term at the LESSEE’S request pursuant to Paragraph 7.

Monthly rent shall be paid the first of each month to the City of Dover. If a term commences on a day other than the 1st of a month, that month’s rent shall be prorated based on the number of days in the month. The first year’s rent charges are based upon space allocation of 1,462 square feet and calculated using the following components:



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<u>Component</u>	<u>Rate</u>	<u>Assessment</u>	
		<u>Annual</u>	<u>Monthly</u>
Fixed Rent	\$6.50	\$9,503.00	\$791.92
Capital Reserve	\$0.40	\$584.80	\$48.74
Utilities (*)	\$8.61	\$12,587.82	\$1,048.99
Other as agreed	0	0	0
Total Rent Assessment	\$15.51	\$22,675.62	\$1,889.64

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

2. Utilities.

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

3. Condition of Premises.

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

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



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

4. Access to Premises.

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

5. Unavoidable Casualty and Eminent Domain.

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

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

6. Use.

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

7. Renewal of Lease Agreement.

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



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8. Subletting and Assignment.

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

9. Personal Property.

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

10. Default/Early Termination.

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

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

11. Indemnification.

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



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

12. Insurance.

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

13. Liens and Encumbrances.

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

14. Parties Bound.

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



CITY OF DOVER

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15. Notice.

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

16. Modification of Lease Agreement.

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

17. Section Headings.

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

18. Severability.

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

19. Laws Governing.

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

20. Security Deposit.

Upon execution of this Lease Agreement, LESSEE deposits with LESSOR \$0.00 as security for the performance by LESSEE of the terms of this Lease Agreement to be returned to LESSEE, with interest, following the full and faithful performance by LESSEE of this Lease Agreement. In the event of damage to the Space caused by LESSEE or LESSEE's agents or visitors, LESSOR may use funds from the deposit to repair, but is not limited to this fund and LESSEE remains liable.

21. Merger.

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

modifications or agreements affecting this Lease Agreement shall be in writing and signed by the parties hereto.

22. Taxes.

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

23. Immunity

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

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

GRANITE STATE INDEPENDENT LIVING

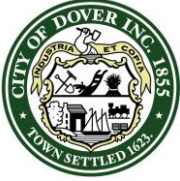
Witness
Sign and Print

Duly Authorized
Print Name _____

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

Witness
Sign and Print

Duly Authorized



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2026.01.14 - 92**
Resolution Re: Approval of Request to Vacate Permanent Easement Letter to NH Department of Transportation for property located at 914 Central Avenue, Dover, NH

WHEREAS: On August 17, 1995, as part of the New Hampshire Department of Transportation (NHDOT) project to reconstruct Central Avenue (Route 108), the NHDOT obtained permanent easements, and;

WHEREAS: The NHDOT is being requested to vacate the permanent easement on the property located at 914 Central Ave, and;

WHEREAS: To vacate the permanent easement, the NHDOT requires a letter from the City to support the vacating of the permanent easement.

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

The City Manager is hereby authorized to negotiate, finalize, and sign the Request for Vacation letter addressed to the NHDOT Bureau of Right-of-Way in support of vacating the permanent easements on 914 Central Ave (Map 38, Lot 20) as recorded at the Strafford County Registry of Deeds Book 1823, Page 0370.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

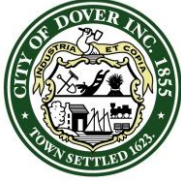
Sponsored by: Mayor Dennis Shanahan
By Request

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

Recorded by: Jerrica Vansylyvong-Bizier
City Clerk

DOCUMENT HISTORY:

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.3. Resolution Number: R – 2026.01.14 - 92 Resolution Re: Approval of Request to Vacate Permanent Easement Letter to NH Department of Transportation for property located at 914 Central Avenue, Dover, NH
---	--

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See attached 1995 recorded easement, 1999 easement plan, 2025 site plan, and Request for Vacation letter.

[illegible]

BOARD OF TAX AND LAND APPEALS

State of New Hampshire

v.

Joe Yung
Wai-Kam Yung
Federal Deposit Insurance Corporation
as receiver of the Somersworth Bank
Hing Luck, Inc.
City of Dover

Docket No. 14977-94ED

Parcels 12 & 12A

AMENDED

DECLARATION OF TAKING AND DEPOSIT OF DAMAGES
A PROCEEDING IN REM

NOW COMES the State of New Hampshire, by the Office of the Attorney General, and says:

1. The State of New Hampshire (the "State") is authorized by RSA 230:45 to acquire property for highway purposes by purchase or condemnation in accordance with RSA Chapter 498-A.

2. On February 13, 1991, the Governor and Executive Council of the State appointed a special committee to hold a hearing in accordance with RSA 230:45 to determine whether there was occasion for the laying out or alteration of a limited access highway, New Hampshire Routes 108, 9, 16, 16A and Sixth Street Connector in the Cities of Dover and Somersworth. The Special Committee held a public hearing on May 16, 1991. The Special Committee's report dated November 18, 1991 made a finding of public necessity for the laying out or alteration of the highway in a location proposed by the Commissioner of Transportation. The Special Committee's report is a public

RECEIVED

AUG 17 1995

FILED

H/O

NH Board of Tax & Land Appeals

95 SEP 15 PM 3:56
REGISTER OF DEEDS
STRAFFORD COUNTY

011077

BK1823PG0370

record available from the State of New Hampshire, Department of Transportation, Bureau of Right-of-Way, in Concord, New Hampshire. On January 29, 1992, the Governor and Executive Council appointed a commission of three persons to acquire land or other property in the proposed location by purchase or condemnation.

3. Based on a search of the Registry of Deeds as of the original date of filing of the Declaration of Taking, the following parties have been identified by the State as Condemnees affected by the highway project:

a). Fee Simple Owners: Joe Yung and Wai-Kam Yung are the owners in fee simple of certain property, located in the City of Dover, New Hampshire, by virtue of deeds dated December 24, 1986 and recorded in the Strafford County Registry of Deeds at Book 1281, Page 580 and dated June 22, 1990 and recorded in the Strafford County Registry of Deeds at Book 1512, Page 472.

b). Mortgagee: Federal Deposit Insurance Corporation as receiver of the Somersworth Bank is the owner of undischarged mortgages dated December 24, 1986 and May 2, 1991 and recorded in the Strafford County Registry of Deeds at Book 1281, Page 582 and Book 1552, Page 58, respectively.

c). Mortgagee: Hing Luck, Inc. is the owner of an undischarged mortgage by virtue of a voluntary lien dated August 10, 1990 and recorded in the Strafford County Registry of Deeds, Book 1524, Page 337.

d). Municipal Tax Lien: City of Dover is the holder of a lien for unpaid property taxes, fees, or interest dated

BK1823PG0371

August 19, 1994 and recorded in the Strafford County Registry of Deeds at Book 1763, Page 699.

4. A portion of the property owned by the Condemnees is located within the approved highway layout and is needed for the construction, reconstruction, maintenance, and operation of the aforesaid public highway. A portion of the Condemnees' property is required by the State in fee simple. A slope easement and a construction easement for a driveway are also required. The locations of these property interests are depicted on the attached plan ("EXHIBIT A") and they are more particularly described as follows:

Fee Taking:

Taking in fee simple all that property beginning at a point in the Southwesterly side line of Central Avenue as now travelled, said point being in the division line between land of Joe and Wai-Kam Yung and land now or formerly of McDonald's Corporation, thence Southwesterly with said division line to a point on a course that connects a point forty-six (46') feet Southwesterly of and directly opposite Central Avenue "I" Construction Center Line Station 43 + 78.24 and a point fifty (50') feet Southwesterly of and directly opposite Station 11 + 35.32, as shown on plans of Dover-Somersworth STP-M-X-5125(005) 10023-B and STP-F-X-027-1(34) 10023-C on file in the records of the New Hampshire Department of Transportation and to be recorded in the Strafford Registry of Deeds, thence Northwesterly with said course to a point in the division line

BK1823PG0372

between land of Joe and Wai-Kam Yung and land formerly of Anita Doherty, thence Northeasterly with said division line to a point in the Southwesterly side line of Central Avenue as now travelled, thence Southeasterly with said side line to the point of beginning.

Containing seven hundredths (0.07) of an acre, more or less.

Slope Easement:

Taking the permanent right to construct and maintain slopes and embankments beyond the limits of Parcels 12 and 12A at such an angle as will hold the highway and the material in the slopes in repose against ordinary erosion in the areas shown on "EXHIBIT A".

Containing two thousand four hundred seventy-five (2,475) square feet, more or less.

Construction Easement:

Taking the temporary right and easement to construct or reconstruct the Condemnees' driveway(s) beyond the limits of the present highway as shown on "EXHIBIT A" for the purpose of matching the existing driveway(s) to the new highway. Ground so disturbed shall be regraded as near as possible to its original condition. Said temporary construction easement shall expire on November 30, 1997.

Containing one thousand three hundred twenty-five (1,325) square feet, more or less.

BK 1823 PG 0373

Summary:

Containing in all seven hundredths (0.07) of an acre, more or less, a slope easement of two thousand four hundred seventy-five (2,475) square feet, more or less and a construction easement for a driveway of (1,325) square feet, more or less.

Meaning and intending to describe a portion of that property described in deeds dated December 24, 1986 recorded in the Strafford County Registry of Deeds, Book 1281, Page 580 and dated June 22, 1990 recorded in the Strafford County Registry of Deeds, Book 1512, Page 472.

The original of this Declaration of Taking was filed in the Strafford County Registry of Deeds on September 30, 1994 at Book 1770, Page 0579.

This Declaration is being amended pursuant to RSA 498-A:5, III solely to add Hing Luck, Inc., holder of an undischarged voluntary lien, as a condemnee.

THE STATE OF NEW HAMPSHIRE

Commission of Three Persons

William P. Janelle for

By: Mark W. Richardson, Administrator
Bureau of Right-of-Way
Department of Transportation
John O. Morton Building
1 Hazen Drive, P. O. Box 483
Concord, New Hampshire 03302-0483

8/17/95

Date

BK1823PG0374

And by its attorneys

Jeffrey R. Howard
Attorney General

Aug 17, 1995
Date

Michael J. Walls
Michael J. Walls
Senior Assistant Attorney General
33 Capitol Street
Concord, New Hampshire 03301

BK1823PG0375

PROPERTY PLAN
LOCATION: 914 CENTRAL AVENUE
DOVER, NH
CONCEPT PLAN (v5.0)
08/28/2025

JURISDICTION	CITY OF DOVER
--------------	---------------

ZONING DISTRICT	C COMMERCIAL
PERMITTED USE(S)	CHILD CARE FACILITY
LOT AREA	± 56,078 SF (± 1.287 ACRES)
BUILDING AREA	10,075 SF
F.A.R.	CODE TBD PLAN .179

<i>BUILDING SETBACKS</i>	<u>CODE</u>	<u>PLAN</u>
--------------------------	-------------	-------------

- FRONT YARD	30'	95' (CENTRAL)
- INTERIOR SIDE YARD	12'	50' (NW), 13' (SE)
- REAR YARD	15'	22' (SW)

- FRONT YARD	25', 5' PAVING	25' (CENTRAL)
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- INTERIOR SIDE YARD	25', 5' PAVING	14' (NW) VARIANCE, 16' (SE) VARIANCE
- REAR YARD	25', 5' PAVING	16' (SW)

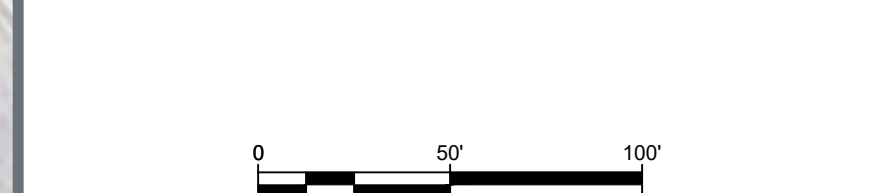
OFF STREET PARKING REQUIREMENTS

COUNT WITH RATIO	GLA)	VARIANCE
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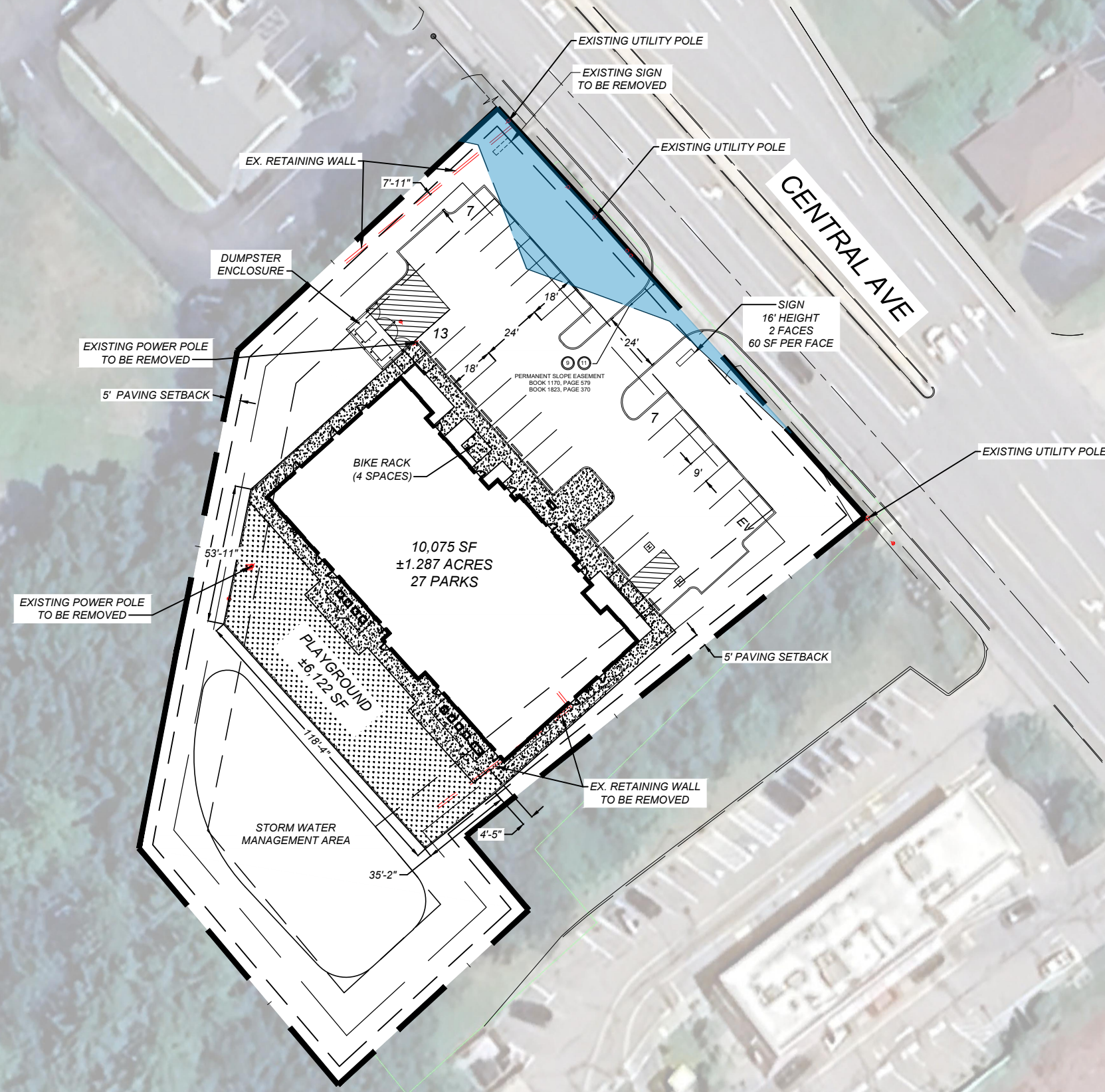
ADA STALL COUNT	2	2
PARKING STALL SIZE	9' X 18'	9' X 18'
DRIVE AISLE WIDTH	24'	24'
INTERIOR LANDSCAPING	5%	AS REQUIRED
REQUIRED ISLANDS	N/A	N/A
BUILDING HEIGHT	40'	TBD

<u>DRAWN BY:</u>	BM
-------------------------	----

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InSite
1400 16th Street, Suite 300
Oak Brook, IL 60523-8854
Office: 630.617.9100
www.insiterealestate.com



J. Michael Joyal, Jr.
City Manager
m.joyal@dover.nh.gov

288 Central Avenue
Dover, New Hampshire 03820-4169

(603) 516-6023
www.dover.nh.gov



City of Dover, New Hampshire

OFFICE OF CITY MANAGER

January 14, 2026

Eric G. Sargent
Administrator
Bureau of Right-of-way
NH Department of Transportation
PO Box 483
Concord, NH 03302-0483

Re: Confirmation Regarding Slope Easement – Request for Vacation
Location: 914 Central Ave, Dover, NH

Dear Mr. Sargent,

The City of Dover, NH (City) acknowledges receipt of the State's correspondence confirming that the State of New Hampshire Department of Transportation (NHDOT) requires a formal letter from the City stating that the existing slope easement located at 914 Central Avenue is no longer necessary for highway purposes in order to proceed with vacating the easement as recorded at the Strafford County Registry of Deeds Book 1823 Page 0370.

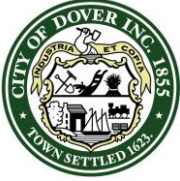
After reviewing the conditions and proposed request, the City is agreeable to the vacation of the slope easement provided that the action does not modify or otherwise negatively impact any existing public infrastructure located within the right-of-way (ROW). Our concurrence is therefore contingent upon maintaining the integrity, accessibility, and functionality of all municipal and State infrastructure currently situated within, adjacent to, or dependent upon the affected ROW.

Based on the information available to the City at this time, and subject to the above stated conditions, the City hereby confirms that the referenced slope easement is no longer required for highway purposes and that the City has no objection to NHDOT proceeding with the vacation of the easement.

Please notify us if additional documentation, approvals, or coordination are needed to finalize this action. We appreciate your cooperation and look forward to continuing our effective partnership. Should you have any questions, please contact our City Engineer, Jillian Semprini at (603) 516-6472 or j.semprini@dover.nh.gov.

Sincerely,

J. Michael Joyal, Jr.
City Manager



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2026.01-14 - 93**

Resolution Re: Authorization to Dispose of Surplus Property in Exchange for EMS Training with Fire-Med, LLC

WHEREAS: Over the past several months, Dover Fire & Rescue has aggressively marketed surplus equipment, including SCBA air packs, a 1995 International Pumper (Engine 6), and a 1997 Hackney Heavy Rescue. A third-party firm was engaged to estimate open-market value, and the equipment was listed on a nationally advertised platform; and

WHEREAS: As a result of extended national marketing efforts and after several months with little to no interest, and following a consultation with the marketing firm regarding current market conditions, asking prices were adjusted resulting in the only viable offer of sale of the 1997 Hackney Heavy Rescue, which was disposed of in the amount of \$9,000.00; and

WHEREAS: The department reached out separately and has obtained an agreement in principle with Fire/Med Inc. for the transfer of 1995 Pumper-Engine 6 and selected loose surplus equipment in exchange for EMS training services. The estimated current market value of the Engine 6 and selected loose surplus equipment is \$25,650.00 and the value of Paramedic and three AEMT School tuition plus EMS Continuing education is \$30,500.00 which represents a cost natural, value-positive outcome for the City. Goods and service of \$25,000.00 or more shall be approved or rejected by majority vote of the City Council prior to award; and

WHEREAS: **Chapter 5, Administrative Code, Article III. Purchasing Procedure, 5-38 Exchange for Goods and Services:** Any transfer of City assets, waiving or abatement of fees, or performance of City services in exchange for goods and services to be received by the City shall be deemed a purchase and shall be subject to the provisions of the Purchasing Code as determined by the fair market value of the City assets, fees, and/or services being exchanged.

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

In accordance with **Chapter 5, Administrative Code, Article III. Purchasing Procedure, 5-38 Exchange for Goods and Services** the City Manager is authorized to accept the exchange of goods for services and the City Manager, or designee, is hereby authorized to contract with the vendor consistent with the as outlined in the above.

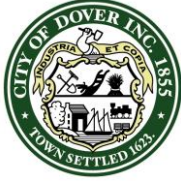
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.4.	
Resolution Number: R – 2026.01-14 - 93 Resolution Re: Authorization to Dispose of Surplus Property in Exchange for EMS Training with Fire-Med, LLC		

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

The value of the training exceeds the estimated market value of the equipment, providing a clear financial advantage to the City.

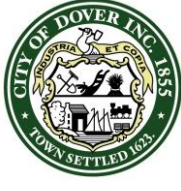
Fiscal and Operational Benefits

- Disposes of surplus equipment no longer suitable for frontline use
- Avoids continued storage and maintenance costs
- Secures essential EMS training without new appropriations
- Supports workforce development and certification progression
- Reflects creative, responsible asset management aligned with market realities

This exchange represents a cost-neutral, value-positive outcome for the City and is detailed below.

Engine 6 and Equipment Exchange for EMS Training

Document Created by: Purchasing Document Posted on: January 9, 2026	R-2026.01.14 Authorization to Dispose of Surplus Property in Exchange for EMS Training with FireMed LLC Page 2 of 3
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 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.4. Resolution Number: R – 2026.01-14 - 93 Resolution Re: Authorization to Dispose of Surplus Property in Exchange for EMS Training with Fire-Med, LLC
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The department has reached an agreement in principle with Fire/Med Inc. for the transfer of Engine 6 and selected loose surplus equipment in exchange for EMS training services.

Equipment Value:

Item (S)	Est Value	Quantity	Total Value
Engine 6	5,000.00	1	5,000.00
AV 3000 Masks	40.00	20	800.00
Air packs w/electronics	650.00	20	13,000.00
30 min bottles (newest)	100.00	40	4,000.00
Honda Generator	200.00	1	200.00
lighting attachments	50.00	1	50.00
scene lights	50.00	2	100.00
Turnout gear	1,000.00	Various	1,000.00
Cutter and Spreader w/attachments	1,500.00	1	1,500.00
Current Value			25,650.00

Training Provider

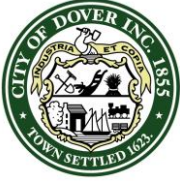
Fire/Med Inc. is a regional EMS training organization that already provides:

- Quarterly EMS continuing education for all Dover Fire & Rescue personnel
- Paramedic training for members pursuing advanced certification
- Advanced EMT (AEMT) education for new and developing staff

Training to Be Provided in Exchange

Training	Estimated Value
Paramedic Tuition	\$12,500
EMS Continuing Education – 2026 (4 sessions @ \$3,000)	\$12,000
AEMT School Tuition	<u>\$6,000</u>
Total Training Value	\$30,500

Document Created by: Purchasing Document Posted on: January 9, 2026	R-2026.01.14 Authorization to Dispose of Surplus Property in Exchange for EMS Training with FireMed LLC Page 3 of 3
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2026.01.14 - 94**
Resolution Re: Approval of Conveyance of Land Between Weave
Filtration, LLC and APW Properties

WHEREAS: The City and the Dover Business and Industrial Development Authority (“DBIDA”) conveyed a 3.49-acre parcel (Map D, Lot 11-7) which included the two sending areas (Map D lots 11-SN1 and 11-SN2) to Weave Filtration, LLC on February 17, 2023; and

WHEREAS: Weave Filtration, LLC (“Weave”) seeks to convey the land to APW Properties, LLC; and

WHEREAS: The deed Conveying the land to Weave Filtration included various conditions, including a right to repurchase, a Payment in Lieu of Taxes and a right for DBIDA and City Council to approve of future assignment of certain rights; and

WHEREAS: The assignment of the parcel and associated conditions is now being submitted to City Council for its review and approval.

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

The City Council approves the conveyance of the parcel from Weave Filtration LLC to APW Properties, LLC, agreeing that the City does not wish to exercise its right to repurchase the property, but does seek to have the performance measures, easements and restrictions continue with the property.

AND, FURTHER BE IT RESOLVED;

The City Manager is authorized to finalize a Development Agreement consistent with the expectations outlined above and, in the background, as well as take and any all actions necessary to effectuate the sale and transfer described herein.

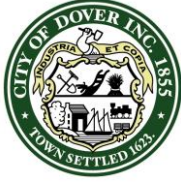
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
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.5. Resolution Number: R – 2026.01.14 - 94 Resolution Re: Approval of Conveyance of Land Between Weave Filtration, LLC and APW Properties
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DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

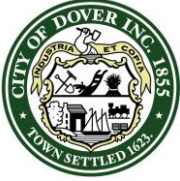
Weave Filtration purchased the property on Quality Way from the City of Dover in February of 2023. A Site Plan was approved for a 15,000 square foot manufacturing facility on the site, by the Dover Planning Board, and the site was cleared. Weave Filtration was able to purchase an existing building and locate its manufacturing into said building and wishes to sell the property on Quality Way.

APW Properties purchased an adjacent parcel on Quality Way from the City of Dover in September of 2024. A Site Plan was approved for 35,000 square feet of manufacturing facility on the site, by the Dover Planning Board, and the site was cleared, and the structures have been completed. APW wishes to purchase the adjacent parcel from Weave Filtration to create a campus setting and implement a 16,000 square foot research and development center on the Weave Filtration parcel.

On January 6, 2026 the Dover Business Industrial Development Authority voted to no exercise the right to repurchase, and to endorse the sale of the property. Terms of a Development Agreement has been negotiated to reflect the performance measures which will remain in effect, and will be included in the deed conveying the property to APW Properties. The terms of that agreement, which shall be recorded at the Strafford County Registry of Deeds are:

- Adherence to protective covenants for Enterprise Park
- Acknowledgement of a Conservation easement for Enterprise Park
- Transfer of Development Rights requirements
- Acknowledgement of a Drainage easement

Document Created by: Legal	R-2026.01.14 Approval of Conveyance of Land Between
Document Posted on: January 9, 2026	Weave Filtration, LLC and APW Properties
	Page 2 of 3



CITY OF DOVER

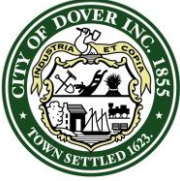
CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2026.01.14 - 94**

Resolution Re: Approval of Conveyance of Land Between Weave
Filtration, LLC and APW Properties

- A PILOT, for a 16,000 square foot manufacturing building should no building be constructed within 5 years
- Within 180 days of the signing of a purchase and sales agreement between Weave Filtration and APW, APW shall submit any Site Plan amendment applications to the Dover Planning Board.
- The Right to Repurchase the property will not be exercised.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2026.01.14 - 95**

Resolution Re: Approval of Funding in Support of a Permanent 911 Memorial

WHEREAS: In September of 2025 Mayor Robert Carrier established a community group to design and erect a permanent 9/11 memorial in the City, recognizing the 25th anniversary of the terrorist attack; and

WHEREAS: The community group has an agreement in principal to place the memorial in the Cocheco Courtyard along Central Avenue, on land owned by Cocheco Mills Holding, LLC; and

WHEREAS: The community group has developed a concept, has raised funds, developed an implementation plan to order materials in February, begin construction in April and have the memorial in place for September; and

WHEREAS: The community as a whole will benefit from the memorial and its lasting impact.

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

The City Manager is authorized to finalize and enter into an agreement to provide up to \$60,000.00 in matching grant funds to be used for the creation of a permanent 9/11 memorial. The funds shall be made available on a one-to-one basis up to \$60,000.00, with proof provided of the fundraising amounts.

Financing

Account	Description	Appropriation	Balance
1000.1.190.41991.4840.00000.00.000	Misc Gen Govt Contingency	289,642.00	289,642.00

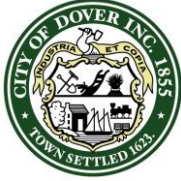
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
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.B.1.	
Resolution Number: R - 2026.01.14 - 95 Resolution Re: Approval of Funding in Support of a Permanent 911 Memorial		

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 Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

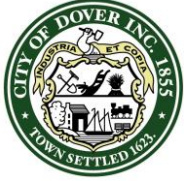
Mayor Robert Carrier introduced the idea of a permeant memorial to the 9/11 terrorist attacks at the annual remembrance held September 10, 2025. A community group was established soon after to develop a design and implementation plan for the memorial. The group includes members of the Dover Police Charities and the Dover Firefighters Charitable Association, as well as interested residents of Dover.

The memorial design will:

- Honor all three 9/11 sites: New York City, Washington, D.C., and Shanksville, Pennsylvania
- Pay tribute to firefighters, police officers, civilians, military members, and potentially Dover residents
- Be symbolic, modern, timeless, and inclusive
- Utilize durable, permanent materials
- Reflect national unity and remembrance
- Incorporate a representational American flag element, if possible

Be significant and meaningful while remaining appropriate to the site and community.

The committee requested that the City provide matching funds for its fundraising efforts, understanding that there is a cap on the match and that the funds are to be provided on a pro-rata basis and not in anticipation of future fundraising.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2026.01.14 - 96**
Resolution Re: B14074 Central Avenue Urban Core (Phase I) Water
Transmission Project-Construction Oversight-Underwood
Engineers, Inc.

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

WHEREAS: In 2021, the City received costs in the amount of \$155,000.00 for the survey, preliminary design of water main, subsurface and CCTV investigation, final design and bidding of the Central Avenue Urban Core (Phase I) Water Transmission project which was approved by council via [R-2021.02.10-019](#). The project is intended to replace a critical 1880's vintage water line, and will extend from Central Avenue, by the railroad tracks crossing near 4th Street, and running all the way up to the Garrison Hill Water Storage Tank; and

WHEREAS: The City has received approval of Congressionally Directed Spending (CDS) grant funds and there is a need to proceed expeditiously with the design phase. The City received additional costs from Underwood Engineers Inc in the amount of \$45,600.00 in modifications of existing design plans and construction documents in order to comply with requirements of the CDS Grant making a new total contract price of \$200,600.00 approved via [R-2025.05.25-005](#) and:

WHEREAS: The City recently received a cost proposal for the construction phase in the amount of \$454,900.00 for construction administration and oversight, resident Representative, additional engineering services as requested, record drawings and federal provisions requirements. Costs associated with each task is outlined in the background section of this resolution. This amendment will increase the agreement for this project to \$635,500.00.

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

The Purchasing Agent is hereby authorized to issue a purchase order revision for construction administration and oversight to Underwood Engineers, Inc. of Portsmouth, NH for the Central Avenue Urban Core (Phase I) Water Transmission project in the amount not to exceed \$434,900.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

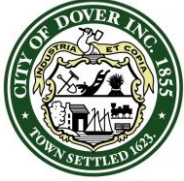
The amount of this authorization shall be limited so as not to exceed available funding.

Financing			
Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03568.26	Central Ave Watermain Replacement	6,812,661.00	6,812,661.00

R-2026.01.14 B14074 Central Avenue Urban Core (Phase I)
Water Transmission Project, Construction Oversight

Document Created by: Purchasing
Document Posted on: January 9, 2026

Underwood Engineers, Inc.
Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2026.01.14 - 96**
Resolution Re: B14074 Central Avenue Urban Core (Phase I) Water
Transmission Project-Construction Oversight-Underwood
Engineers, Inc.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2026.01.14 - 96**
Resolution Re: B14074 Central Avenue Urban Core (Phase I) Water
Transmission Project-Construction Oversight-Underwood
Engineers, Inc.

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requested the submission of Statements of Qualifications from full service engineering firms to provide services for water system facilities upgrades including, but not limited to wells and water treatment facilities. Underwood Engineers, Inc. was a selected firm for water system upgrades via council approval Resolution [R-2016.10.26-142](#).

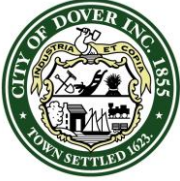
The City has approved several scopes of work related to water systems upgrade and one such is the survey, preliminary design of water main, subsurface and CCTV investigation, final design and bidding of the Central Avenue Urban Core (Phase I) Water Transmission project. This amendment to the contract adds Construction Administration and oversight. The breakdown of Professional Engineering Services are as follows:

Task	Original Cost	C/O 1	C/O 2	Total
Task 1 – Survey	\$45,149			\$45,149
Task 2 – Preliminary Design of Water Main	\$18,977			\$18,977
Task 3 – Subsurface & CCTV Investigations	\$29,794			\$29,794
Task 4 – Final Design of Water Main	\$53,674	\$7,800		\$61,474
Task 5 – Bidding Assistance	\$7,406	\$1,600		\$9,006
Task 6 Environmental Review		\$11,200		\$11,200
Task 7 Drainage and Sewer Design		\$25,000		\$25,000
New Task 8 Construction Administration			\$92,200	\$92,200
New Task 9 Resident Project Representative			\$279,300	\$279,300
New Task 10 Additional Engineering Services (where requested)			\$25,000	\$25,000
New Task 11 Record Drawings			\$15,600	\$15,600
New Task 12 Federal Provisions			\$22,800	\$22,800
Total	\$155,000	\$45,600	\$434,900	\$635,500

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	206	Number of Responses:	4
Warranty:	n/a	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Completion	Estimated Delivery:	2026
Recommended Award to:	Underwood Engineers, Inc.	Fund:	CIP Water/Grant
Other Approvals Required:	NHDES	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 threshold

[B14074 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2026.01.14 - 97**
Resolution Re: B26018 Award of Bid - Central Avenue Urban Core Water Improvements Phase I to SUR Construction

WHEREAS: A sealed Request for Proposal #B26018 was issued and received for the Central Avenue Urban Core Water Improvements Phase I Project on December 18, 2025 at 2:00 p.m; and

WHEREAS: A mandatory prebid was conducted on December 4, 2026 at 10:00 am at City Hall with fifteen vendors attending. The scope of work lists construction of approximately 5700 feet of 16-inch ductile iron water main on Central Ave at the intersection of Broadway to the Garrison Hill Water Storage Reservoir on Abby Sawyer Memorial Drive; and

WHEREAS: Three bid responses were received and reviewed for necessary qualifications, experience, understanding of project scope, approach for completing the work, certification to design, deliver, support and manage proposed solution and the offer deemed most advantageous came from the low bidder SUR Construction, Inc of Rochester NH. The city currently utilizes this vendor for other work throughout the city. It is the recommendation to award project to SUR Construction, Inc in the bid amount of \$6,975,450.00. The City is also seeking approval of a contingency amount of \$400,000.00 for a total project cost of \$7,375,450.00; 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 SUR Construction, Inc of Rochester NH in the bid amount of \$6,975,450.00 plus contingency amount of \$400,000.00 for the Central Avenue Urban Core Water Improvements Phase I project. 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
5300.1.300.43320.4757.03568.22	Central Ave Watermain Replacement	1,752,406.00	1,698,973.75
5300.1.300.43320.4757.03568.26	Central Ave Watermain Replacement	6,812,661.00	6,812,661.00

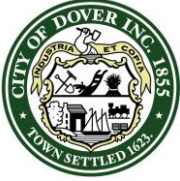
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

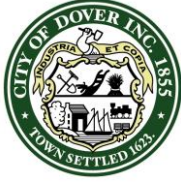
Resolution Number: **R - 2026.01.14 - 97**
Resolution Re: B26018 Award of Bid - Central Avenue Urban Core Water
Improvements Phase I to SUR Construction

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.3. Resolution Number: R - 2026.01.14 - 97 Resolution Re: B26018 Award of Bid - Central Avenue Urban Core Water Improvements Phase I to SUR Construction
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RESOLUTION BACKGROUND MATERIAL:

The water main replacement project is part of a long-term, phased Capital Improvements Project to replace and upgrade a critical water main along Central Avenue. The existing water main within Central Avenue dates back to the 1880's and has experienced internal corrosion and reduced flow capacity. The proposed work will include the installation of approximately 5,700 linear feet of new 16-inch diameter, ductile iron water main. The work will extend from the existing 4-million-gallon water storage tank on Garrison Hill, with water main coming down Abbey Sawyer Memorial Drive, then heading southerly down Central Avenue, passing beneath the CSX rail line, and connecting to the existing water piping at the intersection of Broadway and Central. To avoid conflicts with other buried utilities, a majority of the new water main piping will be re-installed in the location of the existing main. This will necessitate installing temporary water service to businesses and residents along the impacted area.

Some drainage work is included to improve or modify the existing storm water collection system. Pavement restoration work only assumes a "trench-patch" on the areas of disturbance, with a separate and following pavement overlay likely to occur after all the work has been completed and the trenches are allowed to settle over a full winter season.

The overall projected budget is funded, in part, in the amount of \$3,452,972 covered with acceptance of the EPA CDS grant award approved by council [R-2025.10.08-56](#). Additionally, the City also qualified for additional grant assistance of \$859,689 as part of a State of NH Housing Champions grant approved by council via [R-2025.04.23-62](#), as the project supports additional residential growth within the City.

Bid Information:

A sealed Request for Proposal #B26018 was issued and received for the Central Avenue Urban Core Water Improvements Phase I Project on December 18, 2025 at 2:00 p.m

Award Information:

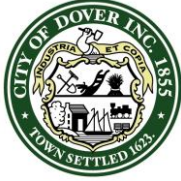
A purchase order will be issued to the vendor selected to authorize future expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	1074	Number of Responses:	3
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	Oct 2026
Recommended Award to:	SUR Construction Inc	Fund:	CDS and CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed \$25,000 threshold

[B26018 Bid Documents](#)

Document Created by: Purchasing Document Posted on: January 9, 2026 R-2026.01.14 B26018 Award of Bid Central Avenue Urban Core Water Improvements Project Phase I to SUR Construction Page 3 of 3	
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2026.01.14 - 98**

Resolution Re: B25026 Energy Savings Performance Contracting Services
(ESCO) Energy Efficient Investments Project Phase No. 1
McConnell Center Roof Replacement

WHEREAS: A sealed Request for Qualifications #B25026 was requested and received for Energy Savings Performance Contracting Services on April 2, 2025 at 2:00 p.m; and,

WHEREAS: The City sought a qualified firm to conduct a technical Investment Grade Audit (IGA) of municipally owned facilities and to implement a Guaranteed Energy Savings Performance Contract (GESPC). The intent of the GESPC is to allow for the implementation of Energy Conservation Measures (ECM)s through capital and Operation and Maintenance (O&M) improvements; and

WHEREAS: Nine (9) submissions were received and reviewed for necessary qualifications, experience, understanding of project scope, approach for completing the work, certification to design, deliver, and support. Separate interviews were conducted with four (4) of the shortlisted firms, which took place on May 27th, May 30th and June 3rd; and Energy Efficient Investments, Inc (EEI), Merrimack, NH was awarded via [R-2025.06.25-108](#); and,

WHEREAS: The City received a proposal for Phase 1 ECM's in the amount of \$690,000 for the McConnell Center Roof Replacement. This Phase 1 scope includes Roof A and B Replacement, Insulation, and structural bracing. Funding in the current budget is sufficient to cover this cost with final completion in fall 2026.

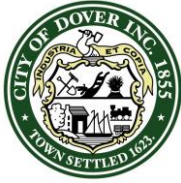
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Purchasing Agent is hereby authorized to issue a Purchase Order to Energy Efficient Investments, Merrimack, NH for Phase 1 McConnell Center Roof in the amount, not to exceed, \$690,000.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance	Charge
3381.1.350.41941.4725.00000.00	Building Improvements	180,611.00	180,611.00	172,690.05
3389.1.350.41941.4725.00000.23	Building Improvements	154,037.31	154,037.31	154,037.31
3389.1.350.41941.4725.00000.24	Building Improvements	175,408.64	175,408.64	175,408.64
3389.1.350.41941.4725.00000.25	Building Improvements	187,864.00	187,684.00	187,864.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2026.01.14 - 98**
Resolution Re: B25026 Energy Savings Performance Contracting Services
(ESCO) Energy Efficient Investments Project Phase No. 1
McConnell Center Roof Replacement

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

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

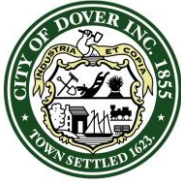
Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2026.01.14 - 98**
Resolution Re: B25026 Energy Savings Performance Contracting Services
(ESCO) Energy Efficient Investments Project Phase No. 1
McConnell Center Roof Replacement

RESOLUTION BACKGROUND MATERIAL:

This Phase 1 includes McConnell Center Roof Replacement consisting of Roof A (139) Squares, Roof B (82) Squares, Insulation installed in the attic/roof deck areas.

The McConnell Center, a landmark structure in Dover, was originally constructed in 1905 as the city's high school. Throughout its 120-year history, the building has seen several shifts in utility and architecture, transitioning from a high school to a middle school, and eventually sitting vacant from 2000 until its 2007 conversion into the current community hub. Today, it serves as the home for the Dover Recreation Department and several non-profit organizations. Historically, the facility featured a slate roof on the main building and a flat tar-and-stone roof over the gymnasium area. As roofing technologies evolved, these systems were periodically repaired and replaced with modern materials to maintain the building's integrity during its various operational phases.

In 1996, during the building's tenure as a middle school, the flat roof areas were resurfaced using a rubber membrane (EPDM) system. However, after nearly thirty years of service, the system began to fail, characterized by persistent "ponding" issues and recurring spot leaks. A formal structural assessment conducted in 2025 determined that the roofing systems have reached the end of their reliable lifespan. The evaluation concluded that the main portion of the roof has sustained widespread damage to the backer board—the critical substrate to which the EPDM is adhered—necessitating a complete roof system replacement. A secondary section, constructed at a later date but also last surfaced in 1996, requires a more targeted approach involving the installation of a new backer board and a fresh EPDM membrane.

This comprehensive replacement project is a strategic investment in the building's future. By installing a high-performance system now, the city is preparing the McConnell Center for upcoming HVAC upgrades and the installation of solar panels. The new roof will be backed by a 20-year warranty, a duration specifically chosen to exceed the life expectancy of the solar equipment, ensuring that the building remains protected and energy-efficient for decades to come without the need for premature structural interference.

Future phases for the McConnell Center include solar array, boiler replacement, gym cooling tower and dehumidification, heat pumps replaced in-kind, weatherization and controls.

Bid Information:

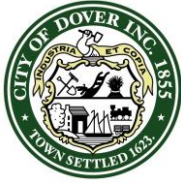
A sealed Request for Qualifications #B25026 was requested and received for Energy Savings Performance Contracting Services on April 2, 2025 at 2:00 p.m.

Award Information:

Document Created by: Purchasing
Document Posted on: January 9, 2026

R-2026.01.14 B25026 Energy Savings Performance Contracting
Services Project Phase 1 McConnell Center Roof Replacement

Page 3 of 4



CITY OF DOVER

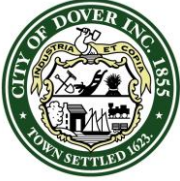
CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2026.01.14 - 98**
Resolution Re: B25026 Energy Savings Performance Contracting Services
(ESCO) Energy Efficient Investments Project Phase No. 1
McConnell Center Roof Replacement

Type:	n/a	Advertised:	Yes
Invitations Mailed:	441	Number of Responses:	9
Warranty:	Per Manufacture	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	YES
Prices will hold for:	Until Completed	Estimated Delivery:	Fall 2026
Recommended Award to:	Energy Efficient Investment	Fund:	McConnell Center
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B25026 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2026.01.14 - 99**
Resolution Re: **B26007 Crack Repair for Outdoor Athletic Courts**

WHEREAS: A Request for Bid B26007 was solicited, with a mandatory pre-bid meeting held on August 26th, 2025, to which 2 firms attended. Bid received on September 9, 2025 @ 2:00 p.m. for Crack Repair for Outdoor Athletic Courts; and,

WHEREAS: The City maintains various outdoor athletic courts that are in need of crack repair. This project aims to address these issues to enhance safety, playability, durability, and aesthetics of these vital public recreational amenities; and,

WHEREAS: The City received one bid responses from Pine Street Asphalt, Windham, ME, who specializes in the construction, resurfacing and restoration of high-quality athletic courts, with multiple options, starting at a base cost of \$462,000.00; and,

WHEREAS: Community Services reviewed each option and determined that choosing the most in-depth and longest service option for each location was deemed most advantageous; and,

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

The Purchasing Agent is hereby authorized to issue a purchase order to Pine Street Asphalt, Windham, MA for Crack Repair for Outdoor Athletic Courts in the amount of, not to exceed, \$586,800.00. 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
4027.1.350.45220.4715.05229.27.	Recreation Courts Reconstruction	700,000.00	700,000.00

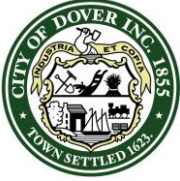
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

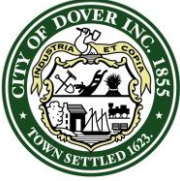
Resolution Number: **R – 2026.01.14 - 99**
Resolution Re: B26007 Crack Repair for Outdoor Athletic Courts

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2026.01.14 - 99**

Resolution Re: B26007 Crack Repair for Outdoor Athletic Courts

RESOLUTION BACKGROUND MATERIAL:

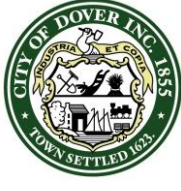
The City of Dover, NH maintains various outdoor athletic courts that are in need of renovations and repairs. The City Council recognized a need for upgrading the athletic courts and included a total allocation of \$700,000 towards “Recreation Courts Reconstruction” as part of the long-term Capital Improvements Program that was approved and updated on December 10, 2025. The funding allocation is intended to address concerns highlighted in the National Community Survey that was completed this past summer, which specifically noted that Dover’s overall quality of parks and recreational opportunities rated lower than national standards.

This renovation project aims to comprehensively address any issues related enhance safety, playability, durability, and aesthetics of the City’s vital public recreational amenities. The work shall be performed in strict accordance with the guidelines and best practices set forth in the City of Dover, NH Recreation Master Plan. Highlights of the proposed work include:

- Horne Street Basketball Court – removal and repaving of existing court, installation of new hoops
- Horne Street Tennis Courts – removal and repaving of existing court, replacement of nets
- Garrison Park Pickleball Courts – structural repair of cracks and full resurfacing
- Woodman Park Basketball Court – removal and repaving of existing court, installation of new hoops
- Woodman Park Tennis Courts – structural repair of cracks and full resurfacing
- Hancock Park Basketball Court – patch areas then resurface with flexible, acrylic overlay
- Applevale Park – removal and repaving of existing court, installation of new basketball hoops
- Park Street Park Basketball Court – patch areas then resurface with flexible, acrylic overlay
- Long Hill Road Basketball Court – structural repair of cracks and full resurfacing
- Long Hill Road Tennis Courts – structural repair of cracks and full resurfacing

Pending City Council approval, Pine Street Asphalt expects they could begin demolition work late winter or early spring. The ground work, subbase preparation, and paving work would have to wait until late spring or early summer. The courts would have to be out-of-service for period to allow asphalt to cure, with final coatings or surface applications projected by July. Schedule will be dependent on weather conditions.

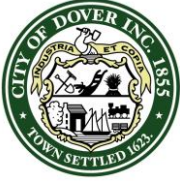
The other firm who attended the mandatory pre-bid meeting, but ultimately did not submit a bid, indicated that they reason they did not bid was due to the extensive nature of renovation work, requiring milling and paving of multiple courts on top of the resurfacing.

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.5. Resolution Number: R – 2026.01.14 - 99 Resolution Re: B26007 Crack Repair for Outdoor Athletic Courts
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Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	185	Number of Responses:	1
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Completion – July 2026	Estimated Delivery:	asap
Recommended Award to:	Pine State Asphalt, Inc.	Fund:	CIP
Other Approvals Required:	No	References Checked:	Yes
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval.

[B26007 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R - 2026.01.14 - 100**
Resolution Re: Authorization to Accept and Expend LCHIP Preservation
Grant for Lowell Avenue Historic Pump Station

WHEREAS: The NH Land and Community Heritage Investment Program (LCHIP) has awarded the City of Dover Planning and Community Development Department a grant in the amount of \$12,500 to fund a comprehensive building assessment and structural review of the historic pump station located on Lowell Avenue in Dover. The review will help to better understand the structure's condition and the potential feasibility of preserving and readapting the pumping station; and

WHEREAS: The LCHIP is an independent state authority providing matching grants to NH municipalities and non-profits, helping to preserve the state's most important natural, cultural and historic resources and ensure their contribution to the economy, environment, and quality of life in NH. To receive these funds, the City of Dover is required to be provide a \$12,500 match for the grant.

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

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

In accordance with NH RSA 31:95-b, the City Manager is authorized to accept, and expend grant funds allocated to the City of Dover from the NH LCHIP. Any funding awarded is hereby appropriated to the Lowell Avenue Historic Pump Station preservation project for a building assessment. The City Council, in a majority vote, accepts the terms and requirements of the Grant, and authorizes the City Manager to sign all necessary paperwork for the grant as well as contract(s) with a vendor, consistent with the authority herein.

AND, FURTHER BE IT RESOLVED;

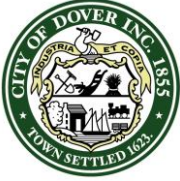
In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with the vendor 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
TBD	LCHIP Lowell Ave Historic Pump Station Grant	25,000.00	25,000.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R - 2026.01.14 - 100**
Resolution Re: Authorization to Accept and Expend LCHIP Preservation
Grant for Lowell Avenue Historic Pump Station

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

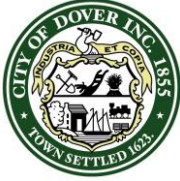
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

The LCHIP grant application is for a Historic Building Assessment with Perseveration Guidelines for the Dover Water Works Building located off of Lowell Ave. This structure was evaluated for historic listing in 2011 and is currently vacant. The LCHIP grant is to assess the structure of the building. If the building can be restored, it could be used for office space/municipal space. The assessment will determine the possibility of renovations. With an awarded amount of \$12,500 from LCHIP and City match of same, a building assessment, structural review, and architect recommendations will be the result of this funding. The total proposed project is estimated in the amount of \$25,000.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2026.01.14 - 101**

Resolution Re: Authorization to Accept and Expend the NHDES 2026
Exotic Aquatic Plant Control Grant

WHEREAS: The City has received notice from the New Hampshire Department of Environmental Services (NHDES) of grant funds for the purpose of funding an exotic aquatic plant control project at Willand Pond; and

WHEREAS: The Grant amount is for up to \$19,535.00 and requires a city match of 50% making the total project amount of up to \$39,070.00. NHDES provided bid requirements and assistance, in conjunction with City bid B26035, and bids were submitted to NHDES from SOLitude. Lake Management, LLC for herbicide treatment \$30,220.00 and Aqualogic for diver assisted suction harvesting \$8,850.00 in the total amount of \$30,070.00; and

WHEREAS: At their meeting of March 11, 2024, the Conservation Committee approved up to \$20,000.00 in funding for the grant match, and noted their support for treatments to avoid any adverse impacts to the pond; and

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

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

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

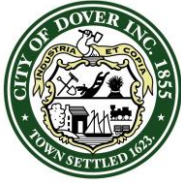
AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders to both SOLitude Lake Management LLC and Aqualogic in the total amount of \$30,070.00 as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure.

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

Financing			
Account	Description	Appropriation	Balance
TBD	NHDES Willand Pond Exotic Aquatic Plant Control	39,070.00	39,070.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2026.01.14 - 101**

Resolution Re: Authorization to Accept and Expend the NHDES 2026
Exotic Aquatic Plant Control Grant

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier, City Clerk

DOCUMENT HISTORY:

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

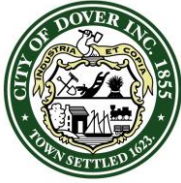
DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

Document Created by: Finance
Document Posted on: January 9, 2026

R-2026.01.14 Authorization to Accept and Expend
NHDES 2026 Exotic Aquatic Plant Control Grant
Page 2 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2026.01.14 - 101**

Resolution Re: Authorization to Accept and Expend the NHDES 2026
Exotic Aquatic Plant Control Grant

Willand Pond was the subject of an herbicide treatment in 2011 and the City has a historic long-term Management Plan for the pond. The City is aware of the ongoing milfoil infestation and NHDES offers 50% match grants to assist with removal of the invasive species. Past surveys were done when this was an active project, and NHDES staff surveyed the pond for milfoil last summer. A local neighborhood group reached out to NHDES about growth/spread and NHDES provided bid guidance based on its map and obtained bids from SOLitude Lake Management, LLC for herbicide treatment \$30,220.00 and Aqualogic for diver assisted suction harvesting \$8,850.00 in the total amount of \$30,070.00.

The City Council made a pledge to only use organic pesticides/herbicides with land management (attached). PROcellaCOR is a reduced risk herbicide, and it has been used in drinking water supplies in NH (Alton Bay/Merrymeeting River in Alton, Paugus Bay in Laconia). The NHDES Drinking Water and Ground Water Bureau reviews all permits for use of herbicides when drinking water supplies are involved, and permit applications go through a rigorous review process.

Bid Information:

A sealed Request for Proposal, in conjunction with and approved by NHDES, #B26035 was issued and received for 2026 NH Exotic Aquatic Plant Control on December 15, 2026 at 4:00 p.m

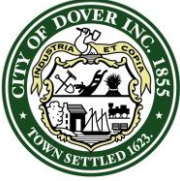
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	6	Number of Responses:	4
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	Summer 2026
Recommended Award to:	SOLitude Lake Management & Aqualogic	Fund:	Grant/Conservation Funding
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

[B26036 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.8.

Resolution Number: **R - 2026.01.14 - 102**
Resolution Re: Authorization to Accept and Expend the Piscataqua
Region Estuaries Partnership Grant for Ash Alert
Comprehensive Downtown Plan

WHEREAS: The Piscataqua Region Estuaries Partnership (PREP) is a collaborative-driven local organization and National Estuary Program that offers grant funding, process facilitation, collaborative workshop development, and outreach to towns/cities and local organizations to offer scientifically-informed solutions to improve the health of the environment. The City of Dover Planning and Community Development Department has applied for a grant in the amount of \$20,000, with no matching requirement, and was approved by PREP to fund a comprehensive downtown plan to address roughly 80 trees that line the Dover downtown area on Central Avenue that are all affected by the Emerald Ash Borer and must be replaced; and

WHEREAS: With the lack of healthy trees within the area and the lack of canopy over the downtown, the impact to heat and stormwater drainage are a major concern. The goal with this grant is to create a comprehensive plan for replacing the dying ash trees that also addresses the stormwater planning and canopy heat exposure; and

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

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

In accordance with NH RSA 31:95-b, the City Manager is authorized to accept, and expend grant funds allocated to the City of Dover from the PREP. Any funding awarded is hereby appropriated to the Ash Alert, Comprehensive Downtown Plan assessment. The City Council, in a majority vote, accepts the terms and requirements of the Grant, and authorizes the City Manager to sign all necessary paperwork for the grant as well as contract(s) with a vendor, consistent with the authority herein.

AND, FURTHER BE IT RESOLVED;

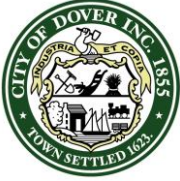
In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with the vendor 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
TBD	PREP Ash Alert Comprehensive Downtown Plan	20,000.00	20,000.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.8.

Resolution Number: **R - 2026.01.14 - 102**
Resolution Re: Authorization to Accept and Expend the Piscataqua
Region Estuaries Partnership Grant for Ash Alert
Comprehensive Downtown Plan

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

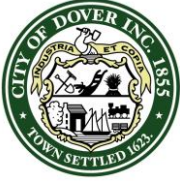
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

Document Created by: Finance	R-2026.01.14 Authorization to Accept and Expend PREP
Document Posted on: January 9, 2026	Grant for an Ash Alert Comprehensive Downtown Plan
	Page 2 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.8.

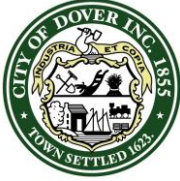
Resolution Number: **R - 2026.01.14 - 102**
Resolution Re: Authorization to Accept and Expend the Piscataqua
Region Estuaries Partnership Grant for Ash Alert
Comprehensive Downtown Plan

The PREP grant funds are being applied with guidance from the Community Services Department and Forestry Management Subcommittee of the Conservation Commission. The funds are also being used in accordance to the City of Dover's Central Business District (CBD) Street Tree Plan, established in 2021. That document can be found here:

<https://www.dover.nh.gov/Assets/government/city-operations/2document/planning/Resilient-Dover-Docs/CBD%20Street%20Tree%20Plan.pdf>

The PREP grant tasks and deliverables include:

- a. Community engagement for input of species and design
- b. Issue a bid solicitation to select an arborist
- c. Have the selected arborist complete an analysis of each tree
- d. Create a list of recommended street trees to be planted
- e. Issue a bid solicitation for a landscape architect
- f. Have the selected landscape architect plan the phasing for tree removal and planting as well as where different species should be planted
- g. Finalize a comprehensive street tree replacement plan



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.9.

Resolution Number: **R – 2026.01.14 - 103**

Resolution Re: Amend FY2026 Schedule of Fees for Ambulance Services

WHEREAS: The City Council adopted the FY2026 City of Dover Schedule of Fees on April 2, 2025, and;

WHEREAS: The New Hampshire Legislature recently enacted new provisions via SB245 to adopt a statewide framework for ambulance service providers' billing practices and insurance carriers' reimbursement practices to eliminate what is known as balance billing; and

WHEREAS: The City, through the Fire & Rescue Department, provides ambulance services to the public and seeks to comply with the provisions of SB245; and

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

The City Council authorizes changes to the Fire & Rescue Department section of the adopted FY2026 Schedule of Fees – Ambulance Service, to reflect amending the rates and fees, effective retroactively to January 1, 2026, as noted in the Resolution Background Material section of this resolution.

NOTE: THIS RESOLUTION REQUIRES A PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL.

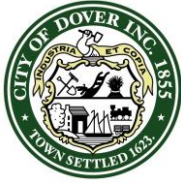
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

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

Recorded by: Jerrica Vanslyvong-Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.9.

Resolution Number: **R – 2026.01.14 - 103**

Resolution Re: Amend FY2026 Schedule of Fees for Ambulance Services

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		

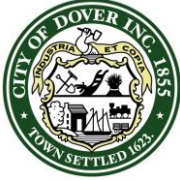
RESOLUTION BACKGROUND MATERIAL:

Document Created by: Finance

Document Posted on: January 9, 2026

R-2026.01.14 Amend FY2026 Schedule of Fees for Ambulance Services

Page 2 of 4



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.9.

Resolution Number: **R – 2026.01.14 - 103**

Resolution Re: Amend FY2026 Schedule of Fees for Ambulance Services

The State of New Hampshire legislature has enacted a new ground ambulance billing law (SB 245), which takes effect **January 1, 2026**. The purpose of the recently enacted law is to adopt a statewide framework for ground ambulance service providers' billing practices and insurance carriers' reimbursement practices to eliminate what is known as "balance billing" or "surprise billing" for patients transported by ground ambulance services.

Under this law:

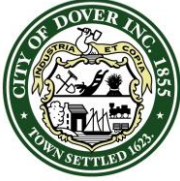
- Patients may no longer be balance-billed for emergency ground ambulance transports.
- Insurance carriers are required to reimburse ambulance providers at a state-mandated minimum rate, initially set at 3.25 times (or 325% of) the Medicare reimbursement rate, unless a different contracted rate exists. Note that Medicare patients still pay the Medicare usual and customary rates.
- Patient responsibility is limited to standard in-network cost sharing (copays, deductibles, etc.).
- Prior authorization for emergency ambulance transport is prohibited.
- A statewide cost study will be conducted to establish long-term reimbursement benchmarks.

The recent change in New Hampshire law directly impacts Dover Fire & Rescue's ambulance billing practices and requires action by the City. This legislation applies to all ground ambulance providers, including municipal fire departments such as Dover Fire & Rescue.

Since insurer reimbursement will now be tied to Medicare-based formulas and balance billing is prohibited, it is essential that the City's Schedule of Fees for Ambulance Services be amended to align with 325% of Medicare usual and customary rates. If the City were not to implement corresponding rate adjustments it will result in the City subsidizing ambulance services and absorbing unrecovered operational costs.

In this resolution is a schedule reflecting the existing and proposed updated ambulance rate schedule reflecting the requirements of the new law. The Fire & Rescue Department estimates the rate adjusts will increase the ambulance billing revenues by 10 - 12%.

While this law provides important protections for patients, it also places increased responsibility on municipalities to ensure ambulance billing structures are current, compliant, and financially sustainable. Updating our rates is a necessary and prudent step to protect the City's EMS system and long-term fiscal health.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.9.

Resolution Number: **R – 2026.01.14 - 103**

Resolution Re: Amend FY2026 Schedule of Fees for Ambulance Services

SERVICES - FIRE DEPARTMENT	FY26 CURRENT FEES	PROPOSED CHANGE	FY26 PROPOSED FEES
FIRE DEPARTMENT			
AMBULANCE SERVICE: Operating Costs related to various levels of emergency services			
Basic Life Support (BLS): Non-Emergency * Per Budget Resolution * Adopted by City Council * Cover operating costs	\$885.90	Increase \$89.33	\$ 975.23
Basic Life Support (BLS): Emergency * Per Budget Resolution * Adopted by City Council * Cover operating costs	\$885.90	Increase \$674.49	\$ 1,560.39
Advanced Life Support (ALS): Non-Emergency * Per Budget Resolution * Adopted by City Council * Cover operating costs	\$1,644.92	Decrease \$474.63	\$ 1,170.29
Advanced Life Support (ALS1) * Per Budget Resolution * Adopted by City Council * Cover operating costs	\$1,644.92	Increase \$208.04	\$ 1,852.96
Advanced Life Support (ALS2) * Per Budget Resolution * Adopted by City Council * Cover operating costs	\$2,598.98	Increase \$82.92	\$ 2,681.90
Specialty Care Transport * Per Budget Resolution * Adopted by City Council * Cover operating costs	\$2,838.43	Increase \$331.17	\$ 3,169.50
BLS Transport Mileage * Per Budget Resolution * Adopted by City Council * Cover operating costs	\$20.00	Increase \$10.61/per mile	\$30.61 /per mile
ALS Transport Mileage * Per Budget Resolution * Adopted by City Council * Cover operating costs	\$20.00	Increase \$10.61/per mile	\$30.61 /per mile
Specialty Care Transport Mileage * Per Budget Resolution * Adopted by City Council * Cover operating costs	\$20.00	Increase \$10.61/per mile	\$30.61 /per mile
Paramedic/ALS Intercept Service. Flat rate fee billable to the transporting agency. * Per Budget Resolution * Adopted by City Council * Cover operating costs	\$400.00	No Change	\$400.00