



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, May 13, 2020**
Meeting Time: **Immediately following Workshop Session**

IN RESPONSE TO THE COVID-19 CORONAVIRUS, AND IN ACCORDANCE WITH RECOMMENDATIONS BY STATE AND FEDERAL HEALTH OFFICIALS LIMITING PUBLIC GATHERINGS, THE PUBLIC IS ENCOURAGED TO TEMPORARILY ACCESS PUBLIC MEETINGS REMOTELY, INCLUDING CABLE TELEVISION AND ONLINE STREAMING, AND SUBMIT COMMENTS FOR PUBLIC HEARINGS AND CITIZEN'S FORUM IN WRITING BY EMAIL: CITYCOUNCIL-ALL@DOVER.NH.GOV OR POSTAL MAIL ADDRESSED TO: CITY CLERK'S OFFICE, 288 CENTRAL AVENUE, DOVER, NH 03820. THE PUBLIC MAY ALSO SUBMIT COMMENTS BY LEAVING A VOICE MESSAGE AT: 516-MEET (6338). PRECAUTIONS IN PUBLIC MEETING ROOMS WILL INCLUDE LIMITING THE NUMBER OF PEOPLE TO 10, THE USE OF OVERFLOW SPACE IF NECESSARY, AND THE REMOTE PARTICIPATION BY SOME BOARD MEMBERS.

- 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. CITIZEN'S FORUM**

Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.

- 9. CITY MANAGER'S REPORT**
- 10. APPROVAL OF MINUTES**
 - A. April 22, 2020 – Regular Meeting**
 - B. April 29, 2020 – Workshop Session**
- 11. MAYOR'S REPORT**
- 12. UNFINISHED BUSINESS**
 - A. ORDINANCES IN THE 2ND READING**
 - B. ORDINANCES IN THE 3RD READING**



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C. RESOLUTIONS

- 1. FISCAL YEAR 2021 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM**
SPONSORED BY MAYOR CARRIER BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. BLOCK PARTY – New Hampshire Soap Box Derby**
- 2. BLOCK PARTY – Seacoast Growers Association**
- 3. B11001 WRIGHT-PIERCE ADDITIONAL SCOPE OF WORK**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 4. B11001 WWTP AUTHORIZATION TO DIRECT PURCHASE ROLLOFF CONTAINERS**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 5. EMERGENCY ENGINE REBUILD TO FIRE ENGINE 7**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 6. ESTABLISHMENT OF THE MARY C. MURPHY TRUST FUND FOR VOCATIONAL EDUCATION**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 7. AUTHORIZATION TO OBTAIN MANDATORY INJUNCTION PURSUANT TO RSA 236:128, I AGAINST OWNERS OF 105 MIDDLE ROAD**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 8. APPROVAL FOR LOT LINE RESTORATION OF 7 FAIRVIEW AVENUE**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 9. APPROVAL OF AUTHORITY FOR CITY MANAGER TO WAIVE LOCAL FEES DUE TO HARDSHIP OR COVID-19**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 10. AUTHORIZATION TO ACCEPT AND EXPEND UNANTICIPATED REVENUE DUE TO COVID-19 EMERGENCY RESPONSE**
SPONSORED BY MAYOR CARRIER BY REQUEST



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COMMITTEE REPORTS

1. School Board
2. Planning Board
3. 400th Anniversary Committee
4. Appointments Committee
5. Arena Commission
6. Arts Commission
7. Conservation Commission
8. Downtown TIF Advisory Board
9. Energy Commission
10. Heritage Commission
11. Legislative Liaison
12. Library Board of Trustees
13. McConnell Center Advisory Committee
14. Ordinance Committee
15. Parking Commission
16. Pool Advisory Committee
17. Recreation Advisory Board
18. Solid Waste Advisory Commission
19. Transportation Advisory Commission
20. Waterfront TIF Advisory Board
21. City Council / School Board Collaborative Committee
22. Joint Building Committee – Dover High School and Regional Career Technical Center
23. COAST
24. Cocheco Waterfront Development Advisory Committee
25. Dover Main Street
26. Strafford Regional Planning Commission
27. Tri-City Homelessness Task Force

B. RESOLUTIONS

1. **B14074 PROFESSIONAL ENGINEERING SERVICES FOR WATER SYSTEMS FACILITY UPGRADES PHASE II CO 8 AND 9**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **FY2021 CIP APPROPRIATION AND AUTHORIZATION FOR CWSRF LOAN FOR STARK AVE AND DOWNTOWN SEWER REHAB PROJECT**
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(TO BE REFERRED TO A PUBLIC HEARING ON MAY 27, 2020, WITH CITY COUNCIL VOTE TO OCCUR ON JUNE 10, 2020.)
SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING

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

City Manager's Report

May 13, 2020

Reporting on April 2020



Dover Business & Industrial Development Authority

by Daniel Barufaldi

Leadership & Governance Outcomes:

Summary:

The majority of business activity in the region closed down as a result the coronavirus epidemic or the government regulations put in place to combat its spread and resultant loss of life. The stock market decline and volatility was catastrophic for 401-k plans and people's confidence going forward. It is anticipated that the volatility will continue through Q2. The automotive sector reported some immediate sales declines at reduced pricing after the previous sales declines. Dealerships are trying to sell cars on line. The manufacturing sector, including capital goods and aircraft related parts, is showing significant declines including some major layoffs due to the economic paralysis engendered by the coronavirus in international trade and tourism and the Boeing MAX problems. Recent restaurant activity. Was reduced to take-out through delivery service or curbside pickup. Those restaurants not conducive to this approach have closed. Those embracing this approach are doing well. Most downtown retailers have also closed. Staffing firms reported a rising tide of unemployment in huge contrast with the previous month's unemployment rate at 1.8% in Dover. Dover's current unemployment rate is estimated at 7.2 % and is expected to rise to 9% in the near future before reopening can occur. Commercial real estate activity continues for projects already started, but unstarted new projects remain dead. Residential real estate markets saw some major decreases in closed single family home sales but multifamily residential apartment projects continue strong for the moment. Planned modest wage increases are gone and layoffs continue. Most recently the US economy was growing at a record pace (GDP growth at 2.6% over Q2, 2019 but declining to a recessionary state at least into the beginning of the third quarter of 2020. Mortgage interest rates most recently are falling with the Federal Reserve 150 basis points recent reduction in interest rates. Downtown bars and sit down restaurants are closed and some will not reopen.

Selected Business Services:

Demand for consulting and advertising is down sharply over last year at this time. Software and IT services providers are experiencing a pause in activity. Some consolidation is now being experienced in the institutional healthcare sector. Wentworth Douglas Hospital's merger with Mass General and possibly Exeter is part of an overall consolidation trend in institutional healthcare. This is expanding the range of medical specialties available to the Dover market. WDH has opened a medical practice facility at the Pease Development Authority and has another urgent care center planned on a Dover Point Rd. site. Portsmouth Regional Hospital has opened a stand-alone ER building at Exit 7 in Dover. Wages, while up significantly in critical skill areas, remain just above inflation on average, as do prices. To attract highly skilled workers in growing industries these firms are expanding their social media and technological attraction efforts. Increased health insurance costs remain a concern with

the uncertainty of the future reform of the Affordable Care Act and the challenge of being able to increase pricing to cover the increased cost.

Predictions for 2020 revenue growth in the services sector are now in doubt.

Commercial Real Estate:

Non-residential commercial real estate sales activity continued at about half of the previous rate locally, and with flat activity in the Portland markets and declines in Connecticut. Boston and Rhode Island markets paused somewhat in this period. New build costs for needed 20,000 SF – 30,000 SF manufacturing/ assembly/ warehouse/ office spaces at Enterprise Park are causing sticker shock for several prospects and delaying project initiation but with two breakthrough projects beginning to buck the trend this coming month. The lack of at site utilities on Innovation Way has limited the developments considering that location. Accelerator units of 1,200 – 2,500 SF are sorely needed to house small post startup companies to get underway and to grow in Dover. The Orpheum co-worker space will help alleviate this problem to a very small degree. Office leasing was non-existent this month. Land sales have tanked this month. The lending environment remains highly favorable to brave borrowers, with historically low, and now decreasing, interest rates but with somewhat tighter lending standards. The flow of investment capital declined for commercial lease properties across the Seacoast, sourced from private equity firms, pension funds, foreign investors, REITS and high net worth individuals. Leverage ratios are on the rise among some investors, but remain low in absolute terms. Local multi-family and mixed use construction remains active so far with local inventory in this category rising rapidly. The outlook remains cloudy across the region so far in this sector. Forecasts call for more uncertainty in fundamentals moving forward. Fiscal policy and uncertainty around the business and employment effects of the pandemic uncertainty at both the state and federal levels are causing a reluctance to commit assets until things calm down.

The rezoning committee report has been given to the Planning Board and will go on to the City Council for approval shortly.

See Local Major Development Projects Section below.

Residential Real Estate:

Residential real estate markets recently contributing strong performance on the Seacoast, have now begun to soften except for high end properties. Home buyer confidence still appears to be there for higher priced homes which seems counter intuitive. Completed sales of single family homes increased year-over-year in Q1 and Q2 but Q3 and Q4 unit sales in 2017 declined slightly and 2018 unit sales declined slightly due to lack of inventory. Rising prices are convincing sellers to put homes on the market but interest rates have now declined once again removing some of the “buy now” pressure in the market. Median selling prices continue to rise locally and are up another 6.7% year-over-year 2019-2020. Condo sales though somewhat mixed regionally, are up slightly locally as well, as condo pricing and pending sales. Median sale prices in NH and in Dover increased again in the period for single family homes to the \$367,000 range. Pending sales suggest the markets for high-end single family houses and condo’s will continue, though abated, throughout 2020 with a probable more significant pause in growth late in late 2020 or early 2021.

Manufacturing & Related Services:

Most local manufacturers supplying domestic markets are now reporting poor results with 85% reporting severe market weakness. One point-of-purchase systems supplier is experiencing sales decreases significant enough to require 80% layoffs. Local manufacturing has grown 400 jobs this year but this month Safran and Albany International announced some layoffs due to the airline problems mentioned above. ACLARA in Somersworth is shutting the former GE meters plant and is changing their business model to outsource production. The Phase 1 Chinese trade agreement is not expected to have a substantive positive effect, especially with the rising tensions between China and the U.S. due to the Chinese handling of the pandemic. Other uncertainties surrounding the federal administration change are evident in local manufacturers, including a relaxation of the regulatory constraints on businesses that will reduce costs. It is expected that the relaxation of coal power plant emissions by the EPA will add capacity and reduce some costs at peak use periods for local electrical energy. Local manufacturers are now benefiting from the tax reform package. Dealership auto inventories on site are growing. Manufacturing firms reporting on inventory levels are citing higher levels. Most contacts in the manufacturing sector indicate that both staffing levels and wage growth are now unstable especially in the airplane parts business. Capital investment is stable locally except for some new builds being deferred due to building costs exceeding the value of the completed building at present and the corona virus effect. Foreign investment in the US is growing rapidly due to the uncertainties rampant in the Chinese, Brazilian, Venezuelan and European economies and the pro-business messages from the new administration. Some major capital spending projects are now delayed. The Silver Square development is now making Phase II progress on this \$50 million dollar development.

Regional manufacturers are now governed by caution and uncertainty.

Labor demand has been strong in IT and software. Nursing, electronics, engineering, quality assurance tech and legal skills. This is expected to change shortly as manufacturers deal with reduced demand. Talks with the Chamber of Commerce Education Committee, Dover high School CTC, Great Bay Community College, Somersworth High School CTC and UNH for BIZEDConnect are underway with the new DBIDA Board member assignments. Recent reductions in the NH BPT and EPT are being maintained by the Governor's veto. The FY2020 property tax increase with an over the tax cap budget from the School District is causing concern at several local businesses when combined with high electric energy costs and water processing costs and their concerns about their survivability.

Retail & Tourism:

Due to the limits on gatherings necessitated by the pandemic and the fear surrounding it, retail and tourism activities are virtually non-existent. Local hotels have gone from an occupancy rate of just under 90% to 20% occupancy and several postponed weddings. On-line shopping has, to some extent, prospered due to the brick and mortar retail closings. Many regional malls are being repurposed to other uses and many national/international retail chains have closed in the US, Canada and worldwide. Many retailers are making infrastructure investments to participate more fully in on-line sales with on-site drive through pick up points.

Local retailers and all local businesses have been informed of the recent SBA Emergency loans and grants programs as well as the DoverCARES Emergency Loan Fund.

Employment and Wages:

Local labor market pressure collapsed with the widespread business closures and layoffs. Wages for wait staff and experienced retail workers have begun to move upward but the recent \$600 a week addition to unemployment checks is pulling wait staff out of the labor market as they make a lot more money staying home.

In the higher skill set categories, doctors, paramedics, physician's assistants and nurses are in short supply and are commanding top salaries and temporary living subsidies for those traveling to the region to work. Many are working double shifts in dangerous conditions.

Local Major Development Projects:

- First Street Development Phase 2 (River Mark) is underway
- Third Street Development (Changing Places) is nearing completion.
- Silver Square Development: Phase 1 completion, Phase 2 underway.
- 49,000 SF at 27 Production Drive is again up for sale.
- Cathartes Project (Orpheum completing occupancy).
- Well over \$100,000,000 in Dover development underway.
- Enterprise Park Developments suffering from "sticker shock" for new builds. Two projects expected to begin in 2020.
- Fosters Building sold for \$1.5 million / Kostis Brothers (renovation in process).
- The Old courthouse Building on First and 2nd may now be renovated for a mixed use facility. Currently again on the market.
- 6 Grove St. Project is underway but paused.
- The Fosters building on Venture Dr has a buyer.
- Bradley Commons Phase 2 is under construction.

Parking Division

Meter Activity

	March 2020	March 2019	March 2018
Meter Transactions	27,878	39,309	36,653
Income from Meters - Total	\$49,782	\$55,180	\$49,823
Income from Meters – Parking Garage	\$4,887	\$5,351	\$4,132
Meter Days	26	21	22
Average Meter Transactions Per Day	1,072	1,872	1,666

	Fiscal YTD 2020	Fiscal Year 2019	Fiscal Year 2018
Meter Transactions	405,210	466,721	449,144
Income from Meters - Total	\$716,139	\$648,806	\$593,031
Meter Days	215	249	250
Average Meter Transactions Per Day	1,885	1,874	1,797

Electric Vehicle Charging Stations

Month	Number of Times Charging Stations Used	Amount Added to Parking Activity Fund
April 2019	17	\$47.00
May 2019	24	\$73.00
June 2019	20	\$55.00
July 2019	31	\$88.00
August 2019	18	\$44.00
September 2019	38	\$188.00
October 2019	32	\$140.00
November 2019	23	\$87.00
December 2019	28	\$102.00
January 2020	25	\$82.00
February 2020	31	\$94.00
March 2020	23	\$85.00

COAST

Ridership Activity

Month	Route 1	Route 2	Route 33 (FasTrans)
March 2019	5,336	15,429	1,161
April 2019	5,704	16,278	1,243
May 2019	6,349	17,047	1,350
June 2019	5,461	15,617	1,143
July 2019	6,021	16,014	1,175
August 2019	6,891	17,042	1,231
September 2019	6,144	15,852	960
October 2019	6,490	17,249	1,160
November 2019	5,826	14,367	1,038
December 2019	5,565	13,017	1,102
January 2020	6,210	14,897	1,236
February 2020	5,687	14,897	1,236
March 2020	4,998	11,114	662

J. MICHAEL JOYAL, JR.
CITY MANAGER

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: City Hall, Council Conference Room Meeting Date: Wednesday, April 22, 2020 Meeting Time: 7:00 pm
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IN RESPONSE TO THE COVID-19 CORONAVIRUS, AND IN ACCORDANCE WITH RECOMMENDATIONS BY STATE AND FEDERAL HEALTH OFFICIALS LIMITING PUBLIC GATHERINGS, THE PUBLIC IS ENCOURAGED TO TEMPORARILY ACCESS PUBLIC MEETINGS REMOTELY, INCLUDING CABLE TELEVISION AND ONLINE STREAMING, AND SUBMIT COMMENTS FOR PUBLIC HEARINGS AND CITIZEN'S FORUM IN WRITING BY EMAIL: CITYCOUNCIL-ALL@DOVER.NH.GOV OR POSTAL MAIL ADDRESSED TO: CITY CLERK'S OFFICE, 288 CENTRAL AVENUE, DOVER, NH 03820. THE PUBLIC MAY ALSO SUBMIT COMMENTS BY LEAVING A VOICE MESSAGE AT: 516-MEET (6338). PRECAUTIONS IN PUBLIC MEETING ROOMS WILL INCLUDE LIMITING THE NUMBER OF PEOPLE TO 10, THE USE OF OVERFLOW SPACE IF NECESSARY, AND THE REMOTE PARTICIPATION BY SOME BOARD MEMBERS.

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Cullen led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Ciotti, Councilor Cullen, Councilor Manley, Councilor Muffett-Lipinski, Councilor O'Connor, Councilor Shanahan, Councilor Thibodeaux, and Councilor Williams.

Also Present: City Manager Joyal, City Attorney Wyatt, and City Clerk Mistretta.

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Ciotti substitutes Item 13.A.9. as a whole.

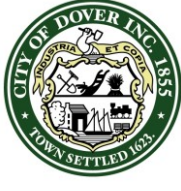
Deputy Mayor Ciotti moved to approve the Agenda as amended; seconded by Councilor Thibodeaux.

Roll Call Vote: 9/0.

7. PUBLIC HEARINGS

A. FISCAL YEAR 2021 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM – CITY PORTION ONLY SPONSORED BY MAYOR CARRIER BY REQUEST

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

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B. CHAPTER 141, SECTION 42: SCHEDULE C: STOP INTERSECTIONS
SPONSORED BY MAYOR CARRIER BY REQUEST

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

8. CITIZEN'S FORUM

Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.

Carole Berry, 7 Madelyn Drive. Email to City Council-All received on April 10, 2020 at 6:16 pm.

Margaret Fogarty, 16 Florence Street. Email to City Council-All received on April 14, 2020 at 4:51 pm.

Chris and Manya Jennings, 149 Garrison Road. Email to City Council-All received on April 15, 2020 at 5:23 am.

Diana Carpinone, 16 Governor Sawyers Lane. Email to City Council – All received on April 20, 2020 at 10:31 am

Nancy Johnson, 4 Quail Drive. Email to City Council – All received on April 20, 2020 at 1:05 pm

Allison Davis, 11 Hidden Valley Drive. Email to City Council – All received on April 21, 2020 at 3:12 pm

Miles Barrett, Locust Street. Email to City Council – All received on April 21, 2020 at 9:13 pm

9. CITY MANAGER'S REPORT

City Manager Joyal gave an overview of the COVID-19's impact on the City.
Deputy Mayor Ciotti moved to accept the City Manager's Report; seconded by Councilor Thibodeaux.
Roll Call Vote: 9/0.

10. APPROVAL OF MINUTES

- A. April 8, 2020 – Workshop Session**
- B. April 8, 2020 – Regular Meeting**
- C. April 15, 2020 – Workshop Session**

Deputy Mayor Ciotti moved to approve the Minutes; seconded by Councilor Manley.
Roll Call Vote: 9/0.

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11. MAYOR'S REPORT

Mayor Carrier said he attended the 100th Anniversary virtual celebration for the Greater Dover Chamber of Commerce. He attended a conference call with the Governor and other NH mayors to discuss the COVID-19 impact on the State.

Roll Call Vote: 9/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

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

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor Manley.
Roll Call Vote: 9/0.

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

1. BLOCK PARTY – Jewelry Creations, Inc.
2. RAFFLE – Pope Memorial Humane Society
3. RAFFLE & BLOCK PARTY - Pope Memorial Humane Society
4. DOG WALK - Pope Memorial Humane Society
5. ROAD RACE – St. Mary Academy
6. B16026 DESIGN SERVICES COMMUNITY TRAIL EXPANSION PHASE III
SPONSORED BY MAYOR CARRIER BY REQUEST
7. B20023 INTERSECTION IMPROVEMENTS TO SIXTH STREET AND VENTURE DRIVE
SPONSORED BY MAYOR CARRIER BY REQUEST
8. B20041 ATHLETIC FIELDS' LAWNS AND GROUNDS MOWING AND MAINTENANCE
SPONSORED BY MAYOR CARRIER BY REQUEST
9. AUTHORIZATION FOR RELOCATION OF UTILITY EASEMENTS AND TO SEEK LOT LINE ADJUSTMENT WITH FIRST STREET AT GARRISON, LLC AND FIRST STREET AT CHESTNUT, LLC
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - MINUTES

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**10. AUTHORIZATION AND APPROVAL TO ACCEPT UNTIMELY TAX YEAR 2020
PROPERTY TAX EXEMPTION/CREDIT APPLICATIONS AND LISTS DUE TO
COVID-19
SPONSORED BY MAYOR CARRIER BY REQUEST**

COMMITTEE REPORTS

- | | |
|---|--|
| 1. School Board | 16. Pool Advisory Committee |
| 2. Planning Board | 17. Recreation Advisory Board |
| 3. 400th Anniversary Committee | 18. Solid Waste Advisory Commission |
| 4. Appointments Committee | 19. Transportation Advisory Commission |
| 5. Arena Commission | 20. Waterfront TIF Advisory Board |
| 6. Arts Commission | 21. City Council / School Board Collaborative Committee |
| 7. Conservation Commission | 22. Joint Building Committee – Dover High School
and Regional Career Technical Center |
| 8. Downtown TIF Advisory Board | 23. COAST |
| 9. Energy Commission | 24. Coheco Waterfront Development Advisory
Committee |
| 10. Heritage Commission | 25. Dover Main Street |
| 11. Legislative Liaison | 26. Strafford Regional Planning Commission |
| 12. Library Board of Trustees | 27. Tri-City Homelessness Task Force |
| 13. McConnell Center Advisory Committee | |
| 14. Ordinance Committee | |
| 15. Parking Commission | |

Deputy Mayor Ciotti moved for the adoption of the Consent Calendar; seconded by Councilor O'Connor.

Mayor Carrier asked the Council if they had items they would like to pull for further discussion. Councilor Shanahan pulled Item 13.A.8.

Mayor Carrier asked for a roll call vote on the remaining items on the Consent Calendar.

Roll Call Vote: 9/0.

Deputy Mayor Ciotti moved for the adoption of Item 13.A.8.; seconded by Councilor Shanahan.

Roll Call Vote: 9/0.

B. RESOLUTIONS

**1. B99057 BROADWAY RAILROAD CULVERT ENGINEERING AMENDMENT V
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor Muffett-Lipinski. Community Services Director gave an overview of the Resolution to the Council.

Roll Call Vote: 9/0.

**2. B20059 CURBSIDE WEED CONTROL SERVICES
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor O'Connor.

Mayor Carrier recused himself from the discussion and vote.

City Manager Joyal gave an overview of the Resolution and the three options for weed control services.



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Councilor Shanahan moved to amend the Resolution to implement Option 3; seconded by Deputy Mayor Ciotti.

Roll Call Vote: 5/3; Passed. Deputy Mayor Ciotti and Councilors Cullen and O'Connor were opposed. Mayor Carrier recused.

Deputy Mayor Ciotti moved for the adoption of the amended Resolution; seconded by Councilor Shanahan.

Roll Call Vote: 6/2; Passed. Councilors Cullen and O'Connor were opposed.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Muffett-Lipinski recognized Ms. Deb Clough and other Dover citizens for cleaning up and picking up trash in Dover for Earth Day.

Mayor Carrier recognized the businesses in Dover and their creative ideas to serve the citizens of Dover.

Councilor Williams acknowledged the 50th anniversary of Earth Day and thanked everyone who works hard to protect the environment.

Councilor O'Connor talked about Dover Clean Up Day and asked if the equipment is available all year.

City Manager Joyal agreed that it is available and they just need to contact Community Services Department to pick up the appropriate bags.

Councilor Shanahan spoke about the City Budget and how it suits the needs of the City and citizens.

16. ADJOURN

Deputy Mayor Ciotti moved to adjourn; seconded by Councilor Manley.

Roll Call Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: Wednesday, April 29, 2020
Meeting Time: 7:00 pm

IN RESPONSE TO THE COVID-19 CORONAVIRUS, AND IN ACCORDANCE WITH RECOMMENDATIONS BY STATE AND FEDERAL HEALTH OFFICIALS LIMITING PUBLIC GATHERINGS, THE PUBLIC IS ENCOURAGED TO TEMPORARILY ACCESS PUBLIC MEETINGS REMOTELY, INCLUDING CABLE TELEVISION AND ONLINE STREAMING, AND SUBMIT COMMENTS FOR PUBLIC HEARINGS AND CITIZEN'S FORUM IN WRITING BY EMAIL: CITYCOUNCIL-ALL@DOVER.NH.GOV OR POSTAL MAIL ADDRESSED TO: CITY CLERK'S OFFICE, 288 CENTRAL AVENUE, DOVER, NH 03820. THE PUBLIC MAY ALSO SUBMIT COMMENTS BY LEAVING A VOICE MESSAGE AT: 516-MEET (6338). PRECAUTIONS IN PUBLIC MEETING ROOMS WILL INCLUDE LIMITING THE NUMBER OF PEOPLE TO 10, THE USE OF OVERFLOW SPACE IF NECESSARY, AND THE REMOTE PARTICIPATION BY SOME BOARD MEMBERS.

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Thibodeaux led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Ciotti, Councilor Cullen, Councilor Manley, Councilor Muffett-Lipinski, Councilor O'Connor, Councilor Shanahan, Councilor Thibodeaux, and Councilor Williams.

Also Present: City Manager Joyal, City Attorney Wyatt, and City Clerk Mistretta.

5. CITIZEN'S FORUM

Citizens are invited to speak on the subject matter of the Workshop. Statements shall be limited to five minutes.

Diane Weir, 106 Court Street. Email to City Council – All received on April 25, 2020 at 1:21 pm

6. DISCUSSIONS

A. BUDGET PRESENTATIONS

1. COMMUNITY SERVICES

Community Services Director Storer gave a PowerPoint presentation to the Council regarding the proposed Community Services Department budget.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, April 29, 2020**
Meeting Time: **7:00 pm**

2. GENERAL BUDGET DISCUSSIONS

School Business Administrator Limanni gave an overview of the changes to the School Department's budget. He said it is now just under the tax cap.

City Manager Joyal gave an overview of the changes to the Proposed Fee Schedule to the Council.

City Manager Joyal referred to the Suggested General Fund Budget Adjustment Options handout and gave an overview of each item to the Council to consider for the next Workshop Session on May 6, 2020.

7. ADJOURNMENT

Councilor O'Connor moved to adjourn; seconded by Councilor Thibodeaux.
Roll Call Vote: 9/0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2020.03.25 – 046**

Resolution Re: Fiscal Year 2021 Budget Appropriations, Fees and Capital Improvements Program

WHEREAS: The City Manager submitted his budget for next fiscal year to the City Council on March 25, 2020; and

WHEREAS: The City Council, after holding the required public hearings, desires to adopt the budgets of the various funds for Fiscal Year 2021, (July 1, 2020 through June 30, 2021);

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

1. The annual budget for the City of Dover for Fiscal Year 2021, submitted to the City Council by the City Manager and on file with the City Clerk, is adopted to raise the following estimated revenues (including any Budgetary Use of Fund Balance) and appropriate the following appropriations:

Fund	Fund Description	Est Revenue	Appropriations	Fund Type
1000	General Fund	126,623,535	126,623,535	General Fund
2100	Community Development Fund	414,850	414,850	Special Revenue
2220	Dover Housing Auth Policing	123,348	123,348	Special Revenue
2245	DHHS Assistance Programs	132,325	132,325	Special Revenue
2250	Youth Tobacco & Alcohol Awareness	158,991	158,991	Special Revenue
2800	School Cafeteria Fund	1,650,000	1,650,000	Special Revenue
2820	School Dept. of Education Grants	3,187,197	3,187,197	Special Revenue
2950	School Special Pgms & Grants Fund	175,000	175,000	Special Revenue
3207	Public Safety Special Details	400,368	400,368	Special Revenue
3213	Parking Activity Fund	1,306,351	1,306,351	Special Revenue
3320	Residential Solid Waste Fund	1,758,981	1,758,981	Special Revenue
3381	McConnell Center Fund	866,434	866,434	Special Revenue
3410	Recreation Programs	461,920	461,920	Special Revenue
3455	Library Fines Fund	52,018	52,018	Special Revenue
3500	OPEB Liability Fund	1,868,627	1,868,627	Special Revenue
3710	Downtown Dover TIF Fund	867,551	867,551	Special Revenue
3715	Waterfront TIF Fund	221,165	221,165	Special Revenue
3810	School Tuition Program Fund	125,000	125,000	Special Revenue
3830	School Facilities Fund	195,000	195,000	Special Revenue
5300	Water Fund	5,959,606	5,959,606	Enterprise
5320	Sewer Fund	8,663,521	8,663,521	Enterprise
6100	DoverNet Fund	1,504,265	1,504,265	Internal Service
6110	Central Stores Fund	100,611	100,611	Internal Service
6310	Fleet Maintenance Fund	1,015,911	1,015,911	Internal Service
6800	Workers Compensation Fund	499,064	499,064	Internal Service
	Totals	158,331,639	158,331,639	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2020.03.25 – 046**

Resolution Re: Fiscal Year 2021 Budget Appropriations, Fees and Capital Improvements Program

2. The total amounts set forth in said budgets are hereby appropriated effective July 1, 2019 as provided by law for the departments to perform their functions, transfers to and from reserves and between other funds, and for public purposes not foreign to or incompatible with the mission of the City. General Fund Appropriations include \$43,268,010 for City operations, \$61,160,526 for School Department operations, \$12,602,428 for Debt Service and \$9,592,571 for County Tax.
3. There is no Budgetary Use of Fund Balance included in the General Fund for the purpose of offsetting property taxes.
4. In accordance with RSA 76:6, the City Tax Assessor shall revise and report to the Department of Revenue Administration the amount required for Tax Overlay to provide for the issuance of property tax abatements for tax year 2020 (Fiscal Year 2021).
5. In accordance with RSA 21-J:34, the City Manager shall revise and report to the Department of Revenue Administration the estimated amount of all non-property tax revenues for Fiscal Year 2021 .
6. For water consumption per hundred cubic feet (HCF) effective July 1, 2020, the Water and Sewer User Fees will be \$5.54 and \$9.47, respectively.
7. Effective July 1, 2020, the City Manager is authorized to enter into agreements with, and make payments to, the various agencies receiving Grants/Subsidies and Membership Dues as contained within the budget.
8. Effective July 1, 2020, the City Manager is authorized to enter into agreements with, and make payments to, various vendors supplying computer hardware and software annual maintenance services and support contracts as contained within the budget.
9. Effective July 1, 2020, any new funds represented in the budget are established for the purposes enumerated within the budget.
10. Effective July 1, 2020, the City Manager is authorized to make transfers between funds for the purposes prescribed, including special, capital and other reserve funds, including transfers to or from the City and School Employee Benefits Reserves.
11. Effective July 1, 2020, all fees and charges represented within the budget and the associated schedule of fees is adopted.
12. Effective July 1, 2020, the City Manager is authorized to sign all grant applications and any such funding awarded during the fiscal year is appropriated for such purpose. The City Manager, within the parameters of City Charter provision C6-8, is authorized to transfer funds within a department to provide for local match as required by grant awards.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2020.03.25 – 046**

Resolution Re: Fiscal Year 2021 Budget Appropriations, Fees and Capital Improvements Program

13. Effective July 1, 2020, revenues from the sale of city property are appropriated for their established and intended use.
14. Effective July 1, 2020, revenues from the fees collected for Recreation Special Programs are appropriated for their established and intended use.
15. Effective July 1, 2020, the City Manager is authorized during the fiscal year to initiate Recreation Special Programs fee discount promotional events to generate revenue and program participation.
16. Effective July 1, 2020, revenues from the fees collected by the Youth to Youth Program from participant fees, speaking engagement fees, and program presentation fees are appropriated for established Youth to Youth program expenses and functions.
17. The City Financial Policies, as contained within the budget, are reaffirmed and adopted for the coming fiscal year.
18. In accordance with RSAs 674:8 and 674:21-V(b), the FY2021-26 Capital Improvements Program, as amended, is hereby reaffirmed and adopted.
19. In accordance with City Charter provision C6-11, the designated depositories for city funds for fiscal year 2021 shall be Citizens Bank and the New Hampshire Public Deposit Investment Pool (NHPDIP). The City Treasurer is authorized to utilize, in addition to Citizens Bank and NHPDIP, other banks located within the City of Dover or banks authorized per RSA 48:16 (*City Treasurer Duties*), if deemed most advantageous to the City and in compliance with the City's adopted investment policy.
20. The sum of \$1,061,277 representing budgeted transfers to fund 30% of the OPEB Actuarial Determined Contribution as identified per the City's adopted financial policies is to be transferred to the OPEB Trust.
21. The sum of \$180,540, collected as Transportation Improvement Fees and currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Transportation Improvement Reserve is hereby appropriated for use by the City of Dover for payments to COAST for Fiscal Year 2021 COAST Bus grant subsidy.
22. The sum of \$60,000.00, collected as Vehicle Reclamation Fees and currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Vehicle Reclamation Reserve is hereby appropriated for use by the City of Dover for payments associated with the collection, disposal, recycling or reclamation of vehicle or other waste material for Fiscal Year 2021.
23. In accordance with RSA 80:52-c *Electronic Payments*, the City Treasurer is authorized to accept payments of City Department fees, property taxes, utility bills by use of credit card or other means of electronic payments.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2020.03.25 – 046**

Resolution Re: Fiscal Year 2021 Budget Appropriations, Fees and Capital
Improvements Program

Note: This Resolution requires a two- thirds majority vote to adopt pursuant to Dover Charter C6-3.1, unless General Fund revenues are increased or General Fund appropriations are decreased to result in the General Fund property tax levy being in compliance with budget limitation tax cap. This Resolution requires an advertised public hearing for each of the City and School budgets to be separated by at least 24 hours and held at least seven days in advance of final adoption. Final adoption of the budget by the City Council shall occur not later than June 15th prior to the beginning of the next fiscal year.

Resolution to be referred to Public Hearings as follows:

School Department Budget hearing Wednesday, April 8, 2020

City Budget hearing Wednesday, April 22, 2020

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2020.03.25 – 046**
Resolution Re: Fiscal Year 2021 Budget Appropriations, Fees and Capital Improvements Program

DOCUMENT HISTORY:

First Reading Date: 03/25/2020	Public Hearing Date: School – 04/08/2020 City – 04/22/2020
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

This resolution adopts the budget for various funds for the next fiscal year, as well as setting utility rates, authorizing grant, subsidy and membership payments, computer maintenance contracts, transfers between funds, setting fees for various services, authorizing signing of grant applications and appropriations thereof, approval of the investment policy and adopting the six year Capital Improvements Program, as required by State Statute to support assessment of impact fees.



**PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE**

Check (✓) the type of application:

RAFFLE*_____, TAG*_____, BLOCK PARTY** ☒,

Fill In Completely and Return To City Clerk -- PLEASE NO LATER THAN 30 DAYS PRIOR TO EVENT

Organization Name: New Hampshire Soap Box Derby Inc
Federal Tax ID number for Organization: 02-0374130

Check (✓) Nature of Organization:

Religious_____, Educational_____, Charitable_____, Civic_____, Sports ☒, Veterans_____, Fraternal or Political_____, Other_____
(Describe) Gravity powered derby car race for children 7 to 20.

Contact Person: Richard Behan Day Time Telephone: 603 953 3086
Address: 118 Grove Street Dover NH Email: rabehan54@hotmail.com

Purpose of Permit: conduct 77th annual soap box derby state championship race

Date of Event: June 28 2020 Specific Time: 8:00 AM to 4:00 PM

Location of Event: Broadway [Oak Street intersection to 50 feet beyond Florence Street]

*****RAFFLE / TAG PERMITS*****

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

* NOTICE TO RAFFLE AND TAG PERMIT APPLICANTS: Please be advised the City will verify that your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney General's Office prior to the acceptance of your application. The police department may contact you to obtain additional information. Please provide a way for us to contact you during the day so the request can expedited. Information on these requirements may be found at

<http://www.doj.nh.gov/charitable-trusts/faq.htm>

*****BLOCK PARTY PERMITS*****

**NOTICE TO BLOCK PARTY APPLICANTS: STREET CLOSURES, TRAFFIC DETOURS, AND/OR PARKING RESTRICTIONS MUST BE ARRANGED WITH THE POLICE DEPARTMENT

Block Party Location (attach map if more than one street is affected): Broadway (Oak to Florence)

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Marn Speidel, Traffic Bureau

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT. I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A , RSA 31:91 and/or RSA 286 and I agree to abide by the same.

SIGNATURE OF APPLICANT: Richard Behan DATE: 4/20/2020
(duly authorized)

PRINTED NAME: Richard Behan

Licensing Board Approval [Signature] Date: 4/20/2020

Subject: Re: NH Soap Box Derby - June 2020
Date: Friday, April 17, 2020 at 11:45:28 AM Eastern Daylight Time
From: Speidel, Marn <M.Speidel@dover.nh.gov>
To: Richard Behan <rabehan54@hotmail.com>

Ok thank you

From: Richard Behan <rabehan54@hotmail.com>
Sent: Friday, April 17, 2020 11:27
To: Speidel, Marn
Subject: Re: NH Soap Box Derby - June 2020

Security Notice: This email originated outside the City of Dover mail system. Please use caution with hyperlinks or attachments.

Hello Sgt. Speidel,

Please cancel the June 7 date for the NH Soap Box Derby local race. I will be submitting a new block party permit form for the June 28 date.

Regards,
Richard Behan
NH Soap Box Derby - Race Director
118 Grove Street
Dover NH 03820
603-953-3086

From: Marn Speidel <M.Speidel@dover.nh.gov>
Date: Friday, April 17, 2020 at 10:00 AM
To: "rabehan54@hotmail.com" <rabehan54@hotmail.com>
Subject: RE: NH Soap Box Derby - June 2020

Greetings Mr. Behan,

Our calendar for Sunday June 28 is presently clear and available. As with other events this year, a date change does require a new block party permit from the Council. We only need about 30 days lead time, so NHSBD can wait until the end of May for a decision and resubmittal for June 28. Once you decide what to do with the June 7 date, just let me know.

Regards, Marn Speidel

From: Richard Behan [mailto:rabehan54@hotmail.com]
Sent: Friday, April 17, 2020 9:52 AM
To: Speidel, Marn <M.Speidel@dover.nh.gov>
Subject: Re: NH Soap Box Derby - June 2020

Security Notice: This email originated outside the City of Dover mail system. Please use caution with hyperlinks or attachments.

Hello Sgt. Speidel,

Due to COVID-19 considerations, the NH Soap Box Derby is considering the possibility of changing the date of our local race from the scheduled June 7 date to later in the month of June. There is also the possibility of cancelling the race entirely depending on local, state, or national events. Could you please let me know if Sunday June 28 would be available for the NH Soap Box Derby to run our local race on Broadway in Dover?

Regards,
Richard Behan
NH Soap Box Derby - Race Director
118 Grove Street
Dover NH 03820
603-953-3086

From: Marn Speidel <M.Speidel@doover.nh.gov>
Date: Wednesday, October 30, 2019 at 4:04 PM
To: "rabeahan54@hotmail.com" <rabeahan54@hotmail.com>
Subject: RE: NH Soap Box Derby - June 2020

Mr. Behan,

From what I see so far in our calendar, the only other potential conflict that day is a 5K road race starting and ending in the Henry Law Park area. The course will not be a direct conflict with your event location, and I believe we have enough traffic equipment and parking restriction signs in our inventory to handle both events at the same time.

The link to the appropriate application form is here:

<https://www.dover.nh.gov/Assets/government/city-operations/1form/finance/city-clerk-tax-collection/Application%20raffle.pdf>

This should be checked off as a "Block Party" and returned either to my attention at Dover PD 46 Chestnut Street, or to the City Clerk's office at City Hall 288 Central Avenue.

Regards,
Marn Speidel

Sgt. Marn E. Speidel
Traffic Bureau
Dover Police Department
46 Chestnut Street
Dover, NH 03820
(603) 742-4646
E-mail: m.speidel@doover.nh.gov

From: Richard Behan [<mailto:rabeahan54@hotmail.com>]
Sent: Wednesday, October 30, 2019 11:08 AM
To: Speidel, Marn <M.Speidel@doover.nh.gov>
Subject: NH Soap Box Derby - June 2020

Hello Sgt. Speidel,

The New Hampshire Soap Box Derby organization will be holding our 77th annual state championship race in 2020. We ran our 2019 race in Nashua NH due to All American Soap Box Derby considerations. For our 2020 race the NHSBD board voted to return our race to the Broadway location in Dover that we first used in 2013. We are considering the date of Sunday June 7 for our 2020 race. Could you please let us know if you are aware of any events or circumstances which would prevent that date from being chosen for our race. Could you also please forward to me the appropriate form to request our use of Broadway for our event.

As what was done for prior years we would be happy to assist Dover Police by distributing mail flyers to the affected area residences before our event.

Thank you again for your assistance in working to continue this long standing event.

Regards,
Richard Behan
NH Soap Box Derby - Race Director
118 Grove Street
Dover NH 03820
603-953-3086

Please consider conserving our natural resources before printing this e-mail and/or any attachments.

This electronic message and any attachments may contain information that is confidential and/or legally privileged in accordance with NH RSA 91-A and other applicable laws or regulations. It is intended only for the use of the person and/or entity identified as recipient(s) in the message. If you are not an intended recipient of this message, please notify the sender immediately and delete the material. Do not print, deliver, distribute or copy this message, and do not disclose its contents or take any action in reliance on the information it contains unless authorized to do so. Thank you.

Please consider conserving our natural resources before printing this e-mail and/or any attachments.

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PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

RAFFLE* _____, TAG* _____, BLOCK PARTY** ☒ _____,

Fill In Completely and Return To City Clerk -- **PLEASE NO LATER THAN 30 DAYS PRIOR TO EVENT**

Organization Name: SEACOAST GROWERS ASSOCIATION

Federal Tax ID number for Organization: 02-0414053

Check (☒) Nature of Organization:

Religious __, Educational __, Charitable __, Civic __, Sports __, Veterans __, Fraternal or Political __, Other ☒
(Describe) NON PROFIT

Contact Person: COLE GOVE Day Time Telephone: 207 252 0385

Address: PO BOX 4401 Portsmouth, NH03801 Email MarketManager@SeacoastGrowers.org

Purpose of Permit: 30 min. parking for farmers market in the section of 6th street & Central ave adjacent to Chamber.

Date of Event: Wednesdays from 6/3 - 10/7 Specific Time: Noon to 7pm

Location of Event: Greater Dover Chamber Of Commerce, 550 Central Ave, Dover, NH 03820

*****RAFFLE / TAG PERMITS*****

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

* NOTICE TO RAFFLE AND TAG PERMIT APPLICANTS: Please be advised the City will verify that your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney General's Office prior to the acceptance of your application. The police department may contact you to obtain additional information. Please provide a way for us to contact you during the day so the request can expedited. Information on these requirements may be found at

<http://www.doj.nh.gov/charitable-trusts/faq.htm>

*****BLOCK PARTY PERMITS*****

**NOTICE TO BLOCK PARTY APPLICANTS: STREET CLOSURES, TRAFFIC DETOURS, AND/OR PARKING RESTRICTIONS MUST BE ARRANGED WITH THE POLICE DEPARTMENT

Block Party Location (attach map if more than one street is affected): 6th & Central around 550 Central Ave

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Marn Speidel, Traffic Bureau

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT. I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A , RSA 31:91 and/or RSA 286 and I agree to abide by the same.

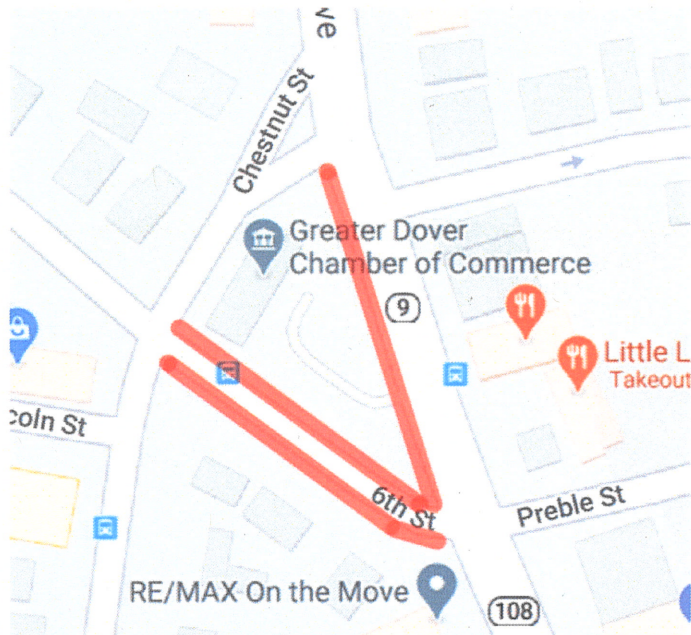
SIGNATURE OF APPLICANT:  DATE: 4/8/2020
(duly authorized)

PRINTED NAME: M. Cole Gove

Licensing Board Approval  Date: 4/20/2020

1/2015

<http://www.dover.nh.gov/Assets/government/city-operations/1form/finance/city-clerk-tax-collection/Application%20raffle.pdf>



Speidel, Marn

From: Market Manager [mailto:marketmanager@seacoastgrowers.org]

Sent: Friday, April 17, 2020 5:56 PM

To: Speidel, Marn <M.Speidel@dover.nh.gov>; Jessica Romano <omniflorafarmllc@gmail.com>

Subject: Re: SGA Farmers Market - Chamber of Commerce

Security Notice: This email originated outside the City of Dover mail system. Please use caution with hyperlinks or attachments.

Greetings Sgt. Marn Speidel,

Thank you for your email. I have included the SGA Board of Directors Chair Jess Romano in my reply. Please feel free to share with us updates as they develop.

Respectfully,

Cole Gove
Market Manager
[Seacoast Growers](#)

On Wed, Apr 15, 2020 at 9:54 AM Speidel, Marn <M.Speidel@dover.nh.gov> wrote:

Greetings Cole,

The City has received and will process your Block Party permit application for the Wednesday Farmer's Market events between June 3, 2020 and October 7, 2020.

Before the Licensing Board will approve your application to move forward for the City Council's review, please acknowledge by reply that the issuance of this permit will be conditioned upon future changes to the current restrictions on public gatherings in response to the COVID-19 pandemic. The City will work closely with you to follow guidance from the CDC with respect to public gatherings, which may delay the authorized start dates of your market.

Thank you for your consideration.

Regards, Marn Speidel

Sgt. Marn Speidel

Dover Police Department

46 Chestnut Street

Dover, NH 03820

(603) 742-4646



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2020.05.13 – 066**

Resolution Re: B11001 Wright-Pierce Additional Scope of Work

WHEREAS: A sealed (RFQ) Request for Qualifications B11001 was issued and received for Professional Engineering Services for the Waste Water Treatment Facilities Plan on August 23, 2010 at 2:00 PM; and

WHEREAS: Wright-Pierce was awarded design of equipment upgrades and plant processes via resolution [R-2012.07.25-96](#). City Council has approved various change orders throughout the years as additional scopes were submitted using available funds; and

WHEREAS: The City has received an additional scope of service for the River Street Pump Station Upgrade Conceptual Design (Task 1), a bid package for Henry Law Avenue Sewer Investigate and Cleaning (Task 2), and a bid package for Replacement of Pump Rotating Assembly (Task 3) in the total amount of \$68,800.00.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Wright-Pierce of Portsmouth, NH for services in the amount not to exceed \$68,800.00. 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
5320.1.300.43250.4757.04572.20.	Sewer - Pump Station Upgrade	1,000,000.00	1,000,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk

DOCUMENT HISTORY:

Document Created by: Purchasing
Document Posted on: May 7, 2020

R-2020.05.13 B11001 Wright-Pierce Additional Scope of Work.doc
Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2020.05.13 – 066**

Resolution Re: B11001 Wright-Pierce Additional Scope of Work

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2020.05.13 – 066**

Resolution Re: B11001 Wright-Pierce Additional Scope of Work

RESOLUTION BACKGROUND MATERIAL:

River Street Pump Station Upgrade Conceptual Design (Task 1). The River Street Pump Station is approaching 30 years old and a substantial amount of the existing building, control, and electrical systems are original to the station. As part of the City's ongoing efforts to maintain and upgrade existing infrastructure to ensure the reliable operations for the City's users, the City would like to begin planning for upgrades to the station. The River Street Pump Station and associated force main are critical components of the City's wastewater infrastructure as over 80% of the City's wastewater is conveyed through the station and force main. In order to better define the specific needs at the pump station, surge tanks, and force main, Wright-Pierce will complete a conceptual design memorandum for these items.

Bid Package for Henry Law Avenue Sewer Investigate and Cleaning (Task 2) will include the development of a bid package for cleaning and video inspection of the Henry Law Avenue sewer and evaluation of the video inspection by Wright-Pierce. Wright-Pierce will also conduct a review of the as-built design parameters of the sewer to assess if the design contributes to excessive grit deposition.

Bid Package for Replacement of Pump Rotating Assembly (Task 3) will include the development of a bid package for the removal and replacement of the rotating assembly on one of the two 150 HP pumps. Package to include a specification package describing the removal and factory rebuild of the rotating assembly and installation of the City's spare assembly, shimming and laser alignment of rotating assembly, and vibration testing upon completion of the installation.

Task	Description	Estimated Hours	Estimated Fee
1	River Street Pump Station Conceptual Design	341	\$62,800
2	Henry Law Avenue Sewer Cleaning Bid Package	30	\$3,500
3	Replacement Rotation Assembly Bid Package	20	\$2,500
	Total	391	\$68,800

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	117	Number of Responses:	8
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	As needed
Recommended Award to:	Wright Pierce	Fund:	5320 Sewer Fund
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval

B11001 Bid Documents and Vendor List



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2020.05.13 – 067**
Resolution Re: B11001 Authorization to Direct Purchase Equipment for
Catch Basin and Wet Well Cleanings Treatment Facility

WHEREAS: A sealed (RFQ) Request for Qualifications B11001 was issued and received for Professional Engineering Services for the Waste Water Treatment Facilities Plan on August 23, 2010 at 2:00 PM; and

WHEREAS: Wright Pierce was awarded Phase I design of equipment upgrades and plant processes phase via resolution [R-2012.07.25-96](#) in the amount of \$496,500.00, as well as three subsequent additional scopes of work as outlined in the background section of this resolution; and

WHEREAS: Wright Pierce is in the process of creating bidding documents for the Catch Basin and Wet Well Cleanings Treatment Facility and requested pricing for three dewatering Roll-Off Containers and received two quotes. The offer received from Park Process is in the amount of \$101,305.00 and from Flow Trend Systems, Inc is in the amount of \$133,525.00. The New Hampshire Department of Environmental Services has reviewed the proposals and has issued approval to award direct purchase to Park Process.

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 Park Process of Huston, TX in the amount of \$101,305.00 for three dewatering roll-off containers. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5320.1.300.433250.4715.04579.20	Sewer-Catch Basin Spoils	1,750,000.00	1,411,026.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2020.05.13 – 067**
Resolution Re: B11001 Authorization to Direct Purchase Equipment for
Catch Basin and Wet Well Cleanings Treatment Facility

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2020.05.13 – 067**
Resolution Re: B11001 Authorization to Direct Purchase Equipment for Catch Basin and Wet Well Cleanings Treatment Facility

RESOLUTION BACKGROUND MATERIAL:

Wright Pierce Engineers completed a Comprehensive Wastewater Treatment Facilities Plan for the City in March 2012. The plan was necessary because the Wastewater Facility went on line in June of 1991, and although the facility has been maintained extremely well, many of the operating components of the facility are in need of an upgrade.

In 2012 the City entered into an agreement with Wright Pierce Engineers for Phase for engineering design services for equipment upgrades and plant processes to meet new NHDES parameters. Wright Pierce was awarded Phase I design of equipment upgrades and plant processes phase via resolution [R-2012.07.25-96](#) in the amount of \$496,500.00.

The City received very favorable pricing for the construction of the Phase I upgrades, thereby allowing the City to continue the design services for upgrades needed and identified in the City's Waste Water Facility Plan. City Council approved change order #1 for additional design services in the amount of \$110,600.00 via resolution [R-2014.04.09-024](#).

Change order # 2 adding \$9,925.00 for conceptual design services of the wet well/catch basin work was accepted in March 2016 and change order #3 in the amount of \$256,800.00 for (IPP) Industrial Pretreatment Program study and catch basin screening facility design services was approved by NHDES and city council via [R-2017.04.12-033](#).

Purchasing Information:

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

[B11001 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2020.05.13 – 068**

Resolution Re: Emergency Engine Rebuild to Fire Engine 7

WHEREAS: In February 2020, the engine of Dover's Fire Engine 7 suffered internal mechanical damage putting the emergency firefighting apparatus out of service. The firefighting apparatus is approximately twelve years old with an expected useful life span of twenty-five years. Due to the age of the apparatus, as well as the hours of use on the engine, a warranty is not available to cover the cost of the rebuild. As all firefighting apparatuses are well-maintained and diesel motors are typically reliable for the life of the vehicle, this rebuild was not to be expected; and

WHEREAS: It is necessary to have the firefighting apparatus in service, Cummins Northeast, Inc. of Scarborough, ME provided an estimate to complete the engine rebuild of Engine 7 in the amount of \$28,704.63, and upon issuance of a purchase order will promptly begin work to rebuild the engine; and

WHEREAS: The estimate of the engine rebuild is \$28,704.63 and over the \$25,000.00 threshold thereby requiring council approval.

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

3-37-A Emergency Purchases: The City Manager may waive the competitive bidding procedures where there exists an emergency as determined by the City Manager.

The Purchasing Agent is hereby authorized to issue a Purchase Order to Cummins Northeast, Inc. for the emergency rebuild of the diesel motor of Engine 7 in the amount of \$28,704.63. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.190.41991.4840.00000.00	Misc Gen Govt - Contingency	\$284,298.00	\$272,089.26

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2020.05.13 – 068**

Resolution Re: Emergency Engine Rebuild to Fire Engine 7

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2020.05.13 – 068**

Resolution Re: Emergency Engine Rebuild to Fire Engine 7

RESOLUTION BACKGROUND MATERIAL:

In February 2020, one of Dover's emergency firefighting apparatuses (Engine 7) suffered internal mechanical damage putting the vehicle out of service. The firefighting apparatus manufacturer has provided an estimate for the work and upon issuance of a purchase order will promptly begin work to rebuild the engine.

The firefighting apparatus (Engine 7) is approximately twelve years old with an expected useful life span of twenty-five years. Due to the age of the apparatus, as well as the hours of use on the engine, a warranty is not available to cover the cost of the rebuild. As all Dover's firefighting apparatuses are well-maintained and diesel motors are typically reliable for the life of the vehicle, this rebuild was not to be expected.

Bid Information:

3-37-A Emergency Purchases: The City Manager may waive the competitive bidding procedures where there exists an emergency as determined by the City Manager.

Purchasing Information:

Type:	Purchase Order	Advertised:	NA
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	NA	Contract:	N/A
Prices will hold for:	Until completed	Estimated Delivery:	2020
Recommended Award to:	Cummins Northeast, Inc.	Fund:	Contingency
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase amount exceeds the \$25,000 amount requiring Council approval



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2020.05.13 – 069**

Resolution Re: **Establishment of the Mary C. Murphy Trust Fund for Vocational Education**

WHEREAS: On November 19, 2019 the City received notification, from the Trustee of the Mary C. Murphy Revocable Trust, that the City of Dover, Dover High School was named as a beneficiary of trust; and

WHEREAS: In order for the City of Dover to receive the sum of \$57,000.00, a permanent trust fund to be known as the Mary C. Murphy Trust Fund for Vocational Education, needs to be established and said fund to be managed by the Dover Board of Trustees of Trust Funds; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The City of Dover hereby establishes the Mary C. Murphy Trust Fund for Vocational Education, for the purpose of funding vocational education with a preference for use in the Business Department of Dover High School. The fund is established as a non-expendable trust fund, which allows for income in the trust to be disbursed for the purpose of the Trust. The City of Dover Board of Trustees of Trust Funds will be trustees of these funds.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2020.05.13 – 069**
Resolution Re: **Establishment of the Mary C. Murphy Trust Fund for Vocational Education**

DOCUMENT HISTORY:

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

DOCUMENT ACTION:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2020.05.13 – 069**

Resolution Re: **Establishment of the Mary C. Murphy Trust Fund for Vocational Education**

RESOLUTION BACKGROUND MATERIAL:

The establishment of this trust fund is per the request of the Mary C. Murphy Revocable Trust – 2008. In Ms. Murphy's Trust she had identified the City of Dover, Dover High School to be recipient of \$57,000, provided the city created a non-expendable trust fund for these funds.

For about 40 years Mary C. Murphy was a business education teacher at Dover High School. She lived to almost the age of 100 years.

Any investment income generated by the Trust will be dispersed for the purpose of providing funding for vocational education with a preference for use in the Business Department of Dover High School.

All funds of the trust will be managed and reported on by the Trustees of Trust Funds in accordance with State law



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2020.05.13 – 070**

Resolution Re: Authorization to Obtain Mandatory Injunction Pursuant to
RSA 236:128, I Against Owners of 105 Middle Road

WHEREAS: Investigation by City Staff have indicated the presence of an unlawful, unlicensed, and unapproved “junk yard” and likely “machinery junk yard” within the meaning of RSA 236:112 at property located at 105 Middle Road in Dover; and

WHEREAS: RSA 236:119 declares any violation of the statutory approval and licensing requirements (contained in RSA 236:114) to be a nuisance; and

WHEREAS: RSA 236:128 authorizes a governing body or its appointee to enforce the statutory requirements by initiating legal proceedings and obtaining a mandatory injunction;

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

Pursuant to RSA 236:128, the City Attorney is hereby authorized to initiate legal proceedings with respect to 105 Middle Road and pursue injunctive and other relief to address any “junk yard” or “machinery junk yard” and end any violations of RSA Chapter 236.

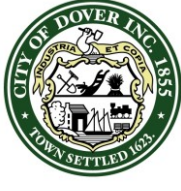
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.7. Resolution Number: R – 2020.05.13 – 070 Resolution Re: Authorization to Obtain Mandatory Injunction Pursuant to RSA 236:128, I Against Owners of 105 Middle Road
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DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

Excerpts of the relevant statutes are provided below:

RSA 236:112 Definitions. –

For the purposes of this subdivision:

I. "Junk yard" means a place used for storing and keeping, or storing and selling, trading, or otherwise transferring old or scrap copper, brass, rope, rags, batteries, paper, trash, rubber debris, waste, or junked, dismantled, or wrecked motor vehicles, or parts thereof, iron, steel, or other old or scrap ferrous or nonferrous material. As used in this subdivision, the term includes, but is not limited to, the following types of junk yards:

- (a) Automotive recycling yards, meaning a motor vehicle junk yard, as identified in subparagraph (c), the primary purpose of which is to salvage multiple motor vehicle parts and materials for recycling or reuse;
- (b) Machinery junk yards, as defined in paragraph III; and

Document Created by: Legal Document Posted on: May 7, 2020	R-2020.05.13 Authorization to Obtain Mandatory Injunction Pursuant to RSA 236:128, I Against Owners of 105 Middle Road Page 2 of 3
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2020.05.13 – 070**

Resolution Re: Authorization to Obtain Mandatory Injunction Pursuant to
RSA 236:128, I Against Owners of 105 Middle Road

(c) Motor vehicle junk yards, meaning any place, not including the principal place of business of any motor vehicle dealer registered with the director of motor vehicles under RSA 261:104 and controlled under RSA 236:126, where the following are stored or deposited in a quantity equal in bulk to 2 or more motor vehicles:

(1) Motor vehicles which are no longer intended or in condition for legal use according to their original purpose including motor vehicles purchased for the purpose of dismantling the vehicles for parts or for use of the metal for scrap; and/or

(2) Used parts of motor vehicles or old iron, metal, glass, paper, cordage, or other waste or discarded or secondhand material which has been a part, or intended to be a part, of any motor vehicle.

II. "Local governing body" means the mayor and board of aldermen or the council of a city, the selectmen of a town, or the commissioners of a village district.

III. "Machinery junk yard" means any yard or field used as a place of storage in which there is displayed to the public view, junk machinery or scrap metal that occupies an area of 500 square feet.

RSA 236:114 Requirement for Operation or Maintenance. – A person shall not operate, establish, or maintain a junk yard or machinery junk yard until he (1) has obtained a license to operate a junk yard business and (2) has obtained a certificate of approval for the location of the junk yard.

236:119 Nuisance. – Any junk yard or machinery junk yard located or maintained in violation of the provisions of this subdivision is hereby declared a nuisance, and the same may be abated on complaint of any prosecuting officer as provided in RSA 236:128.

236:128 Local Enforcement; Injunction; Civil Penalties. –The governing body, elected or appointed officers or other appointed agents of a town, city, or unincorporated place, or a private person pursuant to RSA 236:129 may initiate proceedings for the enforcement of the provisions of this subdivision. In addition to the criminal penalty in RSA 236:127, enforcement may be by the following:

I. The local governing body may obtain a mandatory injunction to end the violation.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2020.05.13 – 071**

Resolution Re: Approval for Lot Line Restoration of 7 Fairview Avenue

- WHEREAS: RSA 674:39-aa allows property owners whose property has been involuntarily merged by a municipality prior to September 18, 2010 to apply to the City Council to unmerge the lots, provided certain statutory criteria have been met;
- WHEREAS: Ryan M. Long is the owner of property at 7 Fairview Avenue, Dover (Assessor's Map 25, Lot 16), which existed as five (5) lots (lots 36, 37, 38, 39 & 40 on the historical plan from 1909) and were later merged into one lot prior to September 18, 2010;
- WHEREAS: On April 2, 2020, Mr. Long applied to restore the five (5) original lots into three (3) lots;
- WHEREAS: The applicant has acknowledged that three of the original lots—lots 36, 37, and 38—have been voluntarily merged and should remain as a single lot, but the applicant originally seemed to request restoring the original lot lines for lots 39 and 40;
- WHEREAS: After discussions with City staff, the applicant has since revised his application and requested restoration of lots 39 and 40 as a single lot, such that Lots 36, 37 and 38 would comprise one lot and lots 39 and 40 would comprise a second lot;

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

Pursuant to RSA 674:39-aa, the revised lot restoration application of Ryan M. Long is approved and the former lot lines of the property owned by Ryan M. Long located at 7 Fairview Avenue, Dover (Assessor's Map 25, Lot 16) are hereby restored to two lots—(1) the first lot comprising lots 36, 37, and 38; and (2) a second lot comprising lots 39 and 40, aforesaid lot numbers as described in the application materials, historical plan, and deed submitted by the applicant, as well as the updated Lot Restoration Plan prepared by Tritech Engineering (signed May 7, 2020).

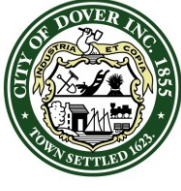
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.8.	
Resolution Number: R – 2020.05.13 – 071 Resolution Re: Approval for Lot Line Restoration of 7 Fairview Avenue		

DOCUMENT HISTORY:

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

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See (1) application submitted by owner and related materials, and (2) updated survey plan. Included within the application materials is a historical map from 1909 showing the five original lots (36, 37, 38, 39, and 40). The application attached a current survey prepared by Trittech Engineering, which has since been updated to reflect the amended request (i.e., to restore lots 39 and 40 as a single lot). City staff researched the property and found insufficient evidence of voluntary merger as to the proposed restoration of lots 39 and 40 as a single lot.

By way of background, RSA 674:39-aa allows property owners whose property has been involuntarily merged by a municipality to apply to the City Council to unmerge the lots. A copy of the statute appears below:

I. In this section:

- (a) "Involuntary merger" and "involuntarily merged" mean lots merged by municipal action for zoning, assessing, or taxation purposes without the consent of the owner.

- (b) "Owner" means the person or entity that holds legal title to the lots in question, even if such person or entity did not hold legal title at the time of the involuntary merger.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2020.05.13 – 071**

Resolution Re: Approval for Lot Line Restoration of 7 Fairview Avenue

(c) "Voluntary merger" and "voluntarily merged" mean a merger under RSA 674:39-a, or any overt action or conduct that indicates an owner regarded said lots as merged such as, but not limited to, abandoning a lot line.

II. Lots or parcels that were involuntarily merged prior to September 18, 2010 by a city, town, county, village district, or any other municipality, shall at the request of the owner, be restored to their premerger status and all zoning and tax maps shall be updated to identify the premerger boundaries of said lots or parcels as recorded at the appropriate registry of deeds, provided:

(a) The request is submitted to the governing body prior to December 31, 2021.

(b) No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners shall be estopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.

III. All decisions of the governing body may be appealed in accordance with the provisions of RSA 676.

...

V. The restoration of the lots to their premerger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

...

RSA 673:39-aa.



City of Dover, New Hampshire APPLICATION FOR LOT RESTORATION

[Revision Date: July 27, 2017]

Office Use Only

Date Received _____

In accordance with RSA 674:39 aa, lots or parcels that were involuntarily merged by municipal action for zoning, assessing, or taxation purposes prior to September 18, 2010 shall be restored to their premerger status provided that request is submitted to the City Council prior to December 31, 2021 and no owner in the chain of title voluntarily merged his or her lots.

APPLICANT AND OWNER INFORMATION

Name of Applicant: Ryan M. Long Telephone # (603) 714-4649
Address of Applicant: 7 Fairview Avenue E-Mail Address rmlong76@gmail.com
Name of Property Owner (if different from applicant): same Telephone # _____
Address of Property Owner: _____ E-Mail Address _____

PROPERTY INFORMATION

Assessor's Map # 25 Lot # 16 Zoning District(s) R-12

Please provide:

- A Copy of the deed for the parcel(s)/lot(s)
- A Copy of any recorded plans or surveys which may depict the premerger configuration of any lots.
- If any part of the existing map/lot is improved by a structure, the applicant must provide a signed & stamped as-built survey which reflects the location of the structure.
- If the applicant is someone other than the property owner, a letter from the property owner authorizing the applicant to submit this application and make the request to restore the property owner's lot(s) to pre-merger status.

REQUEST CERTIFICATION

I/we hereby verify by signing this application that I/We understand that the restoration of the lots to their premerger status shall not cure any non-conformity with existing land use ordinances. It is further understood that the above described lots shall no longer be assessed as one lot for property tax evaluation purposes.

Signature of Property Owner: *Ryan M. Long* Date: 4.2.20

Signature of Applicant (if different from owner): _____ Date: _____

=====

(For Office Use Only)

In accordance with RSA 674:39 aa, we have found no evidence of voluntary lot merger.

Tax Assessor *Don Ziegler* Date 4/21/20

Zoning Administrator *Ellen Pichot* Date 4/16/20

TRITECH

ENGINEERING CORPORATION

755 CENTRAL AVENUE
DOVER, NEW HAMPSHIRE 03820

TELEPHONE 603.742.8107
FACSIMILE 603.742.3830

April 7, 2020

Christopher G. Parker, AICP
Assistant City Manager
City of Dover, Planning Department
288 Central Avenue
Dover, New Hampshire 03820

Subject: Lot Restoration
Ryan Long
7 Fairview Avenue
Dover Tax Map 25 Lot
16 Dover, New
Hampshire Job No.
19111

Dear Christopher:

The property identified as City of Dover Tax Map 25 Lot 16 is owned by Ryan Long (see attached Warranty Deed). On behalf of Mr. Long we are submitting this Application for Lot Restoration. Said property is also identified as lot 36, 37, 38, 39, & 40 as shown on the enclosed plan entitled "Atlantic Heights, Dover, NH owned by Mayrand Land Co., C.A. Thayer, Engr." dated August 1909 and recorded at the Strafford County Registry of Deeds as Plan Pocket 8, Folder 2, Plan 13.

We believe that lots 36, 37 and 38 were voluntarily merged due to the construction of the existing house and the associated improvements. We also believe that lots 39 and 40 were involuntarily merged by municipal action prior to September 18, 2010 and should be restored to their premerger status in accordance with NHRSA674:39 aa.

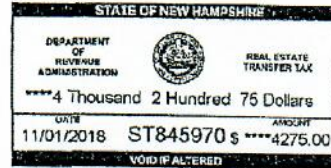
The enclosed plan entitled "Lot Restoration Plan, Ryan Long, 7 Fairview Avenue, Dover, NH" dated August 8, 2019 depicts Mr. Long's property with said lots restored, as requested.

Should the City concur with this lot restoration request, Mr. Long intends to file Lot Merger Requests for lots 39 and 40. The end result would be: lots 36, 37, and 38 making up a lot containing the existing house and garage, and lots 39 and 40 would make up a building lot

Enclosed please find the supporting documentation:

- Full size copy of the Lot Restoration Plan,
- Application for Lot Restoration,
- Plan of Lots, Atlantic Heights, Dover, NH. Owned by Mayrand Land Co., C.A. Thayer Engr.
Dated August 1909
- The current warranty deed to Ryan Long

Return to:
Ryan M. Long
7 Fairview Ave
Dover, NH 03820



WARRANTY DEED

KNOW ALL PERSONS BY THESE PRESENTS: That **KATHLEEN E. WATKINS** and **JEFFERY P. SHERMAN**, husband and wife, of 7 Fairview Avenue, Dover, NH 03820 and for consideration paid grant to **RYAN M. LONG**, of 22 Hemlock Forest, Dover, NH 03820, with WARRANTY COVENANTS:

Five certain tracts or land, with the buildings thereon, situate in Dover, Strafford County, New Hampshire, being Lots No. 36, 37, 38, 39 and 40, on a plan entitled "Atlantic Heights, Dover, N.H. owned by Maynard Land Co., C.F.C.", made by C.A. Thayer, C.E. dated August 1909, and recorded in the Strafford County Registry of Deeds as Plan No. 13, Pocket No. 8, Folder No. 2, to which plan reference may be made for a more particular description.

Subject to easements, restrictions and rights of record.

MEANING AND INTENDING to describe and convey the same premises conveyed to Kathleen E. Watkins and Jeffery P. Sherman by virtue of a deed of Kevin R. Boyle and Tracy J. Boyle dated July 28, 2006 and recorded in the Strafford County Registry of Deeds at Book 3410, Page 899.

The grantors hereby release all rights of homestead in the above described premises.

Executed this 27th day of October, 2018.

X Kathleen E. Watkins
Kathleen E. Watkins

X Jeffery P. Sherman
Jeffery P. Sherman

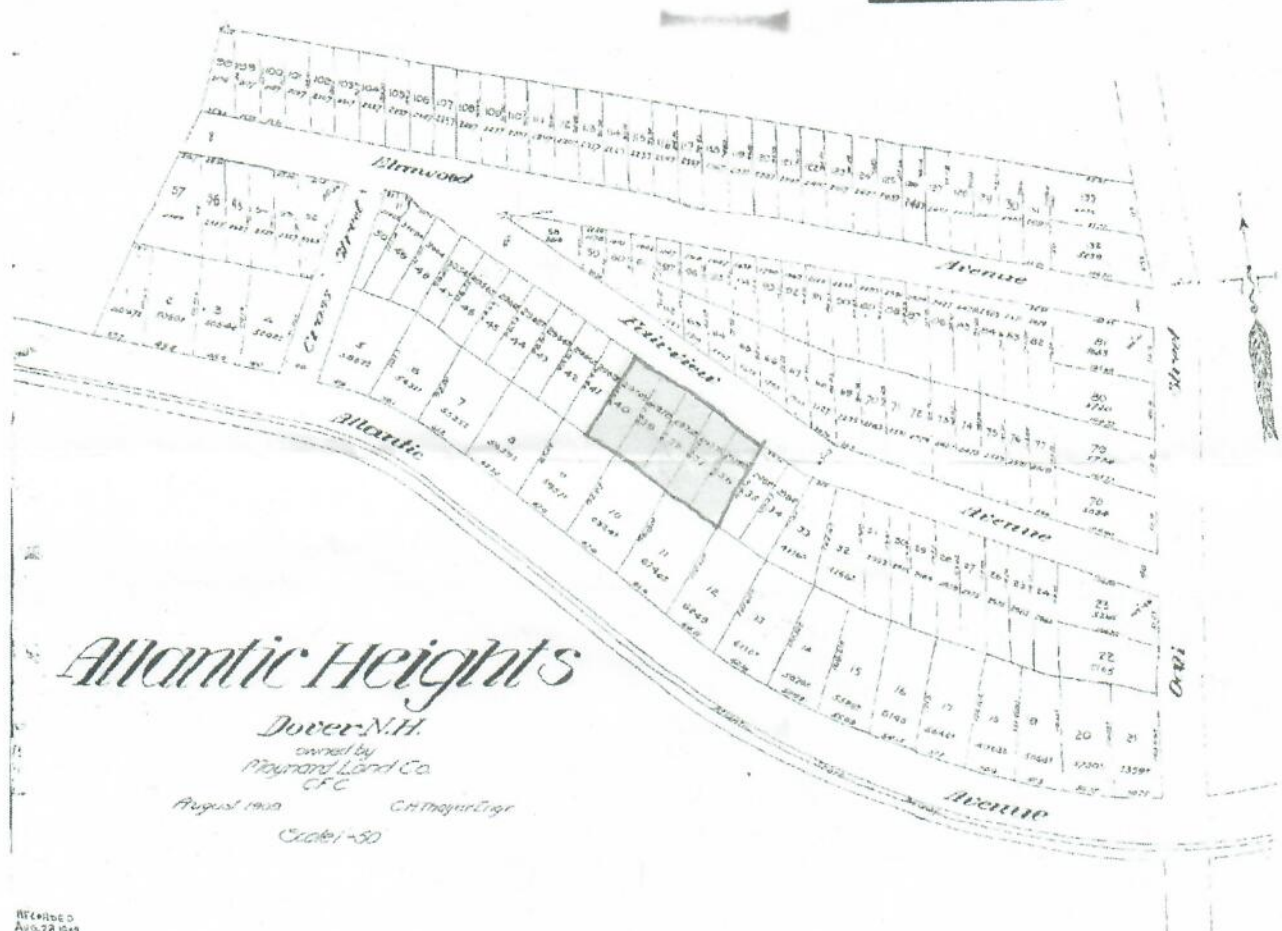
STATE OF California
COUNTY OF Santa Cruz

On this 27th day of October, 2018, personally appeared before me the said Kathleen E. Watkins and Jeffery P. Sherman and acknowledged the foregoing to be their voluntary act and deed.



RE: 2018-18060

[Signature]
Notary Public/Justice of the Peace
Commission expiration: April 28, 2021



Atlantic Heights

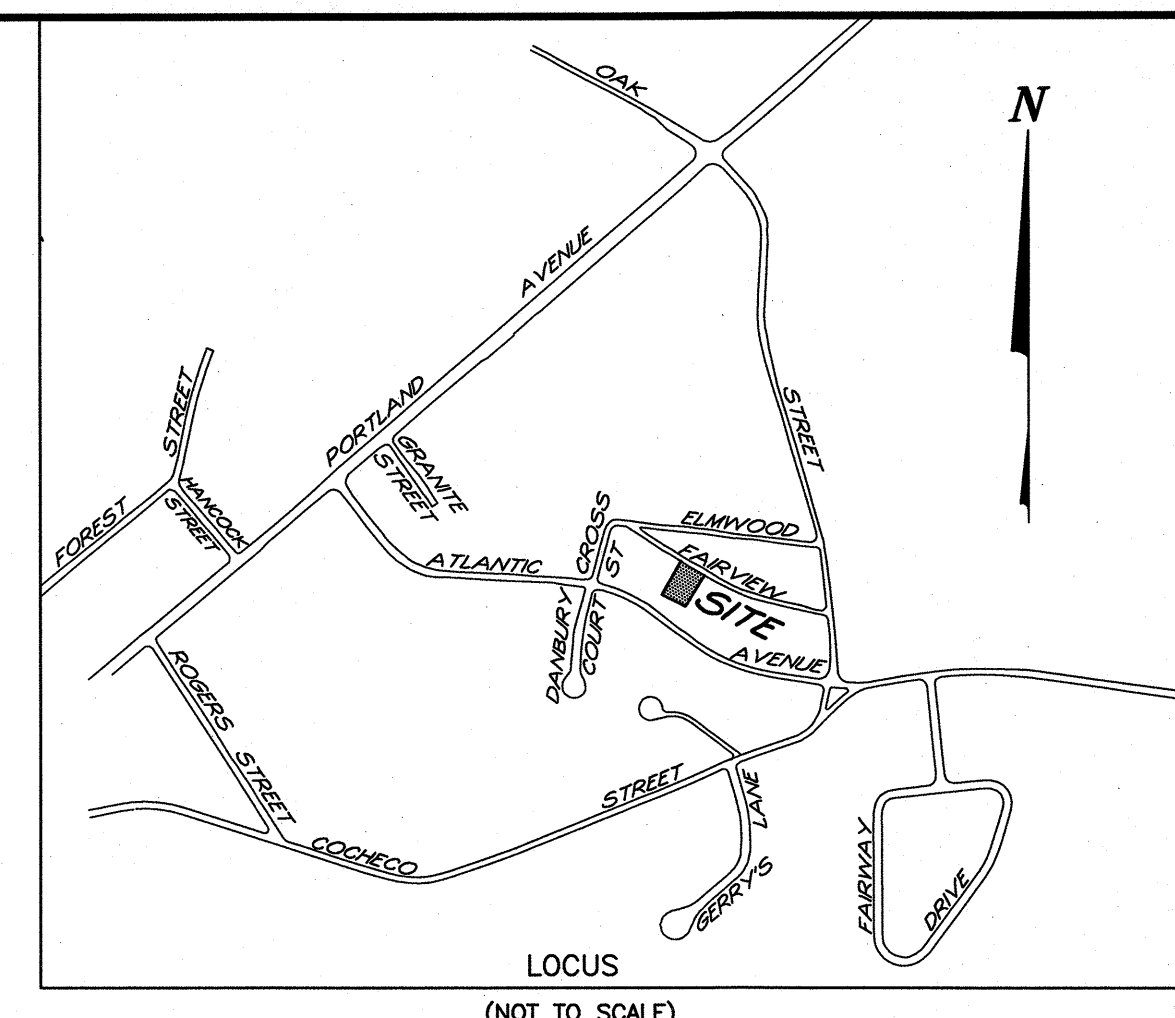
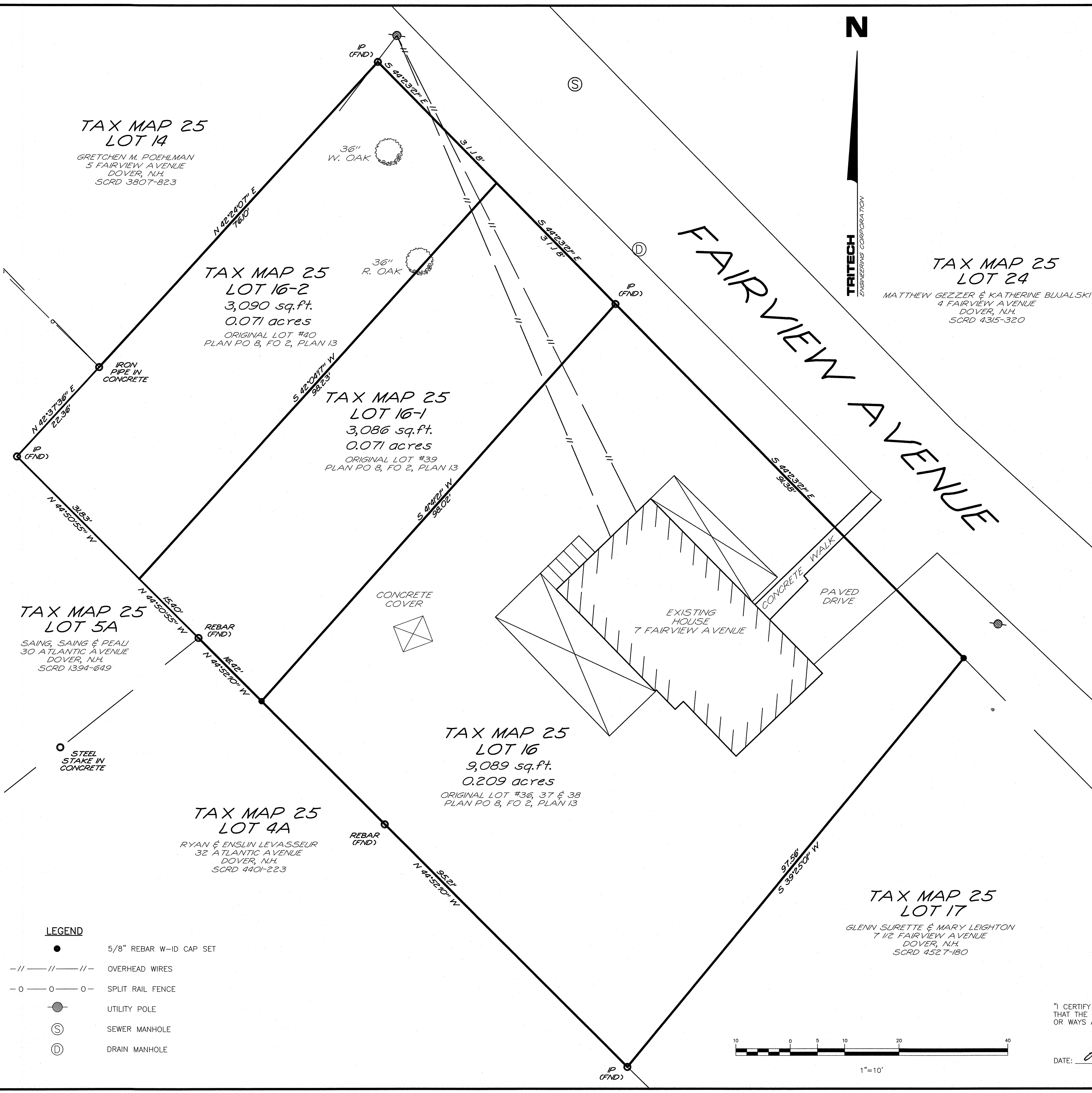
Dover, N.H.

owned by
Maynard Land Co.
of C.

August 1900 C.H. Maynard, Jr.

Scale 1" = 50'

Reference
Aug. 22, 1900
J.B. 357962716



- NOTES**
- INTENT: TO SHOW THE PROPOSED LOT RESTORATION OF MAP 25 LOT 16. RESTORING IT TO THE ORIGINAL LOTS #36, #37 & #38 (COMBINED), #39 & #40 FROM THE ORIGINAL SUBDIVISION PLAN, RECORDED IN THE SCRD POCKET 8, FOLDER 2, PLAN #13. SEE RSA 674:39 aa.
 - CURRENT OWNER: RYAN M. LONG
7 FAIRVIEW AVENUE
DOVER, NEW HAMPSHIRE
 - TOTAL PARCEL AREA: MAP 25 LOT 16: 15,265 SQ.FT. - 0.350 ACRES
 - TAX MAP 25 LOT 16
 - CURRENT DEED: BOOK 4613 PAGE 268
 - SUBJECT PARCELS ARE LOCATED IN THE CITY OF DOVER, COUNTY OF STRAFFORD AND THE STATE OF NEW HAMPSHIRE.
 - PROJECT PLAN REFERENCE: ATLANTIC HEIGHTS
DOVER, N.H.
OWNED BY
MAYRAND LAND CO.
C.A. THAYER, ENGR.
AUGUST 1909 SCRD PO #8 FO #2 PLAN #13

PLAN OF LOTS
LUDGER G. LABBE
DOVER, NEW HAMPSHIRE
G.L. DAVIS & ASSOCIATES
OCT. 1966 SCRD BOOK 819 PAGE 360

BOUNDARY PLAN
WOLCOTT HOLDINGS, INC.
28 ATLANTIC AVENUE
DOVER, NEW HAMPSHIRE
TRITECH ENGINEERING CORPORATION
JUNE 25, 2015
 - ZONING: R-12
MIN. LOT SIZE: 12,000 SQ.FT.
MIN. FRONTAGE: 100 FT
MIN. SETBACKS:
FRONT: 30 FT
SIDE: 15 FT
REAR: 15 FT
 - THE RAW UNADJUSTED CLOSURE OF OUR RANDOM POINT TRAVERSE WAS 1 PART IN 64,000, AND WAS ACCOMPLISHED USING A LEICA 703 TOTAL STATION, DURING THE MONTH OF JUNE, 2015.
 - BASIS OF BEARING: DETERMINED MAGNETICALLY IN JUNE, 2015.

- LEGEND**
- 5/8" REBAR W-ID CAP SET
 - OVERHEAD WIRES
 - SPLIT RAIL FENCE
 - UTILITY POLE
 - SEWER MANHOLE
 - DRAIN MANHOLE

"I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN."

DATE: 03/31/2020

ROBERT J. STOWELL, LLS #884

TRITECH
ENGINEERING CORPORATION

755 CENTRAL AVENUE
DOVER, NEW HAMPSHIRE 03820
TELEPHONE 603 742 8107
FAX 603 742 5830

REVISIONS	DATE	DESCRIPTION

LOT RESTORATION PLAN

RYAN M. LONG

7 FAIRVIEW AVENUE

DOVER, NEW HAMPSHIRE

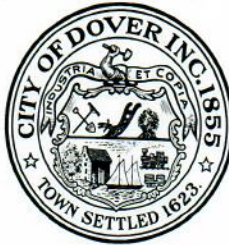
MARCH 31, 2020

SCALE: 1" = 10'

SHEET NO.

LR-1

DONNA LANGLEY
City Assessor



288 Central Avenue
Dover, New Hampshire 03820-4169
(603) 516-6014

Rachel Blonigen, Assessing Technician
Claire Vermette, Assessing Clerk

City of Dover, New Hampshire

OFFICE OF THE CITY ASSESSOR

Friday, April 10, 2020

PARCEL ID: 25016-000000

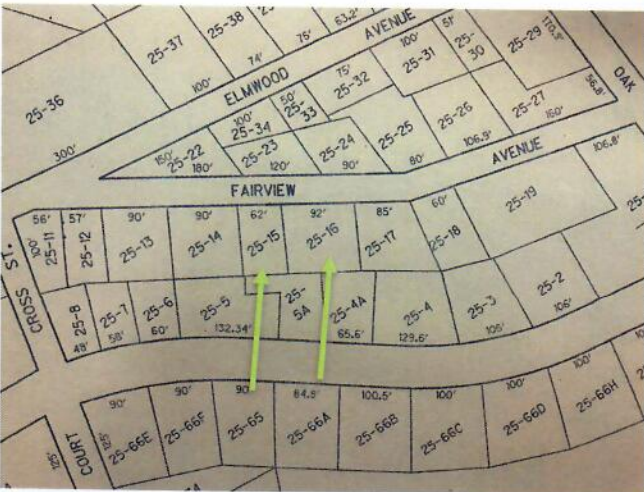
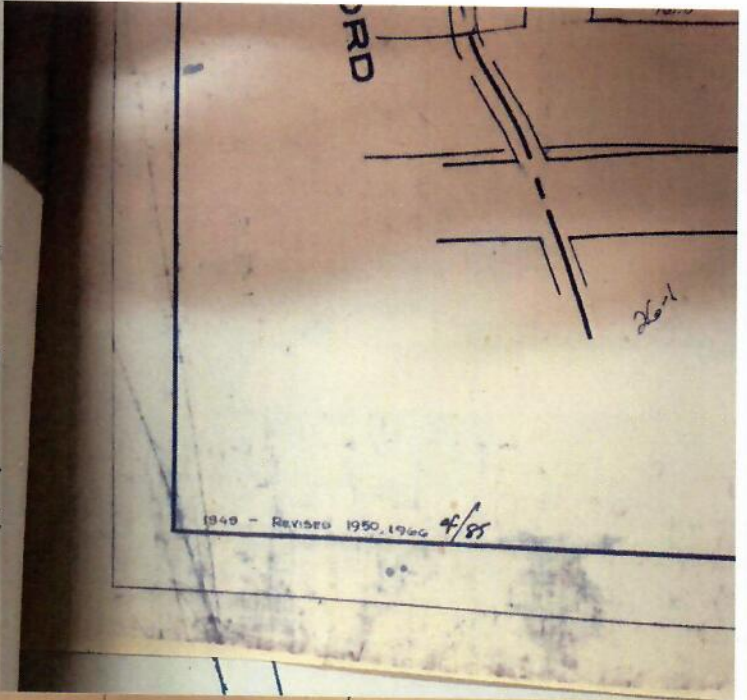
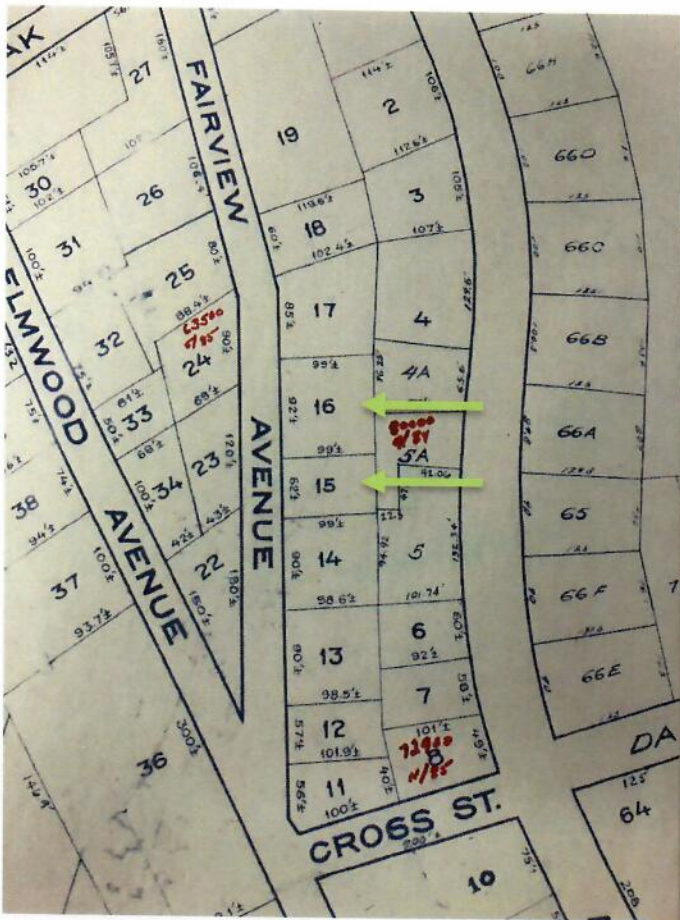
OWNER: Ryan M Long

ADDRESS: 7 Fairview Av, Dover, NH 03820

Re: Lot Restoration

Assessing Office Findings:

- Pocket 8, Folder 2, Plan 13 dated 1909 lots 36, 37, 38, 39, 40
- Lots 36, 37, 38 all voluntarily merged to build house
- Lots 39 and 40 merge found on maps
- Deed 1356/373 from 11/19/1987 show the tracts separated in two groups
 - 1) 36, 37, 38 – house lot
 - 2) 39, 40- vacant land
- No known formal mergers discovered through the NH registry of Deeds.
- Research/Findings done by Rachel Blonigen, Assessing Technician



PREPARED BY:
 STONE & WEBSTER ENGINEERING CORPORATION
 245 SUMNER ST. BOSTON, MASSACHUSETTS

ISSUE: *Original* DATE: *8/6/80*

APPROVED BY: *Stephen C. Thomas*

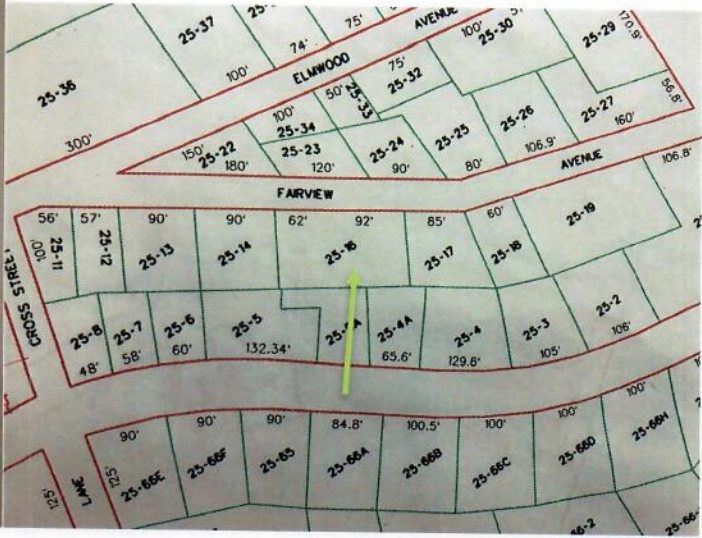
REVISIONS:

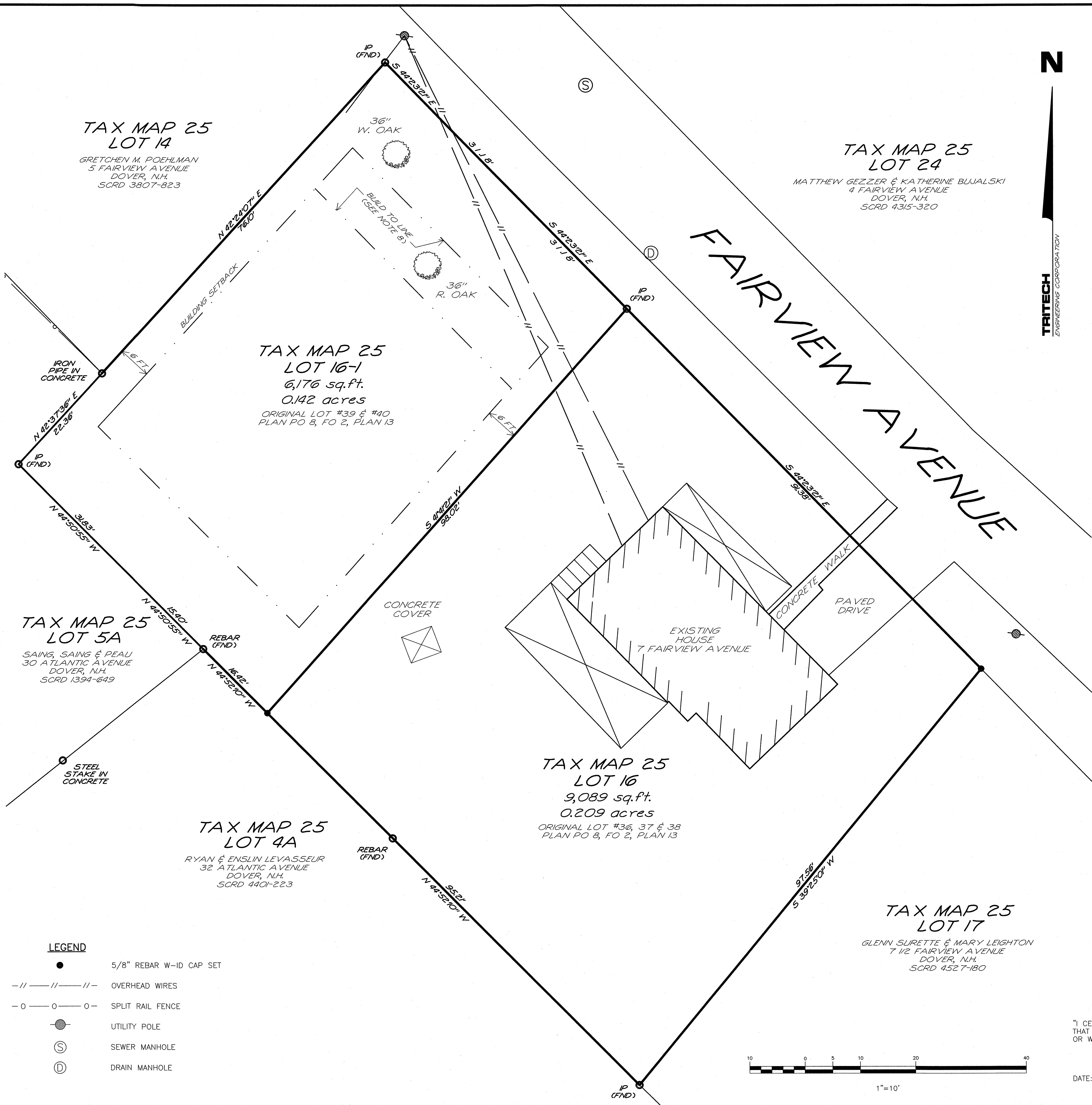
NO.	DATE	APPROVED BY

CITY OF D
STRAFFORD COUNTY, NEW
TAX ASSESSOR'S
MAP 25

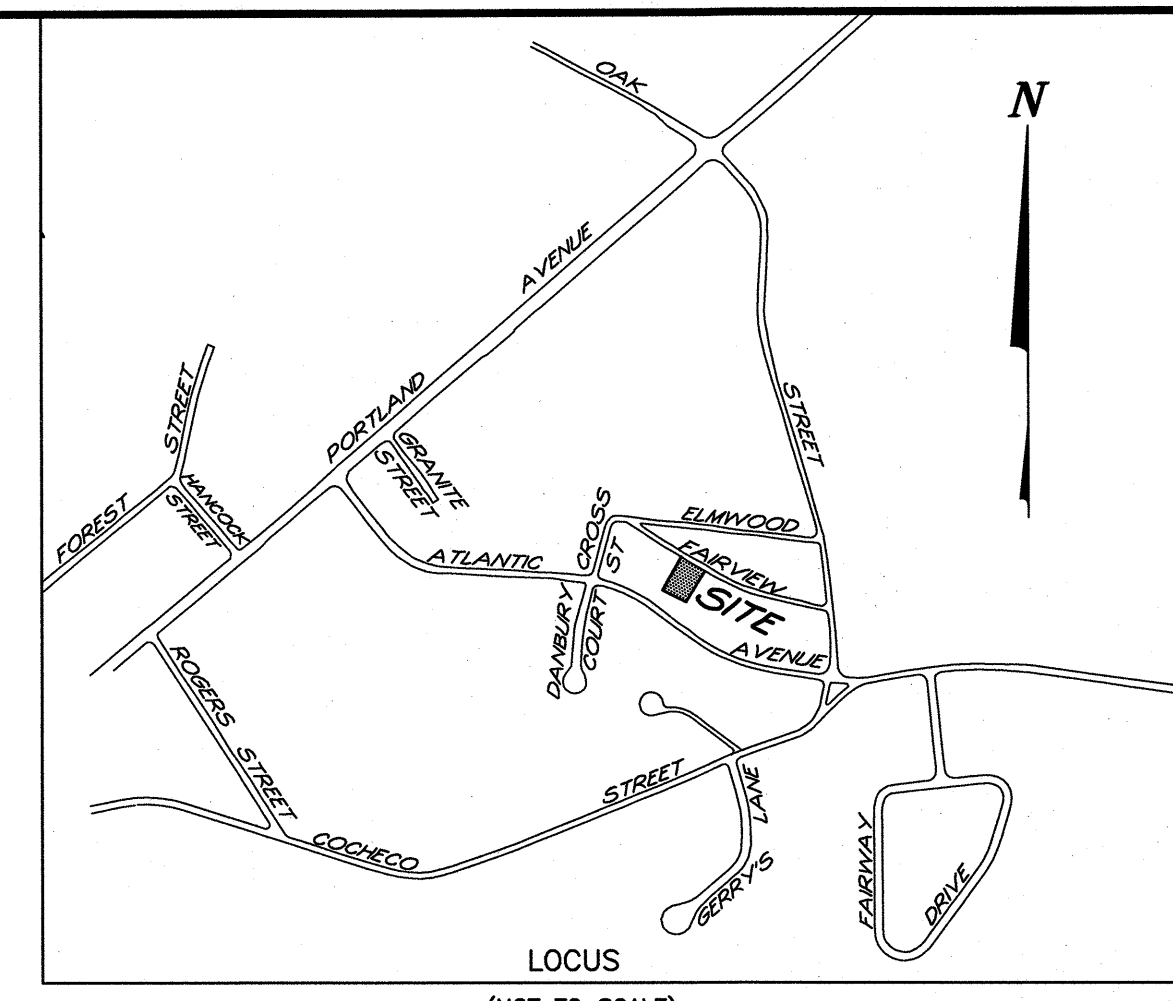
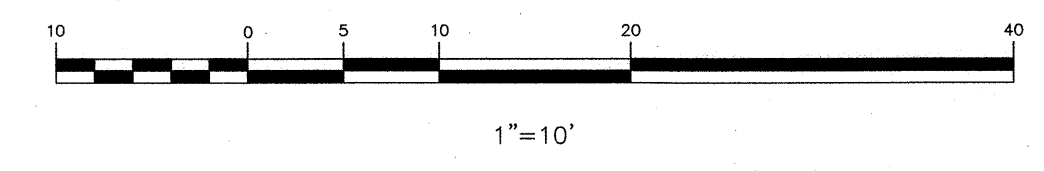
PLOT DATE: 4/15/98

PLOT DATE: 12/05





- LEGEND**
- 5/8" REBAR W-ID CAP SET
 - - - - - OVERHEAD WIRES
 - 0 - 0 - 0 - SPLIT RAIL FENCE
 - UTILITY POLE
 - ⊙ SEWER MANHOLE
 - ⊙ DRAIN MANHOLE



- NOTES**
- 1.) INTENT: TO SHOW THE PROPOSED LOT RESTORATION OF MAP 25 LOT 16, RESTORING IT TO THE ORIGINAL LOTS #36, #37 & #38 (COMBINED - LOT 16) AND #39 & #40 (COMBINED - LOT 16-1) FROM THE ORIGINAL SUBDIVISION PLAN, RECORDED IN THE SCRD POCKET 8, FOLDER 2, PLAN #13. SEE RSA 674:39 aa.
 - 2.) CURRENT OWNER: RYAN M. LONG
7 FAIRVIEW AVENUE
DOVER, NEW HAMPSHIRE
 - 3.) TOTAL PARCEL AREA: MAP 25 LOT 16: 15,265 SQ.FT. - 0.350 ACRES
 - 4.) TAX MAP 25 LOT 16
 - 5.) CURRENT DEED: BOOK 4613 PAGE 268
 - 6.) SUBJECT PARCEL ARE LOCATED IN THE CITY OF DOVER, COUNTY OF STRAFFORD AND THE STATE OF NEW HAMPSHIRE.
 - 7.) PROJECT PLAN REFERENCE: ATLANTIC HEIGHTS
DOVER, N.H.
OWNED BY
MAYRAND LAND Co.
C.A. THAYER, ENGR.
AUGUST 1909 SCRD PO #8 FO #2 PLAN #13

PLAN OF LOTS
LUDGER G. LABBE
DOVER, NEW HAMPSHIRE
G.L. DAVIS & ASSOCIATES
OCT. 1966 SCRD BOOK 819 PAGE 360

BOUNDARY PLAN
WOLCOTT HOLDINGS, INC.
28 ATLANTIC AVENUE
DOVER, NEW HAMPSHIRE
TRITECH ENGINEERING CORPORATION
JUNE 25, 2015
 - 8.) ZONING: R-12
MIN. LOT SIZE: 12,000 SQ.FT.
MIN. FRONTAGE: 100 FT
MIN. SETBACKS:
FRONT: 15 FT MIN.-25 FT MAX. (BUILD TO LINE)
SIDE: 15 FT - 6 FT PER 170-14(A)(2)
REAR: 15 FT
 - 9.) THE RAW UNADJUSTED CLOSURE OF OUR RANDOM POINT TRAVERSE WAS 1 PART IN 64,000, AND WAS ACCOMPLISHED USING A LEICA 703 TOTAL STATION, DURING THE MONTH OF JUNE, 2015.
 - 10.) BASIS OF BEARING: DETERMINED MAGNETICALLY IN JUNE, 2015.

"I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN."

DATE: 05/07/2020

ROBERT J. STOWELL, LLS #884

TRITECH
ENGINEERING CORPORATION

755 CENTRAL AVENUE
DOVER NEW HAMPSHIRE 03800
TELEPHONE 603 742 8407
FAX 603 742 5850

REVISIONS	DATE	DESCRIPTION
1	5-7-20	REVISED PER PLANNING COMMENTS

ROBERT J. STOWELL, LLS #884

LOT RESTORATION PLAN

RYAN M. LONG

7 FAIRVIEW AVENUE

DOVER, NEW HAMPSHIRE

MARCH 31, 2020 JOB No. 19111

SCALE: 1" = 10'

SHEET NO.

LR-1



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R - 2020.05.13 – 072**

Resolution Re: Approval of Authority for City Manager to Waive Local Fees Due to Hardship or COVID-19

WHEREAS: The respiratory illness known as COVID-19 (novel corona virus) is presently affecting the United States and the State of New Hampshire; and

WHEREAS: New Hampshire is currently under a State of Emergency declared by the Governor due to COVID-19, which has caused, and is expected to continue for the foreseeable future to continue causing, significant financial hardship in New Hampshire; and

WHEREAS: On April 8, 2020, the City Council adopted [R-2020.04.08-058](#), which approved and endorsed the Dover CARES Relief Program; and

WHEREAS: The Dover CARES Relief Program is intended to help provide financial and other assistance to the City's taxpayers, residents, businesses, and non-profits given the current COVID-19 (novel coronavirus) pandemic and State of Emergency in New Hampshire; and

WHEREAS: In supplement to, and as part of, the Dover CARES Relief Program, the City wishes to enlarge the relief available by providing a means of waiving City fees on a case-by-case basis; and

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

The City Manager is temporarily authorized and given discretion to waive any locally set or adopted fees on a case-by-case basis for good cause, provided (1) there is demonstrated hardship or other circumstances related to the COVID-19 pandemic, and (2) the waiver accords with applicable law.

AND, FURTHER BE IT RESOLVED THAT:

Unless extended by subsequent resolution, the temporary authorization provided to the City Manager by this resolution shall expire as of December 31, 2020.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R - 2020.05.13 – 072**

Resolution Re: Approval of Authority for City Manager to Waive Local Fees Due to Hardship or COVID-19

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

Attached to [R-2020.04.08-058](#) is a summary of the current Dover-CARES Program. For clarification, this resolution is not intended to address waivers of any fees set by statute. Examples of fees likely to be waived include outdoor seating licenses for restaurants or temporary signs.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2020.05.13 – 073**
Resolution Re: Authorization to Accept and Expend Unanticipated
Revenue due to COVID-19 Emergency Response

WHEREAS: The City is seeking Authorization to Accept and Expend Unanticipated Revenue from grants, services, gifts or loans due to COVID-19 Emergency Response, and expend said sources for their identified purposes. Funding sources include but are not limited to:

CARES Act
Governor's Office for Emergency Relief and Recovery (GOFERR)
Homeland Security & Emergency Management
Department of Justice
Any other COVID 19 Emergency Response sources of funding

WHEREAS: State regulations require that in order for the City to be able to accept and expend these unanticipated revenue sources the City council needs to adopt enacting RSA 21-P:43; and

WHEREAS: The City has incurred costs as a result of responding to the COVID 19 Emergency; and

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

In accordance with RSA 21-P:43 designate the City Manager to accept any services, gifts, grants, and loans and the City manager is authorized to sign any necessary paperwork, and any funding received is hereby appropriated for said purposes.

AND, FURTHER BE IT RESOLVED THAT:

The Purchasing Agent is hereby authorized to issue necessary Purchase Orders for expenses related to COVID-19 Emergency as set forth in the duties and responsibilities of Dover Code Chapter III, Purchasing Procedures. The City Manager, or designee, is hereby authorized to contract with vendors, consistent with the Purchase Order authority herein. The amount of this authorization shall be limited so as not to exceed available funding.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2020.05.13 – 073**
Resolution Re: Authorization to Accept and Expend Unanticipated
Revenue due to COVID-19 Emergency Response

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

Section 21-P:43

21-P:43 Appropriations and Authority to Accept Services, Gifts, Grants, and Loans. –

Each political subdivision may make appropriations in the manner provided by law for making appropriations for the ordinary expenses of such political subdivision for the payment of expenses of its local organization for emergency management. Whenever the federal government or any federal agency or officer offers to the state, or through the state to any of its political subdivisions, services, equipment, supplies, materials, or funds by way of gift, grant, or loan for purposes of emergency management the state, acting through the governor, commissioner, or such political subdivision, acting with the consent of the governor and through its executive officer, city council, or board of selectmen, may accept such offer, subject to the terms of the offer and the rules and regulations, if any, of the agency making the offer. Whenever any person, firm or corporation offers to the state or to any of its political subdivisions services, equipment, supplies, materials, or funds by way of gift, grant, or loan for purposes of emergency management the state, acting through the governor, or such political subdivision, acting through its executive officer, city council, or board of selectmen, may accept such offer, subject to its terms.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020.05.13 – 074**

Resolution Re: B14074 Phase II - Professional Engineering Services for Water Systems Facility Upgrades Additional Scope of Work #8 & #9

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 of Portsmouth, NH as the top ranked firm for this project; and

WHEREAS: The City received Additional Scope of Work #8 in the amount of \$43,700.00 for an engineering survey and preliminary design phase engineering services for Central Avenue North Water Improvements, as well as Additional Scope of Work #9 in the amount of \$108,200.00 for engineering services, including survey, design, subsurface (borings & probes), permitting and bidding services for Littleworth Road Water Improvements; and

WHEREAS: To be eligible for State of NH funding through the Drinking Water State Revolving Fund, the City followed the RFQ guidelines set by the state for professional engineering services.

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

The Purchasing Agent is hereby authorized to issue a purchase order for Additional Scope of Work #8 & #9 to Underwood Engineers of Portsmouth, NH for Design Phase Engineering Services in the amounts not to exceed \$43,700.00 and \$108,200.00. 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
5300.1.300.43320.4757.03550.17	Water Systems Facilities Upgrades	7,381,871	3,894,622

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020.05.13 – 074**

Resolution Re: B14074 Phase II - Professional Engineering Services for Water
Systems Facility Upgrades Additional Scope of Work #8 & #9

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020.05.13 – 074**

Resolution Re: B14074 Phase II - Professional Engineering Services for Water Systems Facility Upgrades Additional Scope of Work #8 & #9

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, eight wells and three water treatment facilities. Underwood Engineers was selected via council approval for Phase I on November 12, 2014 and awarded Phase II in the amount of \$350,300.00 on October 26, 2016 via Resolution [R-2016.10.26-142](#).

Additional Scope of Work #1 to Phase II for \$4,700 Temporary PFSA Treatment and \$7,300 conceptual permanent treatment considerations Additional Scope of Work #1 total \$12,000 was approved via council resolution [R-2017.08.09-093](#). New total contract \$362,300.00

Additional Scope of Work #2 adding \$210,900 additional services at Rochester Road and Bellamy was approved via council resolution [R-2017.08.09-093](#). New total contract \$573,200.00

Additional Scope of Work #3 adding \$82,100 additional services for Somersworth Interconnection was approved via council resolution [R-2017.08.09-093](#). New total Contract \$655,300.00

Additional Scope of Work #4 adding \$94,948 additional services for Washington and Main was approved via council resolution [R-2017.11.08-158](#). New total contract \$750,248.00

Additional Scope of Work #5 adding \$894,000 additional services for Contract I water transmission main and Contract III Willand Pond, Smith/Cummins Wells and Somersworth Interconnection was approved via council resolution [R-2019.01.09-006](#). New total contract \$1,644,248.00

Additional Scope of Work #6 adding \$18,400 for Portsmouth-Dover Water Interconnection. New total contract \$1,662,648.00

Additional Scope of Work #7 adding \$9,400 additional services for Raw Water Transmission Main and Smith and Cummings and Willand Pond facility improvements. New total contract \$1,672,048.00

Additional Scope of Work #8 is being requested for engineering survey and preliminary design phase engineering services for Central Avenue North Water Improvements in the amount of \$43,700. New contract total \$1,715,748.00

Additional Scope of Work #9 is being requested for engineering services, including survey, design, subsurface (borings & probes), permitting and bidding services for Littleworth Road Water Improvements in the amount of \$108,200. New contract total \$1,823,948.00

Award Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020.05.13 – 074**

Resolution Re: B14074 Phase II - Professional Engineering Services for Water
Systems Facility Upgrades Additional Scope of Work #8 & #9

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 Completed	Estimated Delivery:	2019
Recommended Award to:	Underwood Engineers	Fund:	CIP Water
Other Approvals Required:	State NH if using DWSRF	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

[B14074 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2020.05.13 – 075**

Resolution Re: FY2021 CIP Appropriation and Authorization for CWSRF
Loan for Stark Ave and Downtown Sewer Rehab Project

WHEREAS: The City Council desires to make public improvements and to finance these improvements through the NH Clean Water State Revolving Fund (CWSRF) and;

WHEREAS: The City identified a need to make sewer improvements and submitted a pre-application to NH Department of Environmental Services (NH DES) for the Stark Avenue and Downtown Sewer Rehabilitation Project and the project was determined to meet CWSRF eligibility; and

WHEREAS: The City's participation in the CWSRF for the Stark Ave and Downtown Sewer Rehab project provides an opportunity for 10% principal forgiveness; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The following capital project is appropriated with estimated useful lives in excess of the length indicated:

Item #	Description	Proposed	Life/Yrs	Department	Fund
		Appropriation			
1	Stark Ave and Downtown Sewer Rehab	\$1,185,000	20	Comm Serv - PW	Sewer
	Total	<u>\$1,185,000</u>			

AND FURTHER BE IT RESOLVED THAT:

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover is hereby authorized to participate in the NH Clean Water State Revolving Fund (CWSRF) Program for financing this project. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH CWSRF Program to obtain the loan for eligible identified project.

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2020.05.13 – 075**

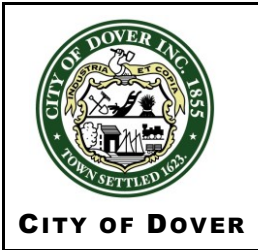
Resolution Re: FY2021 CIP Appropriation and Authorization for CWSRF
Loan for Stark Ave and Downtown Sewer Rehab Project

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2020.05.13 – 075**

Resolution Re: FY2021 CIP Appropriation and Authorization for CWSRF
Loan for Stark Ave and Downtown Sewer Rehab Project

RESOLUTION BACKGROUND MATERIAL:

This resolution makes an appropriation for an FY2021 Capital Improvements Program project financed by loan from NH DES Clean Water State Revolving Fund, with up to 10% principal forgiveness, and authorizes the city to enter into the loan agreement with NH DES.

This resolution makes an appropriation for the Stark Ave and Downtown Sewer Rehab project.

The City of Dover owns, operates, and maintains a wastewater collection and treatment facility that serves the City's more than 31,000 residents. Its collection system includes almost 115 miles of sanitary sewer and 23 pumping stations. All sanitary sewer flows are conveyed to the City's Wastewater Treatment Facility (WWTF) where they are treated and discharged to the Piscataqua River.

The intent of the Phase II Infiltration and Inflow (I/I) Study is to aid the City of Dover in performing I/I analyses by providing a systematic, comprehensive approach for conducting sewer system evaluations and to provide information to assist the City in maintaining its existing collection system. The City of Dover retained Wright-Pierce (W-P) to perform an updated sewer study (Phase II) to evaluate means for reducing peak flows to the City's WWTF and associated pumping stations. Peak flows, typically associated with wet weather events, have shown to negatively impact the performance of the WWTF and pose future treatment capacity concerns.

Most of the Phase II I/I Study was completed in 2017 and 2018 and included a flow monitoring study and supplemental Sanitary Sewer Evaluation Surveys (SSES). The Phase II Report, dated December 2018, summarized the results of these efforts and made specific recommendations for further investigating areas with excessive I/I. In 2019 and early 2020, a new hydraulic model was developed for the City's wastewater collection system as part of the Phase II I/I Study. The model is a tool that can be used to determine the system's capacity under dry and wet weather conditions and to enable the City to identify, characterize, and address hydraulic deficiencies using the recently collected flow metering data.

Based on the results of the Phase II Report and input from the City, sanitary pipes in the Stark Avenue and Downtown areas were video inspected by closed-circuit television (CCTV) camera equipment and sanitary manholes in the Downtown area were inspected by W-P. The scope of the Stark Avenue and Downtown Sewer Rehabilitation project includes the design of these sanitary pipes and manholes based on the results of these investigations. The project includes work in two distinct areas: 1) the Stark Avenue area includes approximately 2,900 linear feet of sewer along Stark Avenue and Elliot Park; and 2) the Downtown area includes approximately 4,500 linear feet of sewer. Proposed design work includes sewer pipe and manhole replacement, pipe and manhole lining, and grout and sealing. Completion of these rehabilitations will improve the condition of these wastewater collection system assets and reduce I/I to the City's wastewater system.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2020.05.13 – 075**

Resolution Re: FY2021 CIP Appropriation and Authorization for CWSRF
Loan for Stark Ave and Downtown Sewer Rehab Project

Debt Authorization versus Debt Retirement

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

Description	Sewer
Pending Authorization	1,185,000
Prior FY2021 CIP Authorization	1,650,000
FY2021 Principal Retirement	1,531,413
Net Change	1,303,587

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2020 and this authorization, against the City Council adopted financial policy debt limit of the City's Sewer Fund. The City's Financial Policy debt limit for the City's Sewer Fund is 1.5% of the State determined Equalized Value for Debt Limit. There is no statutory debt limit for the City Sewer Fund.

Description	Sewer
Debt Outstanding	19,160,576
Authorized - Unissued	8,415,000
Total Issued & Unissued	27,575,576
This Authorization	1,185,000
Grand Total	28,760,576
Policy Debt Limit	56,900,847
Unused Capacity	28,140,271
Percent Unused	49.45%

Budgetary and Rate Impacts

The \$1,185,000 CWSRF loan is expected to be paid back over a 20-year period. Principal repayments would be \$53,325 per year after an offset of \$118,500 or 10% amount of principal forgiveness. The annual impact to the City's Sewer Fund budget is based upon annual principal and interest repayment. The interest that would accrue on outstanding principal balances over the 20 year period, based on an interest rate of 2.424%, is estimated to be a total of \$272,882 impact to the City's Sewer Fund budget over that 20 year period, approximately \$13,644 annual impact. The combined impact of principal and interest repayment for the CWSRF loan would be \$0.08 impact on the sewer rate. For a single family home with 75 HCF of average usage the annual impact would be \$6.00.