



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, May 27, 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**
- 4. ROLL CALL ATTENDANCE**
- 5. PROCLAMATIONS/AWARDS**
- 6. APPROVAL OF AGENDA**
- 7. PUBLIC HEARINGS**

- A. 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)
(CITY COUNCIL VOTE TO OCCUR ON JUNE 10, 2020.)
SPONSORED BY MAYOR CARRIER BY REQUEST**

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. May 6, 2020 - Workshop**
- B. May 13, 2020 – Workshop Session**
- C. May 13, 2020 – Regular Meeting**



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11. MAYOR'S REPORT

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. B19043 ORGANIC TURF TREATMENT (WOODMAN PARK ELEMENTARY SCHOOL ATHLETIC FIELD)**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. APPROVAL OF REAFFIRMATION AND EXTENSION OF PARKING LEASE AGREEMENT FOR WASHINGTON STREET MILL, LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 3. APPROVAL OF LICENSE AGREEMENT BETWEEN THE CITY OF DOVER AND CJS HOLDINGS, LLC D/B/A EMBER**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 4. LIBRARY DIRECTOR CONTRACT**
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. Cochemo 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 | |



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B. RESOLUTIONS

- 1. COLLECTIVE BARGAINING AGREEMENT – DOVER PARAEDUCATOR'S ASSOCIATION (DPA)**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. TENTATIVE AGREEMENTS – ALL CITY COLLECTIVE BARGAINING UNITS**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 3. CITY OF DOVER'S SUPPORT FOR PROPOSED STATE LEGISLATION RAISING THE NET METERING CAPACITY (HB 1218)**
SPONSORED BY COUNCILOR THIBODEAUX
- 4. B19059 BELKNAP AND ELM STREET RECONSTRUCTION, ADDITIONAL SCOPE OF WORK**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 5. FISCAL YEAR 2020 TRANSFER OF APPROPRIATION – GENERAL FUND**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 6. ACCEPTANCE OF SUBSTANTIAL AMENDMENT TO THE FFY15-19 CONSOLIDATED PLAN, FFY15-19 CITIZEN PARTICIPATION PLAN AND FFY19 ACTION PLAN AND THE EXPENDITURES FOR FEDERAL FISCAL YEAR 2020 CDBG ENTITLEMENT FUNDS AND CARES ACT FUNDS.**
(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 24, 2020)
SPONSORED BY DEPUTY MAYOR CIOTTI
- 7. ACCEPTANCE OF THE FFY20-24 CONSOLIDATED PLAN, FFY20-24 CITIZEN PARTICIPATION PLAN AND FFY20 ACTION PLAN AND THE EXPENDITURES FOR FEDERAL FISCAL YEAR 2020 CDBG ENTITLEMENT FUNDS**
(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 24, 2020)
SPONSORED BY DEPUTY MAYOR CIOTTI
- 8. FISCAL YEAR 2020 GENERAL FUND UNASSIGNED FUND BALANCE TRANSFERS TO CERTAIN SPECIAL REVENUE AND CAPITAL PROJECT FUNDS TO ADDRESS FUND DEFICITS. (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON JUNE 24, 2020)**
SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.A.
Public Hearing Only**

Resolution Number: **R – 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#: 7.A.
Public Hearing Only**

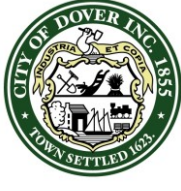
Resolution Number: **R – 2020.05.13 – 075**
Resolution Re: FY2021 CIP Appropriation and Authorization for CWSRF
Loan for Stark Ave and Downtown Sewer Rehab Project

DOCUMENT HISTORY:

First Reading Date: 05/13/2020	Public Hearing Date: 05/27/2020
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:		
Resolution does does not pass.		

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 7.A. Public Hearing Only 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
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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.

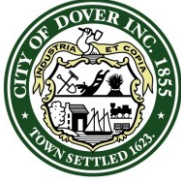
The City of Dover owns, operates, and maintains a wastewater collection and treatment facility that serves the City's more than 31,000 residents. Its collection system includes almost 115 miles of sanitary sewer and 23 pumping stations. All sanitary sewer flows are conveyed to the City's Wastewater Treatment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

Document Created by: Finance Department Document Posted on: May 22, 2020	R-2020.05.13 FY2021 CIP Appropriation and Authorization for CWSRF Loan for Stark Ave and Downtown Sewer Rehab Project Page 3 of 4
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 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 7.A. Public Hearing Only 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
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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.



CITY MANAGER'S REPORT



May 27, 2020

Reporting on: April 2020

J. Michael Joyal, Jr.

City Manager

City of Dover's Municipal Leadership Team



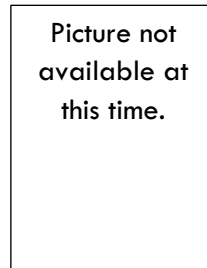
Michael Joyal
City Manager



Gary Bannon
Recreation Director



Daniel Barufaldi
Economic
Development
Director



Denise LaFrance
Public Library
Director



Joshua Wyatt
City Attorney



William Breault
Police Chief



Susan Daudelin
Human Resources
Director



Annie Dove
Information
Technology
Director



Paul Haas
Fire & Rescue
Chief



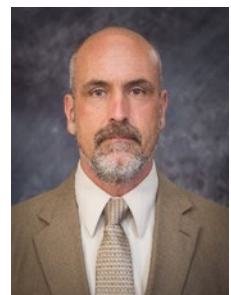
Daniel Lynch
Finance Director



Susan Gaston
Acting Public
Welfare Director



Christopher Parker
Assistant City
Manager-Planning
Director



John Storer
Community
Services Director

1. Customer Focused Outcomes

“ENSURE OVERALL MUNICIPAL SERVICE DELIVERY REMAINS RESPONSIVE TO NEEDS OF COMMUNITY AND THAT RESPONSE TIME TO CITIZEN CONCERNS IS REASONABLE.”

During the month of April, a big chunk of the City’s focus has been on Covid-19. Below you will find highlights of our Covid-19 efforts to date.

Based on guidelines from state and federal health officials, the City of Dover municipal facilities closed to public access on March 17th in an effort to minimize person-to-person contact.

Closed to public access, however, did not mean closed. City employees scrambled to make sure that what services could be offered, were. Employees who typically worked outdoors, still did so while undertaking various precautions. Office staff was split. Very few employees remained in their offices/buildings and most office staff began to work from home. Computers and phones were taken home along with other equipment needed so these employees could provide the best possible service to the citizens of Dover. Some office staff were taking their equipment back and forth between home and the office to keep work flowing as close to normal as possible. Very few employees needed to take leave due to not being able to work off site.

Public meetings and internal meetings began to go virtual and face to face meetings ceased. Office staff that remained on site began extra sanitizing of their offices and workarounds were provided to deter internal walk-in traffic into offices.

The City Manager’s Assistant has taken on the task of answering the main phone line to the City to enable the customer to be greeted by a live person versus going through the auto attendant. This was approximately 40 to 90 calls per day depending on the day of the week and where it fell during the month. She was backed up by the few individuals on site working in the City Clerk Tax Collection Office.

The City has provided a drop box at the entrance to the Customer Service Center, in between the two glass doors, to allow residents to drop off paperwork and payments for various departments. The drop box was checked throughout the day by the City Clerk Tax Collection staff. The drop box was heavily used and gave the public a quick alternative option to postal mail.

The City Manager tasked his assistant with compiling and producing the daily Situation Report for the Emergency Operations Center. The report consists of the current status of transportation modes which was provided by the Planning Director. The Assistant Fire Chief provided daily updates on bed availability at surrounding hospitals and status updates on nursing homes. A Police Officer provided daily updates on grocery stores and hardware stores as to what was available and problem areas that these businesses faced. The officer also provided the status of the police department’s own stock of PPE. The Community Services Director provided a weekly update on PPE in stock and available for disbursement to all city departments. The Fire Chief provided updates on calls attended with the State

EOC and Governor and daily statistics on Covid-19 throughout the state. Information Technology provided updates on computer/phone equipment remaining available in stock for city departments to use along with any other need to know information. The Public Welfare Director provided a daily update on shelter and local motel availability and the Economic Development Director and Planning Director provided information on local businesses. All department's provided employee related Covid-19 issues. The City Manager's Assistant compiled this information into a daily report, added charts to show Covid-19 statistics and uploaded the report to the WebEOC website. She also emailed the information out to the EOC Alert Staff each day. This report has since become a weekly report.

Specific department/division Covid-19 related updates are as follows:

The Human Resources Office has provided the City Manager and Fire Chief with a weekly spreadsheet showing employee work status and employee leave. The Human Resources Director has been staying on top of the many updates relating to Covid-19 employee leave. The HR Director, on behalf of Police and Fire, has submitted information to NH Homeland Security & Emergency Management to participate in the First Responder COVID-19 Stipend Program. If approved as submitted, the City will receive \$258,514.29 to pay first responders a \$300/wk stipend (regular, full-time) covering the period of May 4, 2020 to June 30, 2020. Each department has been tasked with and are working on pre-screening plans in preparation of employees returning to the worksite.

The Media Services Manager began to work around the clock to provide daily public updates via email on Covid-19. He also produced video updates for the Superintendent of Schools and the Emergency Management Director. The Media Services Manager rolled out new programs for the City Manager such as DoverCares, Dover Bingo, and Show Your Community Colors. He made the virtual public meetings possible by coordinating the scheduling and recordings for City Council, School Board and Planning Board. The Media Services Manager also provided many health updates and statistics from the Department of Health & Human Services website. This information was also highlighted in the previous mentioned Situation Report.

Since the beginning of the pandemic, Dover's City Attorney has been very busy by reviewing and providing guidance on the Governor's Emergency Orders, reviewing and assisting with updating meeting procedures to comply with RSA chapter 91-A, and also reviewing and providing guidance on new federal statutes related to Covid-19. The City Attorney also reviewed and researched other Covid-19 legal issues, reviewed Covid-19 purchases and attended weekly statewide legal calls to discuss Covid-19 legal questions amongst municipalities.

Since the pandemic began, the Public Welfare Office has changed practices to keep staff and the client safe. Phone calls from clients have tripled during this time. Currently, all city welfare services are being handled via the phone, email, US Postal Service, and fax. All Public Welfare forms are currently online. They also have the Department of Health and Human Services application for TANF, Food stamps and Medicaid. The office has been distributing these applications when needed and clients have been returning completed apps back to Public Welfare for them to fax over to DHHS. The office has also been distributing the fuel assistance application to clients and advising them that they can go online and book their appointment.

Public Welfare has been working closely with CAP to make sure that as many people as possible can get fuel assistance, food from the food pantry and help with any back rent that the City of Dover is unable to financially assist with.

According to our Finance Director, the Assessing Division, working in conjunction with Legal Division, has finalized a form for people to apply for hardship abatements/interest waivers on property tax bills. Both the City Clerk Tax Collection and Assessing divisions have discussed workflows and coordinating the process for folks requesting tax relief assistance involving an abatement as well as a payment plan. Final details will be worked through as the offices start to have these customers going through the process initially.

All Finance Divisions (CC/TC, Assessing, Utility Billing, Accounting/Purchasing) have been informed that by May 18th all employees should be back to working in their respective offices, and that wearing of masks is required. This will provide them with about 2 weeks to get any processes worked out for providing anticipated public customer service starting on June 1st. The department is in the process of acquiring additional hand cleaning/sanitizing materials and are in need of additional masks. Screening shields are in place at the counters in the City Clerk Tax Collection, Utility Billing and Finance main office entrances. Shields will also be in place at the Treasurer's Office counter and Assessing Office counter.

The Finance Director is still working out what processes will be done by Assessing office (to include contracted services) to complete inspections of properties throughout the city to validate sales information, as well as complete new construction inspections, and inspect the annual required 20% of properties within the city.

The Deputy Finance Director continues to coordinate the Inter-department Grant Task Force and hold weekly meetings. This group has developed reporting processes for all COVID 19 expenditures and coordinating what available grants make the most sense to seek cost reimbursements.

The Finance Director is also doing a lot of metric monitoring, cash-flow monitoring, budget vs actual monitoring, and historic trend analysis to provide regular updates to the City Manager about the city's financial status.

Public library staff is answering phones from 9:00-5:00 pm and continuously answering questions through Libraryquestions@dover.nh.gov. Staff is signing people up for library cards remotely and helping patrons to navigate the library's online resources such as Hoopla and Overdrive. Staff is currently planning their online Summer Reading Program for all ages which will begin on June 8. In April, the library's 3D printer made 11 masks, 191 face shields, and 120 ear savers. These were delivered to Make It Labs. Five book groups have continued via Zoom. Mother Goose on the Loose (a lapsed storytime) takes place every Friday morning via an online platform.

The Community Services Department has had a lot to juggle. At the main facility at 271 Mast Road, the building has been locked down and closed to the general public. Highway and Utility Division staff were banned from entering the Administrative areas. Supervisors would muster with the crew each morning out

in the large vehicle storage area. All staff had to maintain at least 6 feet of separation. Supervisors reverted to manually tracking daily time instead of having personnel congregate and share a single time clock. The Utility crew's start time was changed to 6:00 am, while Highway remained at 7:00 am. This helped reduce the number of staff congregating at the same time each morning, as well as returning to the garage at the end of the day. All personnel had to sanitize and disinfect their vehicles upon starting the day, and any time vehicles were switched amongst personnel. Vehicle use was limited to 1-staff per vehicle, unless people were wearing masks. Fortunately, work for Highway and Utilities crews is outdoor, construction-related work. In most instances the work can be performed while practicing social distancing.

Engineering and Administrative staff were equipped with laptops which allowed work to occur remotely, away from the office. However, the Director, one admin staff, and Engineering Technician would be in the office each day. The admin attendance was on a rotational basis, such that one person would be in the office each day to answer the phones and direct calls to appropriate staff.

There are 5 staff assigned for Water Treatment & Pump Stations. They have been assigned to alternate locations as a new home base. 2 Operators started working out of the Lowell Avenue Water Plant and were assigned exclusively to drinking water infrastructure. 2 other Operators were assigned to work out of the River Street Pump Station and focused exclusively on sewer pump stations. The 2 Water Operators and 2 Sewer Pump Station Operators were instructed not to overlap or come in contact with one another. The 5th and final Operator has sort of been held in reserve at the main facility at Mast Road. He has been assisting with digital mapping of infrastructure and responds to construction-related issues such as monitoring new water line installations, and the related monitoring, bacteria testing, pressure testing and actual activation. The goal was to maximize distance and keep specialty staff isolated from one another.

Fleet Services has closed the garage area to walk-in customers and is supposed to be pre-scheduling appointments. The garage bay are sufficiently spaced to allow the individual Mechanics to work with plenty of distance from their coworkers. All vehicles get sanitized and disinfected before service is performed.

Regarding the Solid Waste & Recycling Division, contracted collection services have continued without interruption. Credit & debit card capabilities were expedited and installed at the Recycling Center to help eliminate direct person-to-person contact, such as handling checks and pens. An intercom system was installed in the Scale House so communication could occur while staff remained behind a window. There have been record numbers of attendees, with peak days far exceeding 700 vehicles. To provide a safe environment for visitors, the number of vehicles on site at any one time has been limited. Electronic message boards were installed and remain on display alerting visitors there were restrictions on number of visitors at a single time. A staff person has been added as sort of a gate attendant to monitor and control the flow of traffic into the facility. Admin staff can process requests and payments for City of Dover trash bags. There is a secured foyer area where people can arrange to pick up the City of Dover bags without having any direct person-to-person contact. The division also found a 3rd party grocery delivery service that can pick up trash bags and deliver them as part of their overall service.

The Facilities, Grounds and Cemeteries Division closed their offices to the public and posted notice that Cemetery Appointments would need to be prescheduled. Cemetery guidelines were implemented such

that any interment service would need to be limited to 10 attendees to remain in compliance with the Governor's mass gathering directive. Staff alerted the local funeral homes that we could not participate as pall bearers and we would complete the interment process only after the grave site had been cleared of visitors.

At the Wastewater Treatment the building was essentially segregated and maintenance tasks were assigned to prevent overlap of staff. Lunch and break periods were juggled and staggered so no 2 staff would be on break at the same time. All visitors and deliveries had to be prescheduled and by appointment only.

The Office of Information Technology has assisted employees working remotely with updating and provisioning retired systems, adding virtual meeting and softphone voice services, supporting staff in remote secured access to voice and data services. IT has assisted with addition of credit card transactions at Recycling Center and soon online Property Tax and Utility Billing payment. IT has provisioned voice and virtual meeting resources to support required Public Meetings. The office staff has introduced a system to coordinate tracking and grant application for COVID-19 expenses.

As a result of the COVID-19 Pandemic, the Dover Police Department has instituted several changes to their daily operations.

The department has suspended the community contacts program and have limited traffic enforcement to those violations that pose an immediate risk to public safety. When possible, they are also limiting the arrests that are made. Instead, the officers have been issuing a summons to court or completing an arrest warrant that will be served at a later date. Officers are handling calls for service by phone and speaking to people outside of their homes and at a safe distance whenever possible.

The Records window in the lobby has been closed and the furniture has been removed from the lobby to decrease the desire to congregate in that area. Access to the public bathrooms is now controlled by dispatch after business hours. Because it involves extremely close contact, the department has temporarily stopped fingerprinting services. The PD is also responding to right to know requests via e-mail whenever possible. As a result of the closure of the schools, the school resource officers have been reassigned to patrol. Additionally, the PD has suspended mounted patrol operations because, among other reasons, having the mounted patrol officer interacting with the public would be contrary to social distancing guidelines. Also, higher level staff has also done extensive contingency planning so that personnel are able to continue to respond to calls for service if members of the department become sick.

Briefings are now held in the Emergency Operations Center to allow for social distancing and all employees have been told not to congregate. This room is being cleaned multiple times per day. Other areas of the police station have been limited to one officer at a time. The officers are cleaning the interior of the cruisers after each use.

Any employees having contact with members of the public are required to wear masks while maintaining at least 6 feet of separation when possible. Also, any staff taking any items from members of the public are to do so wearing gloves.

Lastly, all employees are to stay home if they are sick and must report any symptoms consistent with COVID-19 to their supervisors. Additionally, each employee is screened upon reporting to work for the day. The self-screening includes taking their temperature and answering questions about symptoms.

Planning staff has been partially work from home and partially working from City Hall. When working from home all phones are forwarded and are answered and transferred by home based employees. Staff is continuing to process applications for Planning and Zoning Board review. Review has been coordinated electronically when possible to assist with applicants. Hard copy application requirements have been decreased and Planning staff has decreased paper packets being created and provided to the Boards. The Planning Board, Zoning Board of Adjustment and the Conservation Commission met virtually during the month of April.

Permits (Sign, Accessory Dwelling, Customary Home Occupation) have been reviewed remotely when applied for.

Staff continues to “meet” with residents and business owners to review concepts, plans and work with abutters to understand projects. These meetings have been via phone, virtual and through exterior doors. Staff has done limited site visiting, including pre-application reviews and code enforcement. These have been prioritized to ensure that only those that need to be addressed in a short time period are.

Planning and Finance staff envisioned and implemented a short term business loan program. This program began in early April and has continued through the month of May. Applications are submitted electronically after a phone interview with potential applicants. The applications are reviewed and approved electronically by Finance, Executive and Planning staff. Finally, Planning staff work with the applicant to close the loans.

Operationally, the Fire Chief has instituted a pre-shift screening processes to ensure members are healthy prior to the start of every shift.

Dover fire stations, which includes the Inspection Division, are closed to public walk-in traffic, however many workarounds have been instituted. A drop box has been placed in the segregated lobby of the North End Fire Station so that various permits/applications may be dropped off. Alternative inspection procedures have been in place to allow both commercial and small-scale construction projects to continue.

The fire department has assisted local businesses with acquisition of PPE in preparation of Stay At Home 2.0 guidance and also assisted local healthcare facilities and Nursing Homes with acquisition of PPE.

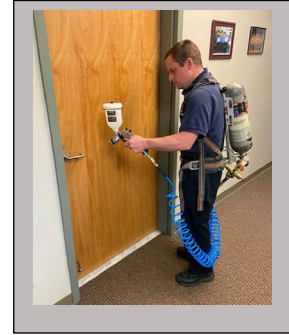
Fire administration has provided guidance to the Dover School Department in interpretation of State requirements, in initial remote learning efforts. They have also assisted local businesses with questions/answers related to guidance in adherence to current Stay at Home guidelines.

The Fire Chief has been providing ongoing daily guidance to city departments relative to various employee situations, exposures and quarantine situations.

The fire department has been utilizing Ring Central remote meeting software to conduct shift briefings and necessary classroom trainings without violating social distancing guidelines for non-emergency purposes.

The fire department has received and distributed over 1,000 cloth masks donated by the public and has also participated in 21 Drive-By recognitions for our citizens, to include numerous youth birthday celebrations; kindergarten graduations; WWII vet birthday; airline pilot retirement; etc

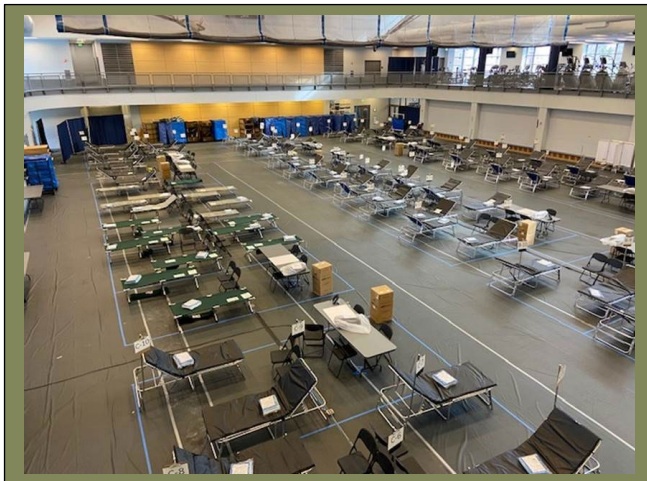
Fire personnel used existing fire department equipment to design/build a station decontamination/sanitizing sprayer, pictured right.



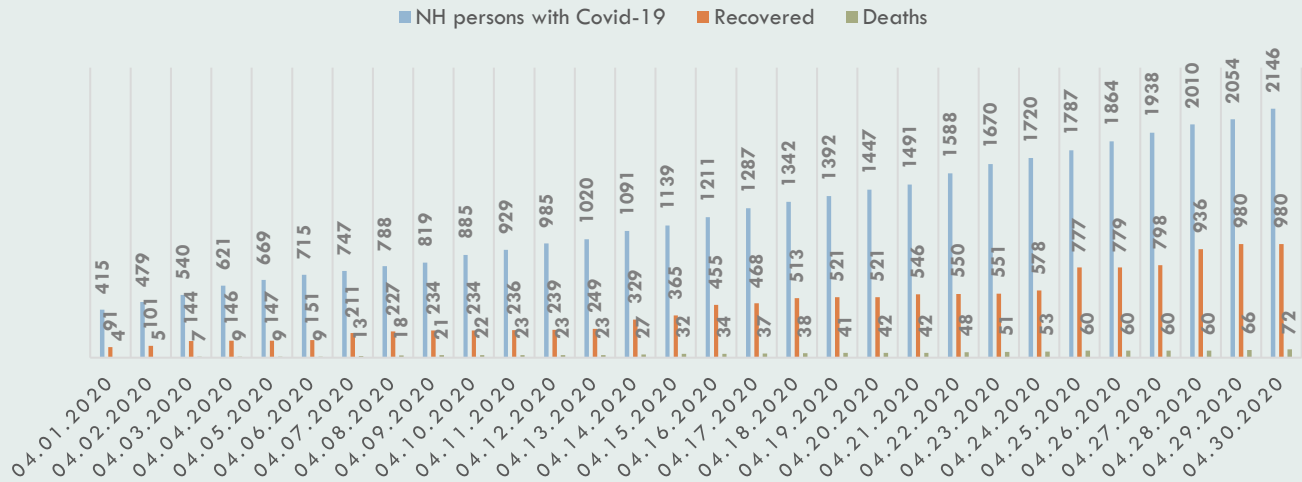
Fire personnel fit tested over 55 employees to meet requirements of current CDC guidelines with disposable N95 masks, pictured right.



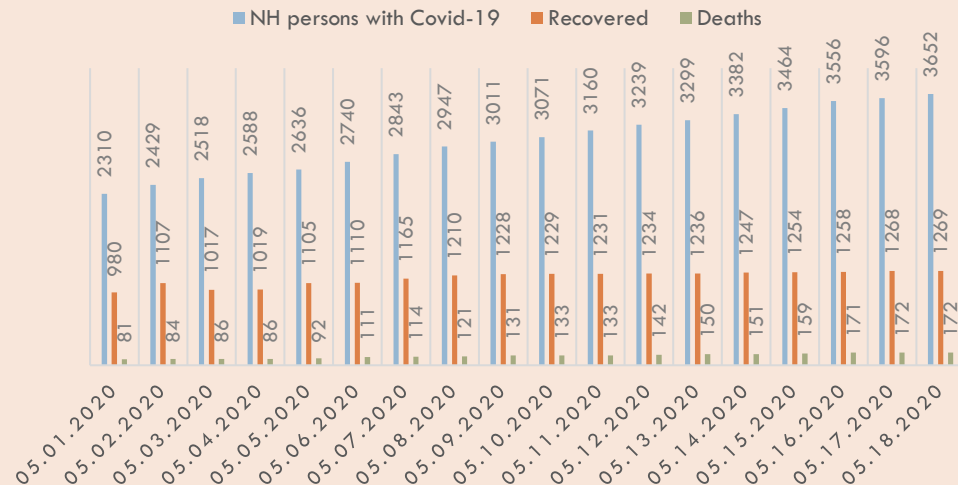
Fire personnel also worked with the State EOC in setting up surge healthcare facility (Alternative Care Site) at UNH, pictured below.



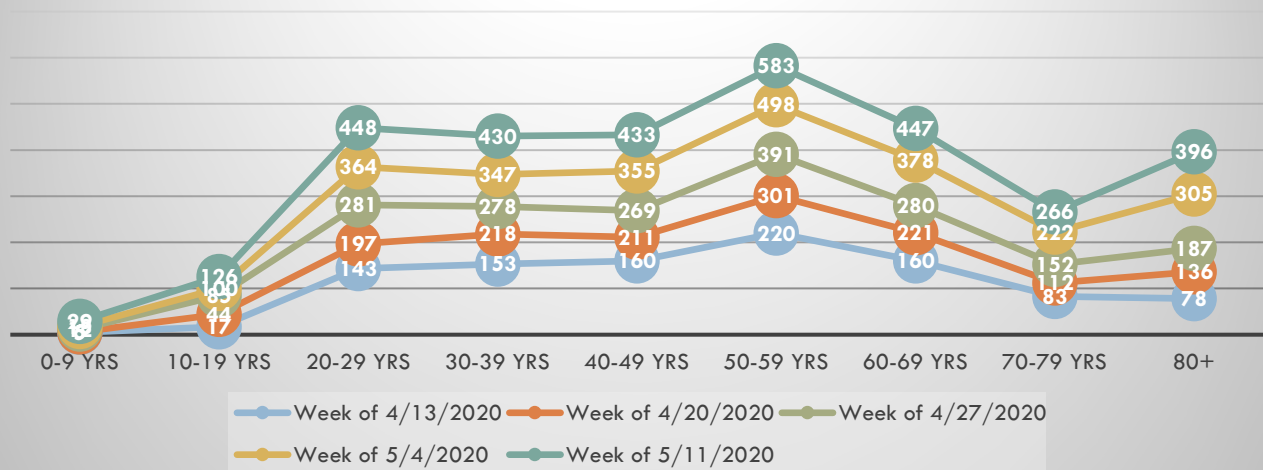
COVID-19 IN NH=APRIL 2020



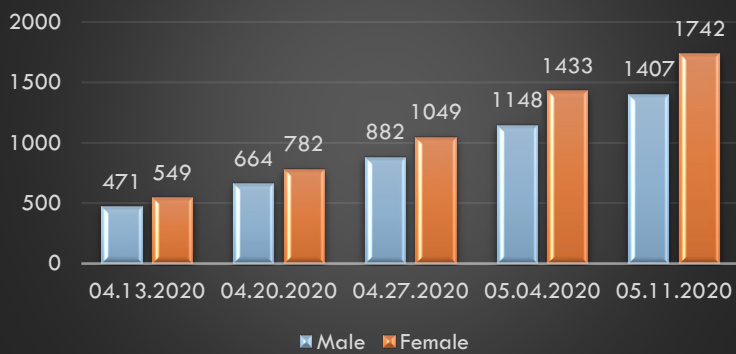
COVID-19 IN NH - MAY 2020



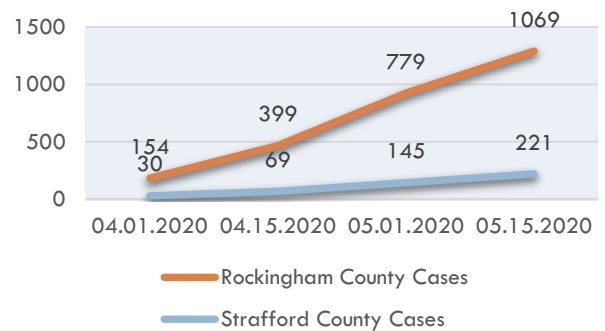
Covid-19 Weekly Cases by Age



Weekly Covid-19 Cases in NH Male vs Female



Covid-19 Strafford County vs Rockingham County



City of Dover
Bid Solicitation Report
For April 2020

5/6/2020

Department Bid Number	Bid Date	Bid Due	Description	PO Notes
Planning B20061	04/03/2020	04/29/2020	Community Trail Construction Phase III	
Planning B20065	04/07/2020	04/29/2020	Professional Consulting Services – Community Facilities and Utilities Chapter of Master Plan	
Community Services B20039	04/17/2020	05/21/2020	Water Facilities Improvements Phase II Contract IV – Bellamy Recharge Facility	
Recreation B20065	04/21/2020	05/13/2020	Dover Recreation Transportation Services	

City of Dover
Bid Solicitation Report
For April 2020

5/6/2020

Department Bid Number	Bid Date	Bid Due	Description	PO Notes
Recreation Q20-027	04/21/2020	05/06/2020	Recreation Summer Staff Uniforms	
Community Services B20066	04/29/2020	05/15/2020	Hot Bituminous Paving (asphalt) laid in place	

City of Dover
Purchase Order Report - Over \$5,000
April 2020

DAC	PO Date	PO No.	Vendor Name	Amount
City Finance Office	04/29/2020	202009155	CUMMINS NORTHEAST, INC.	\$28,704.63
City Information Technology	04/29/2020	202009147	CARASOFT TECHNOLOGY CORP.	\$5,600.00
City Information Technology	04/09/2020	202008602	EPLUS TECHNOLOGY, INC.	\$5,954.85
City Information Technology	04/16/2020	202008918	COMCAST	\$8,560.51
Community Services Department	04/14/2020	202008845	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$5,185.87
Community Services Department	04/08/2020	202008587	THE DIRT DOCTORS, LLC	\$5,232.00
Community Services Department	04/15/2020	202008891	BROX INDUSTRIES, INC.	\$5,242.61
Community Services Department	04/20/2020	202008982	ALLIED EQUIPMENT, LLC.	\$5,492.45
Community Services Department	04/02/2020	202008501	REMI-SONS, INC. (GBN FARMS)	\$5,600.00
Community Services Department	04/07/2020	202008554	BROX INDUSTRIES, INC.	\$5,898.83
Community Services Department	04/29/2020	202009140	BROX INDUSTRIES, INC.	\$7,125.51
Community Services Department	04/07/2020	202008560	FEMA / NFIP	\$8,000.00
Community Services Department	04/01/2020	202008483	SHEA CONCRETE PRODUCTS	\$8,179.70
Community Services Department	04/22/2020	202009003	NORRIS INC	\$8,393.00
Community Services Department	04/07/2020	202008559	JP PEST SERVICES. INC.	\$9,168.25
Community Services Department	04/29/2020	202009149	B&M PROPERTY MAINTENANCE, LLC	\$9,720.00
Community Services Department	04/07/2020	202008557	R. PEPIN & SONS, INC.	\$10,515.00
Community Services Department	04/20/2020	202008950	XYLEM WATER SOLUTIONS, INC.	\$14,260.15
Community Services Department	04/22/2020	202009004	TRI-STATE SEALCOATING & PAVING, INC.	\$17,247.00
Community Services Department	04/17/2020	202008930	RANSOM ENVIRONMENTAL CONSULTANTS, INC.	\$24,200.00
Community Services Department	04/15/2020	202008895	BARRIE MILLERS WELL & PUMP SERVICE, INC.	\$25,629.00
Community Services Department	04/01/2020	202008477	TED BERRY CO., INC.	\$29,946.00
Community Services Department	04/10/2020	202008624	MACKINNON & SONS EXCAVATING, LLC	\$35,000.00
Community Services Department	04/29/2020	202009150	B&M PROPERTY MAINTENANCE, LLC	\$36,290.00
Community Services Department	04/01/2020	202008478	ASJ MOTOR CORP.	\$49,900.00
Community Services Department	04/24/2020	202009065	MACKINNON & SONS EXCAVATING, LLC	\$79,207.50
Community Services Department	04/29/2020	202009146	NM CURTIS EARTH WORKS, INC.	\$100,619.00
Community Services Department	04/16/2020	202008917	EMERY & GARRETT	\$111,225.00
Community Services Department	04/13/2020	202008645	CARENO CONSTRUCTION COMPANY LLC	\$1,937,625.88
Executive	04/29/2020	202009159	SHEEHAN, PHINNEY, BASS & GREEN	\$5,107.40
Executive	04/13/2020	202008664	MARC D. GREENBAUM	\$5,400.00
Executive	04/29/2020	202009158	SHEEHAN, PHINNEY, BASS & GREEN	\$20,744.10
Fire and Rescue	04/21/2020	202008996	NE FIRE EQUIPMENT & APPARATUS CORP.	\$6,628.04
Recreation	04/23/2020	202009033	ARTISAN CONCRETE SERVICES, INC.	\$8,995.00
Recreation	04/21/2020	202008995	GREATER DOVER CHAMBER OF COMMERCE	\$10,000.00
Recreation	04/29/2020	202009142	SIEMENS INDUSTRY, INC.	\$21,905.00

City of Dover

Revenues of Major Funds

April 30, 2020

(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	\$ 90,788,809	\$ 477,758	\$ 49,230,388	54.0%	\$ 41,558,421	\$ -	\$ 41,558,421	(45.8)%
Licenses & Permits	6,498,284	388,209	5,666,775	87.0	831,509	-	831,509	12.8
Intergovernmental	2,769,814	27	2,549,721	92.0	220,093	-	220,093	7.9
Charges for Services	3,822,518	193,538	3,156,248	83.0	666,270	(26,050)	692,320	18.1
Miscellaneous Revenue	755,604	25,579	927,245	123.0	(171,641)	(746)	(170,896)	(22.6)
Education	16,604,238	3,346,990	14,862,008	90.0	1,742,230	-	1,742,230	10.5
Operating Transfers In	430,754	-	-	0.0	430,754	-	430,754	100.0
Other Financing Sources	119,900	-	-	0.0	119,900	-	119,900	100.0
Sub-total : 1000 General Fund	\$ 121,789,921	\$ 4,432,101	\$ 76,392,386	63.0%	\$ 45,397,535	\$ (26,796)	\$ 45,424,330	37.3%
3213 Parking Activity Fund								
Licenses & Permits	\$ 228,000	\$ 7,385	\$ 214,921	94.0%	13,080	\$ -	\$ 13,080	5.7%
Parking Income	610,000	16,709	785,058	129.0%	(175,058)	-	(175,058)	-28.7%
Parking Fines	181,725	8,745	159,801	88.0%	21,924	-	21,924	12.1%
Other Financing Sources	0	-	-	0.0	-	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 1,019,725	\$ 32,839	\$ 1,159,779	114.0%	\$ (140,054)	\$ -	\$ (140,054)	-13.7%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 11,500	\$ -	\$ 12,230	106.0%	(730)	\$ -	(730)	- 6.3%
Charges for Services	1,036,082	99,982	934,254	90.0%	101,828	-	101,828	9.8%
Miscellaneous Revenue	0	4	1,709	0.0	(1,709)	-	(1,709)	0.0
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3320 Residential Solid Waste	\$ 1,047,582	\$ 99,987	\$ 948,193	91.0%	\$ 99,389	\$ -	\$ 99,389	9.5%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 753,885	\$ 59,471	\$ 584,442	78.0%	\$ 169,443	\$ -	\$ 169,443	22.5%
Operating Transfers In	180,044	17,645	191,020	106.0	(10,976)	-	(10,976)	(6.1)
Sub-total : 3381 McConnell Center	\$ 933,929	\$ 77,116	\$ 775,463	83.0%	\$ 158,466	\$ -	\$ 158,466	17.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 443,980	\$ 81	\$ 208,417	47.0%	\$ 235,563	\$ -	\$ 235,563	53.1%
Miscellaneous Revenue	15,500	-	2,610	0.2	\$ 12,890	-	12,890	83.2
Operating Transfers In	20,000	-	-	0.0	20,000	-	20,000	100.0
Other Financing Sources	-	-	-	0.0	0	-	0	0.0
Sub-total : 3410 Recreation Special Revenue Fund	\$ 479,480	\$ 81	\$ 211,027	44.0%	\$ 268,453	\$ -	\$ 268,453	56.0%
5300 Water Fund								
Intergovernmental	\$ 2,500	\$ -	\$ -	0.0%	\$ 2,500	\$ -	\$ 2,500	100.0%
Charges for Services	5,792,263	190,995	4,133,052	0.7	\$ 1,659,211	-	1,659,211	28.6
Miscellaneous Revenue	70,500	5,129	118,594	168.0	(48,094)	-	(48,094)	(68.2)
Sub-total : 5300 Water Fund	\$ 5,865,263	\$ 196,124	\$ 4,251,645	72.0%	\$ 1,613,618	\$ -	\$ 1,613,618	27.5%
5320 Sewer Fund								
Intergovernmental	\$ 31,974	\$ -	\$ 14,529	45.0%	\$ 17,445	\$ -	\$ 17,445	54.6%
Charges for Services	7,569,359	320,843	5,965,806	79.0	1,603,553	-	1,603,553	21.2
Miscellaneous Revenue	57,000	1,939	93,823	165.0	(36,823)	-	(36,823)	(64.6)
Other Financing Sources	520,992	-	-	0.0	520,992	-	520,992	100.0
Sub-total : 5320 Sewer Fund	\$ 8,179,325	\$ 322,782	\$ 6,074,158	74.0%	\$ 2,105,167	\$ -	\$ 2,105,167	25.7%
6100 Dovemet Fund								
Charges for Services	\$ 1,343,994	\$ 75,312	\$ 1,073,839	80.0%	\$ 270,155	\$ -	\$ 270,155	20.1%
Miscellaneous Revenue	25,000	-	25,000	1.0	-	-	-	0.0
Operating Transfers In	-	-	-	0.0	0	-	0	0.0
Other Financing Sources	100,000	-	-	0.0	100,000	-	100,000	100.0
Sub-total : 6100 Dovemet Fund	\$ 1,468,994	\$ 75,312	\$ 1,098,839	75.0%	\$ 370,155	\$ -	\$ 370,155	25.2%
Total : REVENUES	\$ 140,784,219	\$ 5,236,341	\$ 90,911,490	65.0%	\$ 49,872,729	\$ (26,796)	\$ 49,899,525	35.4%

City of Dover

Expenditures of Major Funds

April 30, 2020

(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 555,051	\$ 82,356	\$ 445,588	80.0%	\$ 109,463	\$ 64,504	\$ 44,959	8.1%
Executive	1,206,257	149,487	1,087,764	90.0	118,493	160,922	(42,430)	(3.5)
Finance	1,935,480	175,337	1,629,321	84.0	306,159	239,658	66,501	3.4
Planning	793,802	66,737	639,704	81.0	154,098	84,043	70,055	8.8
Misc General Government	973,563	125,520	457,045	47.0	516,518	79,528	436,990	44.9
Police	9,532,994	805,971	7,774,300	82.0	1,758,694	929,623	829,070	8.7
Fire & Rescue	9,821,524	755,910	7,924,982	81.0	1,896,542	836,204	1,060,338	10.8
Community Service Public Works	8,001,097	408,322	4,346,760	54.0	3,654,337	1,332,680	2,321,657	29.0
Recreation	2,361,663	137,305	1,716,939	73.0	644,724	231,361	413,363	17.5
Public Library	1,565,776	115,411	1,248,109	80.0	317,667	157,664	160,003	10.2
Public Welfare	804,876	46,820	478,364	59.0	326,512	22,388	304,124	37.8
Debt Service	12,853,698	559,347	5,837,604	45.0	7,016,094	9,741	7,006,353	54.5
Other Financing Sources/Uses	3,927,672	131,645	3,664,382	93.0	263,290	-	263,290	6.7
School	58,177,215	3,702,774	39,887,997	69.0	18,289,218	17,003,903	1,285,314	2.2
Intergovernmental	9,279,253	-	9,279,253	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 121,789,921	\$ 7,262,944	\$ 86,418,114	71.0%	\$ 35,371,807	\$ 21,152,219	\$ 14,219,588	11.7%
3213 Parking Activity Fund								
Police	\$ 1,019,725	\$ 56,820	\$ 551,379	54.0%	\$ 468,346	\$ 69,988	\$ 398,359	39.1%
Sub-total : 3213 Parking Activity Fund	\$ 1,019,725	\$ 56,820	\$ 551,379	54.1%	\$ 468,346	\$ 69,988	\$ 398,359	39.1%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,155,460	\$ 110,632	\$ 858,891	74.0%	\$ 296,568	\$ 189,930	\$ 106,639	9.2%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,155,460	\$ 110,632	\$ 858,891	74.3%	\$ 296,568	\$ 189,930	\$ 106,639	9.2%
3381 McConnell Center Fund								
Recreation	\$ 933,929	\$ 36,117	\$ 378,534	41.0%	\$ 555,395	\$ 68,243	\$ 487,152	52.2%
Sub-total : 3381 McConnell Center Fund	\$ 933,929	\$ 36,117	\$ 378,534	40.5%	\$ 555,395	\$ 68,243	\$ 487,152	52.2%
3410 Recreation Special Revenue Fund								
Recreation	\$ 479,480	\$ 16,790	\$ 343,337	72.0%	\$ 136,143	\$ 27,106	\$ 109,037	22.7%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 479,480	\$ 16,790	\$ 343,337	71.6%	\$ 136,143	\$ 27,106	\$ 109,037	22.7%
5300 Water Fund								
Community Service Public Works	\$ 5,901,912	\$ 338,439	\$ 4,420,336	75.0%	\$ 1,481,576	\$ 458,220	\$ 1,023,356	17.3%
Sub-total : 5300 Water Fund	\$ 5,901,912	\$ 338,439	\$ 4,420,336	74.9%	\$ 1,481,576	\$ 458,220	\$ 1,023,356	17.3%
5320 Sewer Fund								
Community Service Public Works	\$ 8,272,046	\$ 628,457	\$ 6,211,379	75.0%	\$ 2,060,667	\$ 644,099	\$ 1,416,568	17.1%
Sub-total : 5320 Sewer Fund	\$ 8,272,046	\$ 628,457	\$ 6,211,379	75.1%	\$ 2,060,667	\$ 644,099	\$ 1,416,568	17.1%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,846,803	\$ 95,947	\$ 1,131,116	61.0%	\$ 715,687	\$ 125,669	\$ 590,018	31.9%
Sub-total : 6100 Dovernet Fund	\$ 1,846,803	\$ 95,947	\$ 1,131,116	61.2%	\$ 715,687	\$ 125,669	\$ 590,018	31.9%
Total : EXPENDITURES	\$ 141,399,276	\$ 8,546,147	\$ 100,313,086	70.9%	\$ 41,086,190	\$ 22,735,473	\$ 18,350,717	13.0%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) April 30, 2020

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,217,196	(3,308)	1,018,694	83.7	198,502	0	198,502	16.3
Expenditures	1,007,445	53,036	784,127	77.8	223,318	112,789	110,528	11.0
Debt Service								
Principal	205,000	0	0	-	205,000	0	205,000	100.0
Interest	4,751	0	0	-	4,751	0	4,751	100.0
	<u>(0)</u>	<u>(56,344)</u>	<u>234,566</u>	<u>6</u>	<u>(234,567)</u>	<u>(112,789)</u>	<u>(121,777)</u>	<u>(195)</u>



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: Wednesday, May 6, 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 Manley 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.

Paul Skvirsky, 44 Piscataqua Road: Email to City Council – All received on May 4, 2020.

Deborah Clough, 2 Towle Avenue: Email to City Council – All received on May 5, 2020 at 11:43 am.

Sean Hoeing, 25 Lisa Beth Drive: Email to City Council – All received on May 5, 2020.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, May 6, 2020**
Meeting Time: **7:00 pm**

6. DISCUSSIONS

A. GENERAL BUDGET DISCUSSIONS

Council referred to the City Manager's handout of Proposed Budget Adjustments and discussed the options.

7. ADJOURNMENT

Councilor O'Connor 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, May 13, 2020
Meeting Time: 6:00 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 Shanahan 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.

Karen Weston, 42 French Cross Road:

Larry Pilla, 9 Samuel Hanson Avenue: Email to City Council – All received on May 7, 2020 at 3:45 pm

Jonathan Burns, 6 Cottonwood Drive: Email to City Council – All received on May 7, 2020 at 9:52 pm

Daniel Pontoh, Washington Street: Email to City Council – All received on May 7, 2020 at 10:54 pm

Linda Merullo, 21 Sandy Lane: Email to City Council – All received on May 8, 2020 at 9:38 am



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, May 13, 2020**
Meeting Time: **6:00 pm**

Bob Livingston, 20 Tennyson Avenue: Email to City Council – All received on May 9, 2020 at 9:09 am

Katherine Dowaliby, 31 Middle Road: Email to City Council – All received on May 11, 2020 at 1:59 pm

Daniel Fontaine, 544 Tolend Road: Email to City Council – All received on May 12, 2020 at 6:31 am

Laurie : Email to City Council – All received on May 11, 2020 at 11:51 pm

Bill and Cynthia Vomvoris, 118 Boxwood Lane: Email to City Council – All received on May 11, 2020 at 5:35 pm

David Dupont, 24 Lisa Beth Circle: Email to City Council – All received on May 11, 2020 at 3:41 pm

Brian White, 130 Varney Road: Email to City Council – All received on May 11, 2020 at 1:54 pm

Michael Castaldo, 12 Education Way: Email to City Council – All received on May 11, 2020 at 2:55 pm

Deb Staples, 256 Long Hill Road: Email to City Council – All received on May 13, 2020 at 12:13 am

Jean and Bonnie Labrack, 400 Blackwater Road: Email to City Council – All received on May 12, 2020 at 3:58 pm

Diane Ruger, 16 Jacqueline Drive: Email to City Council – All received on May 12, 2020 at 12:37 pm

Shari Grieve, 15 Nantucket Court: Email to City Council – All received on May 12, 2020 at 10:13 am

Bob Hall, 133 Spur Road: Email to City Council – All received on May 11, 2020 at 1:39 pm

Lauren Fontaine, 544 Tolend Road: Email to City Council – All received on May 12, 2020 at 9:31 am

Scott Perry, 38 Summer Street: Email to City Council – All received on May 12, 2020 at 8:20 am

Diana Whalen, 19 Jacquelin Drive: Email to City Council – All received on May 13, 2020 at 8:37 am



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, May 13, 2020**
Meeting Time: **6:00 pm**

Mayor Carrier closed Citizen's Forum.

6. DISCUSSIONS

A. GENERAL BUDGET DISCUSSIONS

The Council reviewed and the discussed the Proposed Budget Adjustments and made consensus votes on each item.

City Manager Joyal gave an overview of the changes the Council agreed upon and stated the following changes to the Budget Resolution:

Page 1 – Table Fund 1000, General Fund – Estimated Revenue and Appropriations changed to \$125,356.041.

Totals changed to \$157,064.145.

Page 2, Item 2. Last Sentence: "General Fund Appropriations include \$42,743,642..."

7. ADJOURNMENT

Councilor O'Connor moved to adjourn to the Regular Meeting; seconded by Councilor Thibodeaux.

Roll Call Vote: 9/0.

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: City Hall, Council Conference Room Meeting Date: Wednesday, May 13, 2020 Meeting Time: Immediately following Workshop Session
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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~~

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 moved for the approval of the Agenda; seconded by Councilor Shanahan.
Roll Call Vote: 9/0.

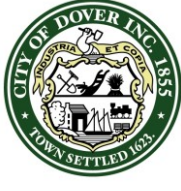
7. PUBLIC HEARINGS

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.

David Whitney, 10 Cherokee Street: Email to City Council – All received on May 13, 2020 at 11:49 am

James Miles, Locust Street: Email to City Council – All received on May 6, 2020 at 11:53 am

 CITY OF DOVER	<table> <tr> <th colspan="2">CITY COUNCIL - MINUTES</th></tr> <tr> <td>Meeting Type:</td><td>Regular Meeting</td></tr> <tr> <td>Meeting Location:</td><td>City Hall, Council Conference Room</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, May 13, 2020</td></tr> <tr> <td>Meeting Time:</td><td>Immediately following Workshop Session</td></tr> </table>	CITY COUNCIL - MINUTES		Meeting Type:	Regular Meeting	Meeting Location:	City Hall, Council Conference Room	Meeting Date:	Wednesday, May 13, 2020	Meeting Time:	Immediately following Workshop Session
CITY COUNCIL - MINUTES											
Meeting Type:	Regular Meeting										
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Meeting Time:	Immediately following Workshop Session										

Diane Carpinone, Governors Sawyer Lane: Email to City Council – All received on May 7, 2020 at 3:24 pm

Mayor Carrier closed Citizen’s Forum.

9. CITY MANAGER’S REPORT

City Manager Joyal said he submitted his report in writing concerning the economic conditions of 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 22, 2020 – Regular Meeting**
- B. April 29, 2020 – Workshop Session**

Deputy Mayor Ciotti moved for the approval of the Minutes as presented; seconded by Councilor Cullen.
 Roll Call Vote: 9/0.

11. MAYOR’S REPORT

Mayor Carrier spoke about his conference calls with the Governor, Senators Sheehan and Hassen. He discussed the Dover Green and White campaign and asked citizens to show their colors.
 Deputy Mayor Ciotti moved to accept the Mayor’s Report; seconded by Councilor Manley.
 Roll Call Vote: 9/0.

12. UNFINISHED BUSINESS

- A. ORDINANCES IN THE 2nd READING**
- B. ORDINANCES IN THE 3RD READING**



CITY OF DOVER

CITY COUNCIL - MINUTES

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

C. RESOLUTIONS

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

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor Thibodeaux.

Deputy Mayor Ciotti moved to substitute Resolution as a whole; seconded by Councilor O'Connor.

Roll Call Vote: 9/0.

City Manager Joyal listed the new amendments the Council had discussed during the previous workshop to the Resolution:

Page 1 – Table: Fund 1000, General Fund – Estimated Revenue and Appropriations changed to \$125,356.041.

Totals changed to \$157,064.145.

Page 2, Item 2. Last Sentence: “General Fund Appropriations include \$42,743,642...”

Deputy Mayor Ciotti moved to make the amendments mentioned by the City Manager; seconded by Councilor Thibodeaux.

Roll Call Vote: 9/0.

Mayor Carrier asked for a roll call vote on the Budget Resolution as amended.

Roll Call Vote: 9/0.

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



CITY OF DOVER

CITY COUNCIL - MINUTES

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

- 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

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. Cocheco 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 Manley.

Mayor Carrier asked the Council if they had items they would like pulled for further discussion.

Councilor Shanahan said he had an Arts Commission Report.

Councilor Cullen pulled Items 13.A.9. and 13.A.10.

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.9.; seconded by Councilor O'Connor.

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

Roll Call Vote: 9/0.

Deputy Mayor Ciotti moved for the adoption of Item 13.A.10.; seconded by Councilor Manley.

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

Roll Call Vote: 9/0.

 CITY OF DOVER	<table> <tr> <th colspan="2">CITY COUNCIL - MINUTES</th></tr> <tr> <td>Meeting Type:</td><td>Regular Meeting</td></tr> <tr> <td>Meeting Location:</td><td>City Hall, Council Conference Room</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, May 13, 2020</td></tr> <tr> <td>Meeting Time:</td><td>Immediately following Workshop Session</td></tr> </table>	CITY COUNCIL - MINUTES		Meeting Type:	Regular Meeting	Meeting Location:	City Hall, Council Conference Room	Meeting Date:	Wednesday, May 13, 2020	Meeting Time:	Immediately following Workshop Session
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Meeting Type:	Regular Meeting										
Meeting Location:	City Hall, Council Conference Room										
Meeting Date:	Wednesday, May 13, 2020										
Meeting Time:	Immediately following Workshop Session										

Councilor Shanahan gave an overview of the Arts Commission Report to the Council.
Deputy Mayor Ciotti moved to accept the Arts Commission Report; seconded by Councilor Thibodeaux.
Roll Call Vote: 9/0.

B. RESOLUTIONS

1. **B14074 PROFESSIONAL ENGINEERING SERVICES FOR WATER SYSTEMS FACILITY UPGRADES PHASE II CO 8 AND 9** SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor Muffett-Lipinski.
Community Services Director Storer gave an overview of the Resolution to the Council.
Roll Call Vote: 9/0.

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

Deputy Mayor Ciotti moved to refer to a Public Hearing on May 27, 2020; seconded by Councilor Muffett-Lipinski.
Community Services Director Storer gave an overview of the Resolution to the Council.
Roll Call Vote: 9/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Thibodeaux spoke about her upcoming Video Chat on Facebook.

Councilor O'Connor recognized the Dover High School graduates.

16. ADJOURN

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2020.05.27 – 076**

Resolution Re: B19043 Organic Turf Treatment (Woodman Park
Elementary School Athletic Field)

WHEREAS: A Sealed Request for Bid B19043 was issued and received for Organic Turf Treatment on April 17, 2019 at 2:00 pm. A mandatory Prebid meeting was conducted on April 8, 2019 with four vendors attending; and

WHEREAS: Four replies were submitted and evaluated by staff to ensure they met the terms of council resolution [R-2018.02.28-015](#) Commitment to Organic Land Management Practices. On May 2, 2019, the City of Dover awarded a one-year agreement in the amount of \$6,035.00 for a fully organic, environmentally friendly turf treatment service for the 2019 season at Woodman Park's athletic field to PJC Organic of Rowley, MA; and

WHEREAS: It is the recommendation to award to PJC Organic for the 2020 season in the amount not to exceed \$7,400.00 with the option to renew for one (1) subsequent season contingent upon satisfactory vendor performance, funding availability and mutually agreed-upon rates for said subsequent years' 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 to PJC Organic of Rowley, MA for Organic Turf Treatment services at Woodman Park's athletic field in the amount of \$7,400.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.300.43180.4432.00000.00	Maint Chrgs - Impr o/t Buildings	106,300.00	7,518.58

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.1.

Resolution Number: **R – 2020.05.27 – 076**

Resolution Re: B19043 Organic Turf Treatment (Woodman Park
Elementary School Athletic Field)

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.1.

Resolution Number: **R – 2020.05.27 – 076**

Resolution Re: B19043 Organic Turf Treatment (Woodman Park
Elementary School Athletic Field)

RESOLUTION BACKGROUND MATERIAL:

In support of the City Council's commitment to organic land management practices, Stonyfield Organic, a company dedicated to supporting communities who are working to transition their playing fields to organic landscaping practices, offered a grant of \$5,000 to help with the initial cost of converting a ballfield to organic turf management. Initially the intent was to target Sullivan Drive Field, but later it was decided to focus on Woodman Park's athletic field due to its higher visibility.

The City Council accepted Stonyfield Organic's \$5,000 grant via Resolution [R-2018.09.12-122](#), and City staff worked with both Beyond Pesticides and Osborne Organic to develop a fully organic program for the Woodman Park's athletic field for the summer season of 2019.

City staff and Osborne Organic then adapted the recommended treatment program for Woodman Park's athletic field, and subsequently went out for bids to institute a similar, organic treatment program for all City-maintained ballfields and parks (see [B19043](#)). Unfortunately, pricing for all City sites was much higher than expected, so a decision was made to break out and treat Woodman Park's athletic field as a pilot-program for a complete transition to a fully organic program, which would be administered under the guidance of Osborne Organic. PJC Organic was subsequently awarded the contract specifically for Woodman Park's athletic field.

The current objective is to continue the pilot-program at Woodman Park, utilizing the same contractor (PJC Organic) and still under the general supervision of Osborne Organic for the next two seasons. Simultaneously, bids are currently being solicited for all other City-maintained sites to comply with the objectives of a fully organic turf program.

Bid Information:

A Sealed Request for Bid B19043 was issued and received for Organic Turf Treatment on April 17, 2019 at 2:00 pm.

Award Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2020.05.27 – 076**

Resolution Re: B19043 Organic Turf Treatment (Woodman Park
Elementary School Athletic Field)

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	199	Number of Responses:	4
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One year	Estimated Delivery:	2020 Season
Recommended Award to:	PJC Organic	Fund:	F&G Maintenance
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Year 2 of Organic Turf Treatment Program at Woodman Park's athletic field.

[B19043 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2020.05.27 - 077**

Resolution Re: Approval of Reaffirmation and Extension of Parking Lease Agreement for Washington Street Mill, LLC

WHEREAS: The City and Washington Street Mill, LLC are parties to a Parking Lease Agreement dated October 22, 2002 (“the 2002 Agreement”) regarding the leasing of one hundred parking permits located along River Street; and

WHEREAS: The parties have in the past extended the 2002 Agreement with certain modifications, most recently by a Reaffirmation and Extension of Parking Lease Agreement dated April 4, 2019 (“2019 Extension”), and wish to do so again on similar terms with some modifications; and

WHEREAS: The proposed extension of 2002 Agreement and 2019 extension would re-affirm the underlying rights as stated in the 2019 Extension, but modify the term to provide an initial six month extension from May 1, 2020 to October 31, 2020, and thereafter automatically extend the terms in six-month increments unless and until the City provides notice of termination (for any reason) at least 3 months prior to the expiration of the existing 6-month period; and

WHEREAS: The proposed extension would include such other terms as are in the best interests of the City and acceptable to the lessee.

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

The City Manager is authorized to negotiate, finalize, and sign a Reaffirmation and Extension of Parking Lease Agreement on terms acceptable to both parties.

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.2.

Resolution Number: **R – 2020.05.27 - 077**

Resolution Re: Approval of Reaffirmation and Extension of Parking Lease Agreement for Washington Street Mill, LLC

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor 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 attached 2002 Agreement and 2019 Extension for reference.



CITY OF DOVER

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

REAFFIRMATION AND EXTENSION OF PARKING LEASE AGREEMENT

NOW COME, the **CITY OF DOVER**, a municipal corporation, 288 Central Avenue, Dover, New Hampshire 03820 (hereinafter referred to as "Lessor") and **WASHINGTON STREET MILL, LLC**, a limited liability corporation registered in the State of New Hampshire, One Washington Street, Dover, New Hampshire 03820 (hereinafter referred to as "Lessee") who for valuable consideration agree as follows:

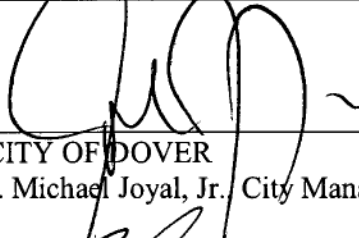
1. The parties are subject to an Extension of Parking Lease Agreement dated April 16, 2015 regarding the leasing of one hundred (100) parking permits located along River Street, pursuant to an underlying lease agreement dated October 22, 2002.
2. The parties agree to further extend the term of the lease dated October 22, 2002 and the Extension of Parking Lease Agreement dated April 16, 2015, for one hundred (100) parking permits along River Street, and all other remaining provisions of the lease not previously assigned, for an additional period of time until the earlier of the following events:
 - a. The City's termination of this extension agreement; or
 - b. April 30, 2020.
3. If the Lessor invokes the provisions of Paragraph 2(a) of this extension agreement, which it may do at any time and for any reason, the Lessor shall provide at least thirty (60) days advanced written notice of termination to the Lessee.
4. As per the Extension of Parking Lease Agreement dated May 1, 2013, Paragraph 4 of the lease dated October 22, 2002 is rescinded.
5. The parties agree that the per space rental charge, which currently is set at fifteen dollars (\$15.00) per space, shall be set annually by the Dover City Council pursuant to the adoption of the City's Schedule of Fees during the budget process. Said rate shall be per space per month with payment being due and payable prior to the first day of each month to which the payment applies.
6. The Lessee shall be permitted to erect temporary fencing around certain designated parking spaces with the express written permission of the Lessor. When requesting such permission, the Lessee shall provide the Lessor with a map detailing where said fencing is to be installed and an explanation as to the method of securing the fencing in place. Upon termination of the Lease, any/all fencing shall be removed at the Lessee's expense, and the parking area shall be returned to the condition it existed in prior to installation of said fencing, ordinary wear and tear excepted.



CITY OF DOVER

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

Dated: 4/4/19


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

Dated:


WASHINGTON STREET MILL, LLC
By Its Authorized Representative

Print: BENTSON

RECEIVED
DOVER CITY CLERK
DOVER, NH

LEASE AGREEMENT

RECEIVED
DOVER CITY CLERK
DOVER, NH

2002 OCT 30 11:28 Lease made this 22^d day of October 2002 by and between the City of Dover, N.H., hereinafter referred to as "Lessor" and the Washington Street Mill, LLC, hereinafter referred to as "Lessee."

WITNESSETH:

That the Lessor, for and in consideration and upon the terms, conditions and provisions hereinafter set forth, and subsequent to the following reservations does hereby agree to lease the Lessee, its successors and assigns, the following described premises ("premises") to wit: twenty (20) parking spaces on the westerly side of Water Street and one hundred (100) parking spaces on the easterly/westerly side of River Street (across the new pedestrian bridge over the Cocheco River).

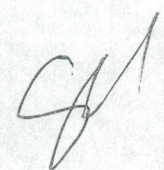
- 1 **TERM.** The term of this Lease shall be for a period of three (3) years, beginning at the expiration of any current lease agreed to by the parties, and may be renewable thereafter in one-year increments. *Reference the Lease Agreement dated 4/17/01*
- 2 **RENT.** The Lessee agrees to pay the following rent for use of the premises at the rate of twenty (\$25.00) dollars per space on Water Street and ten (\$15.00) dollars per space on the easterly/westerly side of River Street. Said rate shall be per space per month said payment being due and payable prior to the first day of each month to which the payment applies.
3. **ALTERNATIVE LOCATION OF SPACE.** Lessor shall reserve the right to develop and use for any purpose any portion of the premises, which it may require during the term of this Lease. To the extent that such use by the Lessor reduces the number of parking spaces available to the Lessee on the premises, the Lessor agrees to make an equivalent number of parking spaces available to the Lessee at an alternative, compatible location. Such alternative, compatible location shall be subject to the approval of the Lessee and such approval shall no be unreasonably withheld. Notice of the exercise of this right shall be provided by the Lessor to the Lessee in writing at least ninety (90) days prior to the exercise of this right.
4. **INTERIM/OVERFLOW SPACES.** Up to sixty-eight (68) overflow/interim parking spaces shall be provided by the Lessor to the Lessee in the event that the Lessee may require the use of such spaces in connection with the use of its property at One Washington Street. Said overflow/interim spaces shall be located along River Street in an area to be designated by mutual agreement of the parties hereto. There shall be no rental charge for use of said overflow/interim spaces. Said spaces may be held for reserved parking on a month-to-month basis. In the event that the Lessee requires more interim/overflow spaces than the sixty-eight herein

provided, Lessor agrees to make a reasonable effort to provide them on or adjacent to River Street at a rental rate of ten (\$15.00) dollars per space per month.

5. IMPROVEMENTS AND USAGE OF PREMISES.

- a. Lessee shall be responsible for installation and maintenance of all signage in connection with the use of parking spaces on the premises by the Lessee. The location of any signage on the premises shall be subject to review and approval by the Lessor, which approval shall not be unreasonably withheld.
- b. Lessee agrees to provide the employees using the parking spaces provided pursuant to this Lease Agreement with appropriate identification for the purpose of providing for the efficient policing of the use of said spaces.
- c. Lessor shall provide adequate lighting for the use of the premises by the Lessee and shall keep the premises free and clear of any ice, snow or other obstruction.
- d. Lessee's usage of the premises shall be limited to between the hours of 6:00 A.M. and 6:00 P.M., Monday through Friday. The parties agree and acknowledge that the Lessor reserves the right to use the premises at all other times.

6. **UTILITIES.** Lessee shall be responsible for paying for any utilities in connection with the use of subject premises except for the exterior lighting provided by the Lessor in connection of the use of the parking spaces on the premises by the Lessee.
7. **LIENS.** Upon occupancy, Lessee shall keep all of the premises and every part thereof and other improvements made at any time located thereon, free and clear of any and all mechanics' materialmen's, and other liens in connection with work or labor done on or to the premises.
8. **ALTERATIONS.** Lessor hereby grants to the Lessee the right, at the Lessee's own expense, to make reasonable changes, improvements, and alterations in said premises for the purpose of carrying on the business to be conducted therein by Lessee, Lessee agreeing, however, that any changes, improvements and alterations shall be in accordance with plans approved by the Lessor, which approval shall not be unreasonably withheld. No structural alterations of the premises shall be made by Lessee without the consent in writing theretofore given by the Lessor, but said consent shall not be unreasonably withheld.



9. **PROPERTY OF LESSEE.** It is hereby covenanted and agreed between the parties hereto that unless otherwise stipulated by agreement in writing from time to time, all trade fixtures, machinery, equipment installed on the premises by Lessee shall be deemed to be the property of Lessee, and the Lessor hereby waives all its right, title and interest in and to the same at the expiration or termination of this lease or any renewal or extension thereof, except that Lessor does not waive any right of attachment of the same if Lessee be in default of its covenants at the time of such expiration or termination, and written notice of such default shall have been given by Lessor to Lessee not less than thirty (30) days before the end of the term hereof. At the termination of this lease such improvements or alterations as may have been made by the Lessee may be removed therefrom at Lessee's own expense, except such improvement or alteration as are substituted or exchanged for any structural part or parts of the premises. However, no improvements or alterations made by the Lessee shall be removed at the termination of this lease if to do so would impair or affect structural parts or integrity of the building. At the termination of this lease all improvements or alterations which cannot be removed without impairing or affecting structural parts or integrity shall revert to the Lessor at no cost to or payment by Lessor.
10. **DESTRUCTION OF PREMISES.** In case said demised premises or any substantial part thereof shall at any time during the term of this lease be so destroyed or damaged by fire or unavoidable casualties as to be unfit for occupation or use by Lessee for Lessee's business, then the rent hereinbefore reserved, or a fair and just proportion thereof, according to the nature and extent of the damage sustained, shall be suspended and cease to be payable until said premises are rebuilt and put in proper condition by said Lessor for use and occupancy by said Lessee; provided that unless the Lessor shall give to the Lessee written notice of its intention to rebuild said premises within thirty (30) days after such destruction or damage, the Lessee shall have the option by written notice to the Lessor given within ten (10) days after the expiration of thirty (30) days from such destruction of damage to cancel and terminate this lease. In case Lessor shall have given such written notice or its intention to rebuild, it shall proceed to rebuild as soon as reasonably possible, but Lessee may terminate this lease if the premises are not tenantable by Lessee for the carrying on of its business within ninety (90) days after the receipt of such notice from Lessor.
11. **HOLD HARMLESS.** The Lessee covenants and agrees with the Lessor that Lessee will indemnify and save harmless the Lessor from any and all loss, cost, damage and expense pertaining to, connected with, or resulting from the use and occupancy of the demised premises and the pedestrian bridge by the Lessee, or arising out of any accident or other occurrence

causing injury to any person or to property by reason of or in connection with the use and occupation of the demised premises by said Lessee, or Lessee's agents, employees, or guests, or which may arise out of or be incidental to or in connection with any phase of the business which the Lessee may carry on in said demised premises.

Lessor covenants and agrees with Lessee that the Lessor shall indemnify and hold Lessee harmless from any and all loss, cost, damage, accident or other occurrence causing any damage or injury to property or persons arising out of any willful act, failure to act or negligence of the Lessor.

12. **USE OF PREMISES.** The Lessee covenants and agrees that Lessee shall use the premises herein devised for parking motor vehicles; that Lessee will pay to Lessor the rent above provided during the term of said lease and for such further time as Lessee may hold the same; that it will so conduct Lessee's business as to comply with all reasonable safety requirement of Lessor's insurance companies; that Lessee will properly handle and store and dispose of any hazardous materials or waste generated on the premises as required by applicable local/state/federal governmental agencies, and will not carry on therein any offensive trade or business, not do any act, not transact any business by which the insurance on said premises may be affected, and that the Lessor may enter and inspect the premises and make improvements. With respect to acts or transactions as a result of which the insurance on said premises may be affected, Lessee shall consult in advance with Lessor who in turn shall consult with its insurers for a determination of the facts and to resolve whether said acts or transactions shall be undertaken, and if any additional insurance cost or coverage is required it shall be at the expense of Lessee. Lessee shall be responsible for the increase in insurance that results from the Lessee's use of the premises. Lessor shall bill the Lessee for the additional insurance cost and Lessee shall pay the bill within fourteen (14) days of its receipt. Lessee shall be responsible for the increased insurance for the entire period of its occupancy.
13. **PEACEFUL ENJOYMENT.** The Lessor covenants and agrees with the Lessee that the Lessee, paying the rent herein reserved and observing, keeping and performing the covenants and agreements herein contained, and on the Lessee's part to be observed, kept and performed, shall and may peaceably and quietly have, hold, occupy, possess and enjoy the demised premises and all of the right, privileged, appurtenances, easements and fixtures thereto belonging for and during the full term of this lease, and of any extension or renewal thereof.
14. **SURRENDER OF PREMISES.** The Lessee covenants and agrees with the Lessor that at the expiration or sooner termination of the lease or renewal or extension thereof, the Lessee will quietly and peaceably

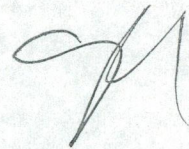
surrender up possession of the demised premise to the Lessor in as good condition as the demised premises were at the beginning of this lease, ordinary wear and tear excepted.

15. **CONDEMNATION.** The taking or condemnation for public purposes of any portion of the demised premises which shall not interfere with the reasonable operation of the demised premises for the aforesaid manufacturing and storage of Lessee's products to be carried on therein by the Lessee shall not affect the term of this lease, by Lessor shall reduce the rental proportionally in the case of a partial taking. In the event that any taking or condemnation of the demised premises or a substantial portion thereof shall unreasonably interfere with the working and storage of Lessee's products being carried on then and in such event this lease and the term thereof shall cease and terminate, and any rental paid by the Lessee in advance shall be proportionately rebated and repaid by the Lessor to the Lessee.
16. **DEFAULT.** If the Lessee either:
- a. Shall fail to pay to the Lessor any installment of rent due, and such default shall continue for seven (7) days after receipt of written notice by Lessee from Lessor; or
 - b. Shall fail to comply with any other covenant or obligation on its part to be performed hereunder and shall fail, within thirty (30) days after receipt by Lessee from Lessor of written notice specifying the nature of such default, either to cure such default or in good faith and with reasonable diligence to commence remediation of such default; or
 - c. If the Lessee shall be adjudged or bankrupt or shall make an assignment for the benefit of creditors, or if a receiver of the property of the Lessee in or upon said leased premises be appointed in any action (except in connection with a dispute among stockholders), suit or proceedings by or against the Lessee, voluntarily or involuntarily and if the said bankruptcy, assignment or receivership is not cured within thirty (30) days, or if the interest of the Lessee in said leased premises shall be sold under execution or other legal process, voluntarily or involuntarily, then in either such event Lessor may at its option either:
 - I. Terminate the possession and right of possession of Lessee, and in such case Lessee shall be liable to Lessor, and hereby promises to pay the Lessor damages in an amount equal to any rent due on the date of such termination; or



- II. Take possession of said property and rent the same as agent for and for the account of Lessee, in which case Lessee shall be liable for and shall pay to Lessor the difference between the rent herein stipulated and the amount, if any, for which Lessor is able to re-rent said property; or
- III. Terminate this lease and take possession of the property.

- 17. **ASSIGNMENT.** It is hereby covenanted and agreed between the parties hereto that Lessee shall not assign this lease or sublet the premises stated herein without the written consent in advance of Lessor which consent shall not be unreasonably withheld.
- 18. **BROKER.** Lessee and Lessor each agree that no broker has any right or claim for the payment of any brokerage or other fee in connection with the negotiation and execution of this instrument.
- 19. **INSURANCE.** The Lessee shall be solely responsible for insuring the premises during the term of this agreement and any extension thereof public liability insurance. Such coverage shall be adequate to protect against liability for damage claims through public use or arising out of accidents occurring in the leased premises, in an amount not less than \$1,000,000.00 combined single limits. The insurance policies shall provide coverage for contingent liability of Lessor on any claims or losses. All insurance provided by Lessee as required by this section shall be carried in favor of Lessor and Lessee as their respective interest may appear. All policies shall require ten (10) days notice to Lessor of any cancellation or change affecting any interest of Lessor. If the insurance policies are not kept in force during the term of this lease or any extension thereof, Lessor may procure the necessary insurance and pay the premium thereof, and the premium shall be repaid to the Lessor as an additional rent installment for the month following the date on which the premiums were paid by Lessor.
- 20. **NOTICE.** Any notice required or permitted to be sent under the terms of this lease shall be sent by certified mail, postage pre-paid to Lessee, Washington Street Mill, LLC, and to the Lessor at the City Manager's Office, 288 Central Avenue, Dover, New Hampshire, 03820. Any notice not so sent but actually received by or personally served on an officer or partner of Lessor or Lessee shall be effective as of the date of such receipt of service. Any balance remaining after use of the whole or any portion of the security deposit by the Lessor shall revert to the Lessee.



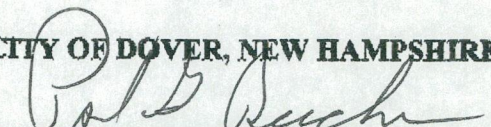
21. **INTEGRATION.** This lease sets forth the entire agreement by the parties, and no custom, act, forbearance or words or silence at any time by any party shall waive or release either party from any default in the performance or fulfillment of any obligation or liability or operate as against either party as a supplement, alteration, amendment or change of any term or provisions set forth herein, including this clause, unless set forth in written instrument duly executed by such party expressly stating that it is intended to impose such an additional obligation or liability or to constitute such a waiver or release, or that it is intended to operate as such supplement alteration, amendment or change.
22. **INVALID PROVISIONS.** If any term or provision of this lease or the application thereof to any person, property or circumstance shall to any extent be invalid or unenforceable, the remainder of this lease, or the application of such term or provisions to person, property and circumstances other than those as to which it is invalid or unenforceable, shall not be affected thereby, and each term and provision of this lease shall be valid and enforced to the full extent permitted by law.

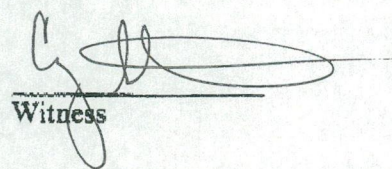
The provisions of this Indenture and Lease shall be binding upon the inure to the benefit of the successors and assigns of the Lessor and Lessee.

IN WITNESS WHEREOF, the parties have executed this Lease on the day and year first written above.

Witness

CITY OF DOVER, NEW HAMPSHIRE


Paul G. Beecher, City Manager


Witness

WASHINGTON STREET MILL, LLC


By: Elinor Clly, MGR
Duly Authorized



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2020.05.27 – 078**

Resolution Re: Approval of License Agreement Between the City of
Dover and CJS Holdings, LLC d/b/a Ember

- WHEREAS: The City of Dover owns a parcel of land known as Assessor's Map 2 Lot 82 ("City Property"); and
- WHEREAS: The City Property contains a sidewalk along a portion of the easterly boundary that is not within a City right-of-way, from Orchard Street to Washington Street ("Sidewalk"); and
- WHEREAS: CJS Holdings LLC, d/b/a Ember ("Ember") operates a restaurant on property adjacent to the City Property and Sidewalk;
- WHEREAS: Ember has requested a seasonal license upon and across the Sidewalk for the purpose of installing and maintaining outdoor seating for customers of Ember; and
- WHEREAS: The license granted to Ember would be limited to May 15 to November 15 of each year and revocable, with the City retaining control of the land and imposing such other conditions on the license as are in the City's best interests and acceptable to Ember.

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

That the City Manager is authorized to finalize and sign a License Agreement with Ember to allow Ember the right to use such area for installation and maintenance of outdoor restaurant seating, subject to other regulations and restrictions on such use, upon such terms as are in the City's best interests and acceptable to Ember.

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.3.	
Resolution Number: R – 2020.05.27 – 078 Resolution Re: Approval of License Agreement Between the City of Dover and CJS Holdings, LLC d/b/a Ember		

DOCUMENT HISTORY:

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

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

The sidewalk area described above is not within the City right of way, so the permit process outlined in Chapter 125 is not applicable. The ultimate license will incorporate the appropriate elements from the permit process, including insurance provisions, as reviewed and approved by the City Manager.

Supporting outdoor restaurant seating is important in assisting local businesses and all the more important now given limited outdoor restaurant seating available during ongoing efforts to mitigate the spread of the novel coronavirus (COVID 19).

For clarification, this resolution is not relieving Ember from other regulations and restrictions. Instead, the resolution is authorizing a property right (license) for the area on which the outdoor seating may occur, subject to other regulations and restrictions.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2020.05.27 – 079**

Resolution Re: Director of Public Library Employment Agreement

- WHEREAS: Denise A. LaFrance (“Employee”) has been appointed as Director of Public Library for the City of Dover by the City Manager; and
- WHEREAS: It is the desire of the City Manager to ensure the commitment and full productivity of the Employee in providing service to the City as Director of Public Library; and
- WHEREAS: Employee has agreed to accept employment as Director of Public Library of said City subject to certain terms and conditions intended to be memorialized in an Employment Agreement; and
- WHEREAS: In accordance with the Merit Plan, the Dover City Charter and the Laws of the State of New Hampshire, compensation, benefits, and other working conditions for the employment of Denise A. LaFrance may be established in the form of an Employment Agreement; and
- WHEREAS: No additional appropriations beyond those presented in the annual budget and subsequently adopted by the City Council are necessary for funding the costs associated with such Employment Agreement;
- NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
- The City Manager is hereby authorized to enter into the attached Employment Agreement.

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.4.

Resolution Number: **R – 2020.05.27 – 079**

Resolution Re: Director of Public Library Employment Agreement

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:

See attached Employment Agreement. This Resolution shall ratify the attached Employment Agreement related to the employment of Denise A. LaFrance as Director of Public Library. The Agreement outlines wages, benefits and other conditions of employment.

**EMPLOYMENT AGREEMENT
BETWEEN THE CITY OF DOVER, NH
AND
DENISE A. LAFRANCE**

This Agreement made and entered into this _____ day of _____, 2020 by and between the CITY OF DOVER, a municipal corporation within the County of Strafford and the State of New Hampshire (hereinafter called the "CITY"), as party of the first part and DENISE A. LAFRANCE, of the Town of Nottingham, County of Rockingham, and State of New Hampshire (hereinafter called "EMPLOYEE"), as party of the second part;

WITNESETH:

WHEREAS, the City desires to employ the services of the Employee as Director of Public Library of the City of Dover.

WHEREAS, it is the desire of the City Manager, in accordance with the Dover City Charter and the Laws of the State of New Hampshire, to establish compensation, benefits, and other working conditions for the employment of the Employee; and

WHEREAS, it is the desire of the City Manager to ensure the commitment and full productivity of the Employee in providing service to the City as Director of Public Library; and

WHEREAS, it is the desire of the City Manager to provide inducement for the Employee to remain in service to the City while also ensuring a just means for the termination of employment at such time as may be required; and

WHEREAS, Employee agrees to accept employment as Director of Public Library of said City.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein, the parties agree as follows:

SECTION 1 – DUTIES AND AUTHORITY

City hereby agrees to employ DENISE A. LAFRANCE as Director of Public Library of said City. Employee accepts such employment and agrees to perform the functions and duties specified in the City Ordinances, and the Laws of the State of New Hampshire, and to perform such other legally permissible and proper duties, and reasonable functions as the City Manager shall from time-to-time assign.

SECTION 2 – TERM

This Agreement shall remain in full force and effect from March 28, 2020 until employment is terminated by the City or Employee as provided in Section 3 of this Agreement. Solely for the purposes of benefit eligibility, Employee's anniversary date of employment with the City shall remain April 5, 1999.

SECTION 3 – TERMINATION OF EMPLOYMENT AND SEVERANCE

- A. The City Manager, at any time, may terminate the employment of the Employee for cause after thirty (30) days written notice of the basis for the termination.
- B. In the event the Employee is terminated by the City Manager with cause, the City agrees that it shall pay to the Employee all unused, accrued vacation leave said amount to be paid to the Employee on or before the effective date of termination of her employment.

- C. In the event the City in any fiscal year intentionally reduces the base salary, compensation or any other financial benefit of the Employee in a percentage greater than is applied in an across the board reduction in the same fiscal year applicable to all other employees of the City, or in the event that the City refuses, following a thirty (30) day period after receipt of written notice delivered to the City Manager, to comply with any of the financial provisions benefiting the Employee set forth herein, or if the City abolishes the position of Director of Public Library without establishment of the position under a different title with substantially similar duties and responsibilities or similar action, the Employee may, at her option, deem herself to have been terminated without cause as of the date of such reduction or refusal to comply with the provision herein claimed to have been violated.
- D. In the event the Employee is terminated without cause, the City agrees that it shall pay to the Employee all unused, accrued vacation leave, together with a lump sum severance payment equal to one (1) month aggregate salary for each year of completed service as Director of Public Library, not to exceed six (6) months total, said amount to be paid to the Employee on or before the effective date of termination of her employment.
- E. In the event the Employee voluntarily resigns her position with the City, the Employee shall give the City thirty (30) days written notice in advance, unless the parties agree otherwise. Such notice of resignation shall be directed to the City Manager. If the Employee voluntarily resigns, she shall not be entitled to salary after the date of resignation or to the severance benefits specified in this Section except she shall be paid for all unused, accrued vacation leave not to exceed thirty (30) days.

SECTION 4 – SALARY

- A. The City agrees to pay the Employee for services rendered under this Agreement, an annual base salary of \$83,200, subject to applicable withholdings and deductions, payable in installments at the same time as other employees in the City are paid.
- B. Effective the first full pay period following Employee's anniversary date and each year thereafter, the City agrees the Employee shall be awarded a merit increase following completion of an evaluation of her performance as specified by Section 5 of this Agreement. Such increase is only to be applied to the Employee's base salary up to the maximum amount specified in the Class and Pay Plans attached to the City's Merit Plan after which such increase may be paid as a single lump sum merit bonus. The amount of the merit increase shall be determined by the City Manager at his sole discretion, but shall not be more than 5% per annum subject to a satisfactory performance review.

SECTION 5 – PERFORMANCE EVALUATION

- A. The City Manager shall review and evaluate the Employee's performance as Director of Public Library at least once every year, provided, at a minimum, one performance evaluation occurs within forty-five (45) days of the Employee's anniversary date each year. Said review and evaluation shall be based on the goals and objectives developed by the City Manager and the Employee in accordance with paragraph B of this Section. Upon completing the evaluation, the City Manager shall provide the Employee with a written copy of the City Manager's remarks. There shall be an adequate opportunity for the Employee to discuss the evaluation with the City Manager.
- B. Annually during the month of July, or such other month as may be mutually agreed upon, the City Manager and the Employee shall define goals and objectives which they determine necessary for the proper operation of the City and the attainment of the City Manager's policy objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limits specified and within the annual operating and capital budgets and appropriations provided by the City and the events that have occurred during the year.

SECTION 6 – HOURS OF WORK

- A. The Employee will devote full time and attention to the business of the City and will not engage in any other business during office hours, except with the approval of the City Manager.
- B. It is recognized that the Employee must devote a great deal of time outside the normal office hours to the business of the City, and to that end the Employee will be allowed to have flexibility in scheduling her time.

SECTION 7 – PAID LEAVE AND HOLIDAYS

- A. The Employee shall accrue twenty (20) days paid vacation leave per year which shall be awarded annually on the Employee's anniversary date. To limit excessive accruals, up to thirty (30) days of accrued unused vacation leave may be carried over from year to year. Employee may opt to be paid for any portion of accrued and unused vacation leave not used during the year.
- B. The Employee will be eligible for ten (10) sick days per fiscal year prorated in the first year from the Employee's anniversary date to the end of the fiscal year. Sick days are only available to be utilized in the fiscal year awarded and shall not accrue or otherwise accumulate from year to year.
- C. The Employee shall be responsible for accurately recording leave usage which shall be verified and approved by the City Manager.
- D. The Employee is entitled to time off for the holidays currently recognized by the City on the day they are observed.
- E. All previously accrued and unused leave as of the effective date of this Agreement shall remain available for use by the Employee subject to the accrual and use limitations specified above.

SECTION 8 – INSURANCE BENEFITS

Insurance benefits, including health, dental, life and disability insurances provided to City employees as part of its Flexible Benefits Program will be made available to the Employee and paid by the City excepting the Employee shall pay eighteen percent (18%) and the City will pay eighty-two percent (82%) of the applicable premiums for the Employee's chosen health insurance plan and, further, the City shall pay an amount up to and not exceeding the cost for two (2) person base dental coverage with Employee paying the difference for any higher cost plan and/or coverage levels. The employee shall receive a buy back for health and/or dental insurance coverages not selected equal to fifty percent (50%) of the City's avoided costs provided Employee presents evidence of satisfactory coverage from another source. The Employee health contribution and/or buy back may be subject to change as applicable to other City Employees.

SECTION 9 – RETIREMENT BENEFITS

- A. The Employee shall be allowed to participate in the NH Retirement System per the requirements established by State of New Hampshire Retirement System.
- B. The Employee may enroll in the City's 457 Deferred Compensation Plan and remains eligible to receive a 50% matching City contribution capped at \$1,500/year.

SECTION 10 – CITY BUSINESS RELATED EXPENSES

- A. The Employee shall be reimbursed for all reasonable business-related expenses incurred in the performance of her duties.

SECTION 11 – PROFESSIONAL DEVELOPMENT

- A. The City shall pay for the Employee's individual membership dues and assessments by the New Hampshire Library Association and the Public Library Association.
- B. The City agrees to purchase subscriptions, books, training materials, course tuition and other professional association memberships for the Employee dependent upon budget availability.
- C. The City agrees to pay the expenses associated with the Employee's attendance at the annual conference of the Public Library Association or, subject to prior approval, another related professional association.

SECTION 12 – INDEMNIFICATION/THIRD PARTY CLAIMS

- A. The City agrees to indemnify and hold harmless the Employee from any and all losses, including Employee's reasonable attorney's fees and other expenses of defense, in connection with any claim, demand, action, or suit, or judgment arising out of any act or omission of the Employee if at the time of the act or omission, the Employee was acting within the scope of her employment and without malice or bad faith.
- B. The City agrees to provide liability coverage for the Employee against third party claims through the City's public employee insurance coverage.

SECTION 13 – BONDING

The City shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

SECTION 14 – OTHER TERMS AND CONDITIONS

The City Manager may fix such other reasonable terms and conditions of employment, as he may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City Merit Plan, the City Charter, or any other Federal or State law.

SECTION 15 – SEVERABILITY

If any provisions, or provision thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement or portion thereof, shall be deemed severable and shall not be affected and shall remain in full force and effect.

SECTION 16 – MERGER

The text of this written Agreement and any amendments approved and executed by the City Manager and the Employee constitute the entire understanding between the parties with respect to the employment of DENISE A. LAFRANCE as the Director of Public Library of the City of Dover.

SECTION 17 – NOTICES

Notices pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

City: THE CITY MANAGER
City of Dover, NH
288 Central Avenue
Dover, NH 03820

Employee: DENISE A. LAFRANCE, Director of Public Library
City of Dover, NH
288 Central Avenue
Dover, NH 03820

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

SECTION 18 – GENERAL PROVISIONS

- A. This Agreement shall be binding upon the City and Employee, as well as their heirs, assigns, executors, personal representatives and successors in interest.
- B. This Agreement shall become effective upon execution.

IN WITNESS WHEREOF, the City of Dover has caused this Agreement to be signed and executed in its behalf by the City Manager, and the Employee has signed and executed this Agreement, all in duplicate, as of the day and year first above written.

Dated: _____

CITY OF DOVER, NEW HAMPSHIRE

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

EMPLOYEE

By: _____
DENISE A. LAFRANCE



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020.05.27 – 080**

Resolution Re: Collective Bargaining Agreement – Dover Paraeducator's Association (DPA)

WHEREAS: This Dover School Board and representatives of the Dover Paraeducator's Association have been involved in negotiations for a collective bargaining agreement to supersede the Agreement which expired on August 31, 2020; and

WHEREAS: That the Dover School Board and the Dover Paraeducators' Association reached a tentative agreement as to the terms and conditions of a revised bargaining agreement.

WHEREAS: The Dover Paraeducators' Association approved the tentative agreement on April 10, 2020, and the Dover School Board unanimously approved the tentative agreement on April 13, 2020.

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

The Dover School Board is hereby authorized to execute a three (3) year Collective Bargaining Agreement commencing on September 1, 2020 through August 31, 2023 with the Dover Paraeducator's Association.

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
General Legal Counsel

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020.05.27 – 080**

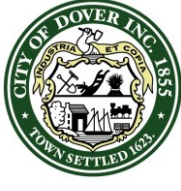
Resolution Re: Collective Bargaining Agreement – Dover Paraeducator's Association (DPA)

DOCUMENT HISTORY:

First Reading Date: 2020.05.27	Public Hearing Date: N/A
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti, Ward 2		
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 – 2020.05.27 – 080 Resolution Re: Collective Bargaining Agreement – Dover Paraeducator’s Association (DPA)
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RESOLUTION BACKGROUND MATERIAL:

The Dover School Board participated in negotiations with the Dover Paraeducators’ Association (DPA). Discussion started on January 14, 2020 bringing the contract to this point.

There are 176 part time and full time paraeducators in the Dover School District of which 97 are at the top step. This number includes paraeducators paid from all funding sources. The numbers below are approximate since the number could vary due to retirements, resignations and new hires. The Education Incentive is assumed to increase by 20 employees each year with a total of 60 employees by FY23. This is an estimate only since it is unknown as to how many paraeducators will achieve the required certification.

The summary of costs (including associated benefits) is as follows:

Dover School District—DPA (Dover Paraeducators’ Association) Tentative Agreement Cost Summary.

FY21	2.25% COLA plus steps	\$ 176,277
	Longevity Increase	\$ 20,525
	Education Incentive	<u>\$ 104,000</u>
	Total Estimated Cost	\$ 328,710
FY22	3% COLA plus steps	\$ 196,591
	Longevity Increase	\$ 6,950
	Education Incentive	<u>\$ 110,000</u>
	Total	\$ 313,541
FY23	3% COLA plus steps	\$ 192,701
	Longevity Increase	\$ 7,250
	Education Incentive	<u>\$ 114,000</u>
	Total	\$ 313,951

Cost of steps and associated benefits are approximately \$175,000-\$200,000/year.

Salary Proposal: In FY21, all DPA members, except those at the top step will receive a step increase. There is an average 4.76% increase between steps.

Health Care Proposal: All DPA members will remain on the same plan, with no change to coinsurance.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020.05.27 – 080**

Resolution Re: Collective Bargaining Agreement – Dover Paraeducator's Association (DPA)

Longevity Proposal: All DPA members will be eligible for the following increased longevity payments:

Upon completion of 5 years: Increased from \$125 to **\$250**
Upon completion of 10 years: Increased from \$400 to **\$600**
Upon completion of 15 years: Increased from \$550 to **\$800**
Upon completion of 20 years: Increased from \$700 to **\$1,000**
Upon completion of 25+ years: Changed from “An additional \$75” to **\$250 per 5 year interval**

Education Incentive Proposal: This will primarily affect para educators in the Class 1, and Class 2 track classifications. All para educators in the two classification will be able to move to a Class 3 classification by obtaining the NH Department of Education Para II certification. The FY21 cost increase associated with this benefit was for 20 paras to move to the Class 3 track at an estimated cost of \$5,200 per paraeducator for FY21, \$5,500 for FY22 and 5,700 in FY23.

The newly proposed Education Incentive Proposal replaces the Certification Stipend which provided each Class 2 paraeducator who held a New Hampshire teacher or para certification for a minimum of 3 years, a \$500 stipend to be paid at the end of the school year. The savings for removal of this benefit will be approximately \$10,000.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2020.05.27 – 081**

Resolution Re: Tentative Agreements – All City Collective Bargaining Units

WHEREAS: The City of Dover and representatives of each of the seven Collective Bargaining Units (DMEA, DPEA, AFSCME, DPA, DPAAI, DPFFA and DPFOA) have been involved in negotiations for a collective bargaining agreement to supersede the Agreement which expires June 30, 2020; and

WHEREAS: All parties have tentatively agreed to a one year extension of the current contracts which would expire June 30, 2021, with no cost of living adjustment and no layoffs; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The Council accepts the tentative agreements of the seven Collective Bargaining Units, named above, and the City Manager is hereby directed to execute a one year extension with same.

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 - 2020.05.27 – 081 Resolution Re: Tentative Agreements – All City Collective Bargaining Units		

DOCUMENT HISTORY:

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

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

The City of Dover (hereinafter referred to as “the City”) participated in negotiations with each of the City’s seven Collective Bargaining Units (hereinafter referred to as “the Unions”).

The City and the Unions have mutually agreed to extend the current Collective Bargaining Agreements, set to expire June 30, 2020, for an additional year, with a new expiration of June 30, 2021.

The Union understands and is sympathetic to the current financial difficulties and decisions that need to be made during the next fiscal year and as part of this contract extension has offered to forego a COLA increase for fiscal year 2021 (July 1, 2020 through June 30, 2021).

In recognition of the offer above, the City has agreed to no layoffs during the period of July 1, 2020 through June 30, 2021.

The contract extensions will not incur any additional costs and will realize an estimated savings of \$271,224.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2020.05.27 – 082**

Resolution Re: City of Dover's Support for Proposed State Legislation
Raising Allowed Net Metering Capacity (HB 1218)

- WHEREAS: The City of Dover is a leader in the exploration and use of sustainable sources of renewable energy; and
- WHEREAS: Two significant projects in the City use solar power as a clean, sustainable source of renewable energy have been completed, including the largest rooftop solar array in the State of New Hampshire at Dover High School, and proposals for three additional projects; and
- WHEREAS: Currently, State statutes prevent further efforts to expand our use of clean, renewable energy by placing a cap on net metering of energy generation.
- WHEREAS: Current legislation pending before the General Court, HB 1218, proposes to increase the net metering cap, which in turn would allow the City of Dover to continue to follow the recommendations included in the City of Dover's 2018 Energy Commission Report; and
- WHEREAS: If enacted into law, HB 1218 will significantly expand the use of renewable power to provide electricity for City operations, reducing the current burden on taxpayers and the deleterious effects of traditional electrical generating methods; and
- WHEREAS: The City Council strongly believes that the General Court, following its successive bipartisan attempts to increase the cap on net metering of energy generation that ended with vetoes, must advance HB 1218, recognizing the tremendous importance that increasing the cap will have on promoting clean and renewable power for our society and for our City; and
- WHEREAS: Strongly supporting and promoting sustainable sources of renewable energy will protect our environment for coming generations and forms a key aspect of Dover's vision for the future.

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

The Dover City Council, in the strongest of terms, implores all members of the General Court to vote in favor of HB 1218, and for the Governor to sign HB 1218 into law. The City Manager is hereby authorized to provide a copy of this Resolution, including the background, to all members of the General Court.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2020.05.27 – 082**

Resolution Re: City of Dover's Support for Proposed State Legislation
Raising Allowed Net Metering Capacity (HB 1218)

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Deborah Thibodeaux

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

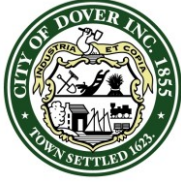
Recorded by: Susan M. Mistretta
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis 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.B.3. Resolution Number: R – 2020.05.27 – 082 Resolution Re: City of Dover’s Support for Proposed State Legislation Raising Allowed Net Metering Capacity (HB 1218)
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RESOLUTION BACKGROUND MATERIAL:

In June 2019, the City Council passed [R-2019-06.26-110](#) in support of overriding a veto of similar net metering legislation (HB 365). The current bill presents another opportunity for the City of Dover to voice support for pending legislation this term (HB 1218). The text of the current legislation and its legislative history [can be found here](#). For a variety of reasons, HB 1218 has important implications for the City of Dover, outlined below beginning with an overview of “net metering.”

Net Metering: “Net metering” is a utility billing mechanism that offers a credit to residential and business customers who are generating excess electricity with their renewable energy generation systems and sending it back to the grid.

Dover’s Energy Use – By way of background, the City of Dover’s 2018 Energy Commission Report analyzed energy use data. This information was provided by the municipal and school finance departments. The departments maintain spreadsheets that track data from monthly billing statements for usage and cost of the electricity, natural gas, propane, heating oil and diesel fuels that are used in city buildings and facilities. In 2016 and 2017 the City spent nearly \$2 million on electricity each year.

- In fiscal years 2016 through 2018, electricity accounted for 80+% of the City’s energy costs.
- Between FY 2014 and 2016, the amount spent on electricity increased by 8.9%. Electrical use has during this period increased by 2.5%, while electrical rates increased by 6.3%.

Refer also to the City of Dover’s 2018 Greenhouse Gas and Nitrogen Inventory Report for School and Municipal Operations, which accounted for the environmental impacts of the City’s and School’s energy use in fiscal years 2016 and 2017.

- Municipal operations generated 9,896 metric tons of carbon dioxide equivalent (MT of CO_{2e}) in 2016 and 9,560 MT of CO_{2e} in 2017. Purchased electricity represented 41% and 37% of this carbon dioxide impact in 2016 and 2017, respectively.
- A primary recommendation of this report was to increase the amount of municipal electricity generated on-site through renewable sources.

Future of Electricity Rates - Going forward, many energy experts do not see that electricity rates will stabilize or decrease. According to the US Energy Information Administration, residential electricity rates have increased nationally by around 15% in the last 10 years. This trend is unlikely to be disrupted in the future: natural gas prices are only likely to increase, and as they do electricity rates will rise. For example, in 2018, locally Eversource increased the energy charge 19 percent.

How Dover Has Benefitted from Net Metering - the Dover Energy Commission has supported the City on ways to reduce energy use and costs, develop alternative energy sources and increase economic security and energy independence. The following cases show how Dover is proactively addressing the need for use of renewable resources. Should HB 1218 become law, Dover can benefit even further.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2020.05.27 – 082**

Resolution Re: City of Dover's Support for Proposed State Legislation
Raising Allowed Net Metering Capacity (HB 1218)

1. The new Dover High School & Career Technical Center utilizes a 912 kW net-metered photovoltaic system. This is just under the maximum 1.0 megawatt (MW) allowance for net-metered systems. It is engineered to produce 1.5 million kWh of solar electricity annually—approximately 40 percent of the high school's projected annual load. Under the approved Power Purchase Agreement (PPA) the community pays a rate that is 9-10% lower than the Eversource rate in effect at the time of the PPA negotiations. Savings are estimated at \$3,509,396 over the 40-year minimum expected lifetime of the solar array, and could be higher if the property's full potential for electricity generation had been realized without the 1 MW cap.
2. The City, through Revision Energy, installed a combined 101.7 kW solar array on the Children's Museum of NH and indoor pool roofs that generates approximately 120,000 kWh of clean electricity per year. The system is expected to provide roughly 30 percent of the combined electricity needs of the two facilities, although that ratio could rise to 50 percent or more following planned efficiency upgrades. The solar array is projected to save approximately \$550,000 in electricity costs long-term.

Impact of HB1218 for the City - More than 80% of the City's energy costs are the result of electricity use and the current methods of producing that electricity are primarily nuclear- or fossil fuel-based. These sources are neither clean nor renewable and are projected to increase in cost. The City, advised by the Energy Commission, continues to focus on ways of lowering energy use and costs so that our residents can benefit from the lower cost of municipal operations. Raising the cap on net metering from 1 megawatt to 3 and then to 5 megawatts would be a vitally important part of our strategy, as the Commission is evaluating additional sites for PV systems that will address some of our highest electricity-consuming facilities, e.g. the wastewater treatment plant, pumping stations, schools, traffic lights, Ice Arena, and McConnell Center. The defeat of HB1218 would leave our City again with fewer options for controlling ever-increasing electricity costs.

The General Benefits of HB1218 Passage

- Spur millions in private investment, support local jobs, and increase state & local tax revenues;
- Expand customer choice & competitive options;
- Expand community resiliency and independence, and encourage market-based solutions to our energy dependencies;
- Ensure ratepayer and taxpayer savings are maximized & costs are minimized;
- Allow communities to meet clean energy goals;
- Strengthen the power grid & improve reliability.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2020.05.27 – 083**

Resolution Re: B19059 Belknap and Elm St Neighborhood Reconstruction
Additional Scope of Work #1

WHEREAS: A Sealed Request for Bid B19059 was issued and received for the Belknap and Elm Street Neighborhood Reconstruction project on May 22, 2019 at 2:00 pm. A mandatory pre-bid meeting was conducted on May 8, 2019 at 10:00 am with ten firms attending. Severino Trucking Company, Inc. was awarded the Belknap and Elm Street neighborhood reconstruction project via council resolution [R-2019.06.26-086](#); and

WHEREAS: Funding was reprogrammed in the amount of \$330,288.14 via council resolution [R-2020.03.11-037](#) as it was determined additional funding was needed to complete the Summer/Elm/Belknap Streets reconstruction project; and

WHEREAS: Severino Trucking Company, Inc. has submitted an additional scope of work #1 for construction services for the Belknap and Elm Street neighborhood reconstruction project. The scope of work includes additional quantities of materials needed for the project, as well as added 6” drainpipe for sump pumps that was not specified in the City’s project bid specifications. The total cost of this additional scope of work is \$408,312.00 thereby requiring council approval.

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

The Purchasing Agent is hereby authorized to issue a purchase order revision to Severino Trucking Company, Inc. of Candia, NH for additional construction services in the amount not to exceed \$408,312.00. 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
4016.1.300.43121.4751.03153.16	Summer/Elm/Belknap Reconstruction	2,189.14	2,189.14
4017.1.300.43121.4751.03153.17	Summer/Elm/Belknap Reconstruction	148,000.00	148,000.00
4018.1.300.43121.4751.03153.18	Summer/Elm/Belknap Reconstruction	3,000.00	3,000.00
4019.1.300.43121.4751.03153.19	Summer/Elm/Belknap Reconstruction	2,620,968.38	78,024.54
4021.1.300.43121.4751.03153.21	Summer/Elm/Belknap Reconstruction	177,099.00	177,099.00

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.B.4.

Resolution Number: **R – 2020.05.27 – 083**

Resolution Re: B19059 Belknap and Elm St Neighborhood Reconstruction
Additional Scope of Work #1

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.4.

Resolution Number: **R – 2020.05.27 – 083**

Resolution Re: B19059 Belknap and Elm St Neighborhood Reconstruction
Additional Scope of Work #1

RESOLUTION BACKGROUND MATERIAL:

A sealed request for bid B19059 was issued and received in May 2019 for the Belknap and Elm Street Neighborhood Reconstruction project. The project consists of construction of water mains and services, drainage infrastructure, sewer main and service repairs, and roadway and sidewalk reconstruction in the Belknap Street and Elm Street Neighborhood. Severino Trucking Company, Inc. was awarded the project via council resolution [R-2019.06.26-086](#)

Reprogramming of funds was approved via council resolution [R-2020.03.11-037](#) as it was determined additional funding was needed to complete the reconstruction project.

Additional Scope of Work #1 is being requested for construction contract services including additional quantities of materials for the project, as well as added 6" drainpipe for sump pumps that was not specified in the City's project bid specifications in the amount of \$408,312.00. The new contract total incorporating this additional scope of work is \$3,979,547.00.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	1058	Number of Responses:	3
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	255 days	Estimated Delivery:	As needed
Recommended Award to:	Severino Trucking Company, Inc.	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B19059 Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2020.05.27 - 084**

Resolution Re: FY2020 Transfer of Appropriation – General Fund

- WHEREAS: The City Council adopted the FY2020 Budget on May 1, 2019; and
- WHEREAS: Some non-school departments have incurred expenditures not originally anticipated as part of the budget; and
- WHEREAS: Unspent appropriations exist within some non-school department accounts; and
- WHEREAS: A transfer of appropriations is necessary to cover the expenditures not originally anticipated in the department budgets;

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

Pursuant to C6-8 of the City Charter, the City Manager is authorized to transfer unspent FY2020 appropriations as deemed necessary between non-school departments within the General Fund to cover these unanticipated expenditures.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2020.05.27 - 084**

Resolution Re: FY2020 Transfer of Appropriation – General Fund

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis 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.B.5.

Resolution Number: **R – 2020.05.27 - 084**

Resolution Re: **FY2020 Transfer of Appropriation – General Fund**

RESOLUTION BACKGROUND MATERIAL:

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

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

<u>Department</u>	<u>Projected Shortfall</u>
Legal Division	\$ 155,600
Finance Department	\$ 32,700
Debt Service – City	<u>\$ 345,900</u>
City Departments Total:	\$ 534,200

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

This resolution does not increase appropriations.

The Legal Division function has an estimated shortfall of \$155,600 due to unanticipated costs for outside legal services. As part of the City's Operating Budget amounts are budgeted for outside legal services. However, there were cases involving the City that were not known or anticipated at the time the FY2020 budget was adopted. The EPA also unexpectedly released the Great Bay permit in January 2020, which has been a very large driver of outside legal costs.

The Finance Department function has an estimated shortfall of \$32,700 due to costs for the hiring of new purchasing agent mid-year. The hiring of a new purchasing agent was not anticipated as part of the City's Operating Budget when it was adopted in May 2019. The position was budgeted as part of the City's FY2021 Operating Budget.

The Debt Service - City function has an estimated shortfall of \$345,900 due to Principal and Interest costs for the City bond issued in June 2019. After the FY2020 budget was adopted in May 2019, the City finalized a bond sale. To take advantage of favorable rates at the time, at the last possible moment the City increased the amount of the bond sale to add in two projects. Adding these two projects did not allow for the bond issue amortization to be resized to meet State statutory obligations and fall within budgetary funding available for city debt service.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2020.05.27 – 085**

Resolution Re: Acceptance of Substantial Amendment to the FFY15-19 Consolidated Plan, FFY15-19 Citizen Participation Plan and FFY19 Action Plan and the expenditures for Federal Fiscal Year 2020 CDBG Entitlement Funds and CARES Act funds.

- WHEREAS: The City Council adopted the current Consolidate Plan and Citizen Participation Plan through Resolution # R – 2015.04.08; and
- WHEREAS: The City Council adopted the current Action Plan through Resolution # R-2019.02.27-029; and
- WHEREAS: The current Coronavirus pandemic and the resulting challenges create an urgent need for assistance by local and regional organizations and service providers; and
- WHEREAS: The City of Dover will have funds available for appropriation from the CARES Act; and
- WHEREAS: The City of Dover has previously allocated CDBG funds that have not been expended; and
- WHEREAS: The City of Dover is enabled by US Department of Housing and Urban Development to pursue Substantial Amendments to the current Consolidated Plan, Citizen Participation Plan and Action Plan; and
- WHEREAS: The US Department of Housing and Urban Development has granted a “waiver” to CDBG procedures and spending caps associated adopted Consolidated Plans, Citizen Participation Plans and Action Plans; and
- WHEREAS: The Planning Board has reviewed proposed amendments to the Consolidate Plan, Citizen Participation Plan and Action Plan and has held a public hearing for the purpose of obtaining citizens' viewpoints, on the recommended amendments; and
- WHEREAS: Administration and the Planning Board have reviewed the proposals and derived a recommended expenditure plan; and
- WHEREAS: The recommended disbursements of funds have been reviewed for compliance with US Department of Housing and Urban Development statutory requirements and for meeting national objectives;

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

The amendments to the Consolidated Plan, Citizen Participation Plan and Action Plan are adopted and the City Manager is authorized to enter into sub-recipient contracts as part of these amendments for expenditure of Federal Community Development Block Grant funds and CARES Act funds.

THIS RESOLUTION REQUIRES A PUBLIC HEARING



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2020.05.27 – 085**

Resolution Re: Acceptance of Substantial Amendment to the FFY15-19 Consolidated Plan, FFY15-19 Citizen Participation Plan and FFY19 Action Plan and the expenditures for Federal Fiscal Year 2020 CDBG Entitlement Funds and CARES Act funds.

Financing Estimated Revenue

Account	Description	Appropriation
2100.1.180.46311.3311.06311.19.000.000.R30	Federal Grant	\$293,531.00
2100.1.180.46311.3421.06311.19.000.000.R40	School Street Parking Income	\$4,260.00
2100.1.180.46348.3592.06360.19.000.000.R50	Welfare Deposit Returns	\$1,000.00
2125.1.180.46525.3933.00000.00.000.000.R90	DELP FY2019 Revolving Loan Income	\$4,853.00
2125.1.180.46525.3933.00000.00.000.000.R90	DELP FY2018 Revolving Loan Income	\$139,979.00
2100.1.180.46311.3311.063xx.19.000.000.R30	CARES ACT – CDBG Allocation	\$169,200.00
2100.1.180.46311.3311.063xx.xx.000.000.R30	Reallocated (City Hall ADA)	35,244.00
TOTAL		\$648,067.00

Financing Appropriations

Account	Description	Appropriation
2100.1.180.46348.4835.06367.19.000.000.800	AIDS Response	\$15,350.00
2100.1.180.46348.4835.06333.19.000.000.800	Community Partners	\$9,350.00
2100.1.180.46348.4835.06377.19.000.000.800	Cross Roads House	\$12,050.00
2100.1.180.46348.4835.06360.19.000.000.800	Dover Welfare Sec Deposit	\$10,620.00
2100.1.180.46348.4835.0636x.19.000.000.800	Dover Housing Assistance	\$83,244.00
2100.1.180.46348.4835.06361.19.000.000.800	HAVEN (A Safe Place)	\$5,000.00
2100.1.180.46348.4835.06380.19.000.000.800	Homeless Center for Strafford County (HCSC)	\$9,650.00
2100.1.180.46348.4835.06342.19.000.000.800	My Friends Place (MFP)	\$16,350.00
2100.1.180.46348.4835.063xx.19.000.000.800	Strafford Nutrition Meals on Wheels	\$5,000.00
2100.1.180.46341.4835.063xx.19.000.000.800	Business Counseling & Grant Program	\$25,000.00
2100.1.180.46341.4835.063xx.19.000.000.800	Job Training & Economic Loan Program	\$74,200.00
2100.1.180.46323.4835.06335.19.000.000.800	CAP Weatherization	\$59,333.00
2100.1.180.46341.4835.063xx.19.000.000.800	Woodman Museum	\$0.00
2100.1.180.46341.4835.063xx.19.000.000.800	MFP Kitchen Project	\$100,000.00
2100.1.180.46341.4835.063xx.19.000.000.800	MFP Generator Project	\$30,000.00
2100.1.180.46341.4835.063xx.19.000.000.800	Strand Ballroom	\$0.00
2100.1.180.46341.4835.063xx.19.000.000.800	Homeless Shelter Improvements and Property Acquisition	\$100,000.00
2100.1.180.46341.4835.063xx.19.000.000.800	Bus Shelter, Sidewalk & Pedestrian Improvements	\$0.00
2100.1.180.46311.4110.06311.19.000.000.800	Gen Administration	\$58,706.00
2100.1.180.46525.4110.06621.19.000.000.800	Econ Dev Servicing	\$20,000.00
2100.1.180.46348.4110.06314.19.000.000.100	Public Services ADC	\$7,000.00
2100.1.180.46341.4110.06314.19.000.000.100	Public Facility ADC	\$2,214.00
2100.1.180.46323.4110.06314.19.000.000.100	Weatherization ADC	\$5,000.00
TOTAL		\$648,067.00

R – 2020.05.27 Substantial Amendment FFY15-19

Document Created by: Planning & Community Development

Consolidated Plan

Document Posted on: May 22, 2020

Page 2 of 8



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2020.05.27 – 085**

Resolution Re: Acceptance of Substantial Amendment to the FFY15-19 Consolidated Plan, FFY15-19 Citizen Participation Plan and FFY19 Action Plan and the expenditures for Federal Fiscal Year 2020 CDBG Entitlement Funds and CARES Act funds.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Dennis Ciotti
Deputy Mayor

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

Recorded by: Susan M. Mistretta
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis 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.B.6. Resolution Number: R – 2020.05.27 – 085 Resolution Re: Acceptance of Substantial Amendment to the FFY15-19 Consolidated Plan, FFY15-19 Citizen Participation Plan and FFY19 Action Plan and the expenditures for Federal Fiscal Year 2020 CDBG Entitlement Funds and CARES Act funds.
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RESOLUTION BACKGROUND MATERIAL:

In response to Coronavirus related impacts and issues, the U.S. Housing and Urban Development (HUD) has recently granted a “waiver” to CDBG procedures and spending caps that allow jurisdictions such as the City of Dover to amend the existing Consolidated Plan, Action Plan and Citizen Participation Plan. These waivers include the ability to exceed the usual 15% funding cap for Activities under the Public Services (PS) category and the ability for PS recipients to “rollover” funds that are allocated this year (FFY19) into FFY20. The HUD waiver also modified the typical notice, public comment period and timeline for amendments to FFY19 Plans in order to facilitate the rapid distribution of funds during the current crisis.

The City of Dover is pursuing these options in order to amend the current (FFY19) Action Plan, current Consolidated Plan and current Citizen Participation Plan to allocate the anticipated first round of CDBG CARES Act funds, reallocate CDBG funds for projects that have not entered into a contract with the City or are City CDBG project that have not begun or are effectively complete.

FFY15-19 Consolidated Plan

Amend the amount of anticipated funding that will be utilized to target the Goals identified in Consolidated Plan to reflect the \$169,200.00 in CARES funds for FFY19.

FFY15-19 Citizen Participation Plan

Add the following to VII. SUBSTANTIAL PROGRAM AMENDMENTS:

The following criteria will require will constitute a Substantial Amendment and will require public engagement and notices pursuant to Articles I-X of this Citizen Participation Program:

- *A change in allocation priorities or a change in the method of distribution of funds from one eligible activity to another:*
 1. *Funding an Activity not previously described in the an action plan, or*
 2. *A change in the purpose, scope, location, or beneficiaries of an activity, o,*
 3. *An increase in allocation to an Activity that is greater than 25% off the total amount of the current year’s regular CDBG allocation.*



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2020.05.27 – 085**

Resolution Re: Acceptance of Substantial Amendment to the FFY15-19 Consolidated Plan, FFY15-19 Citizen Participation Plan and FFY19 Action Plan and the expenditures for Federal Fiscal Year 2020 CDBG Entitlement Funds and CARES Act funds.

Remove the Following from VII. SUBSTANTIAL PROGRAM AMENDMENTS:

~~The City will amend its approved plan whenever it makes one or more of the following decisions:~~

~~A substantial Amendment occurs when~~

~~Any changes in the allocation priorities or a change in the method of distribution of funds;~~

~~a. To carry out an activity, using funds from any program covered by the consolidated plan not previously described in the plan; or~~

~~b. To change the purpose, scope, location, or beneficiaries of an activity.~~

Add the following:

XI PROCEDURES DURING CRISIS EVENTS – SUBSTANTIAL AMENDMENT

During crisis event periods, the required public engagement and notice procedures provided elsewhere in this document shall be superseded as provided below. Crisis event periods include natural disasters and significant local, regional, national or global events. For purposes of this section, examples of significant events include, but are not limited to, impacts resulting from:

- Disease outbreaks*
- Health related events, scenarios or clusters*
- Human actions such as acts of terrorism or arson*
- Disruptions in critical supply chain.*

During crisis event periods, the following applies:

The substantial amendment will be published as follows:

- Publication on the City's website*
- Notice of publication in a local paper*
- A public review and comment period for 5 days*
- Virtual public hearings, in lieu of traditional public hearings, may be held by the Planning Board and City Council.*

FFY19 Action Plan

Public Services

Aids Response Seacoast

Approved Allocation: \$6,350

Planning Board Recommended Allocation: \$15,350

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

R – 2020.05.27 Substantial Amendment FFY15-19

Document Created by: Planning & Community Development

Consolidated Plan

Document Posted on: May 22, 2020

Page 5 of 8



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2020.05.27 – 085**

Resolution Re: Acceptance of Substantial Amendment to the FFY15-19 Consolidated Plan, FFY15-19 Citizen Participation Plan and FFY19 Action Plan and the expenditures for Federal Fiscal Year 2020 CDBG Entitlement Funds and CARES Act funds.

Community Partners

Approved Allocation: \$5,350

Planning Board Recommended Allocation: \$9,350

Funding to provide security deposits and/or first month's rent to homeless individuals and families in Dover with mental illness or a developmental disability.

Cross Roads House

Approved Allocation: \$7,650

Planning Board Recommended Allocation: \$12,050

Funding to provide emergency shelter and supportive services to homeless families and individuals.

Dover Welfare

Approved Allocation: \$5,570

Planning Board Recommended Allocation: \$10,620

Funding to help people move into apartments that they can afford or to place them into motels until shelter space is available.

HAVEN (A Safe Place)

Approved Allocation: \$4,550

Planning Board Recommended Allocation: \$5,000

Funding to help domestic violence victims fleeing abuse with temporary shelter and services until they are ready to transition into safe, permanent housing.

Homeless Center for Strafford County

Approved Allocation: \$6,350

Planning Board Recommended Allocation: \$9,650

Funding to help support overall operations, including case management services and administrative oversight, of an emergency shelter for homeless women and families.

My Friend's Place

Approved Allocation: \$10,350

Planning Board Recommended Allocation: \$16,350

Funds will be used for overall operations of the year round emergency homeless shelter.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2020.05.27 – 085**
Resolution Re: Acceptance of Substantial Amendment to the FFY15-19 Consolidated Plan, FFY15-19 Citizen Participation Plan and FFY19 Action Plan and the expenditures for Federal Fiscal Year 2020 CDBG Entitlement Funds and CARES Act funds.

Economic Development

City of Dover – Business Counseling and Grant Program:

Approved Allocation: \$25,000

Planning Board Recommended Allocation: \$25,000

Funding to support an economic development pilot program. The funds will be used to provide business counseling related services and “start-up” grants to qualifying individuals. In the event that a suitable organization/agency cannot be hired to provide the services, the funds would then be added to the DELP loan pool.

Public Facilities

Community Action Partnership of Strafford County

Approved Allocation: \$29,333

Planning Board Recommended Allocation: \$59,333

Funding to support the Weatherization Program that provides weatherization measures intended to conserve energy for low-income residents.

Annie E Woodman Institute

Approved Allocation: \$2,500

Planning Board Recommended Allocation: \$0

Funding for design of ADA compliant accessibility to the Keefe Carriage House.

My Friend’s Place – Kitchen Project

Approved Allocation: \$100,000

Planning Board Recommended Allocation: \$100,000

Funding for expansion of the existing kitchen at the 368 Washington Street location.

My Friend’s Place – Generator Project

Approved Allocation: \$15,000

Planning Board Recommended Allocation: \$30,000

Funding for expansion of the existing kitchen at the 368 Washington Street location.

Strand Ballroom Corp

Approved Allocation: \$25,000

Planning Board Recommended Allocation: \$0

Funding for ADA compliant egress improvements to the Facility.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2020.05.27 – 085**

Resolution Re: Acceptance of Substantial Amendment to the FFY15-19 Consolidated Plan, FFY15-19 Citizen Participation Plan and FFY19 Action Plan and the expenditures for Federal Fiscal Year 2020 CDBG Entitlement Funds and CARES Act funds.

City of Dover - Homeless Shelter Improvements and Property Acquisition:

Approved Allocation: \$100,000

Planning Board Recommended Allocation: \$100,000

Funding for the Homeless Shelter of Strafford County (HCSC) to acquire land for the location of a new shelter that would serve as a replacement for their existing shelter. In the event HCSC does not use the funding for this purpose, the funding can be used for public facility improvements or property acquisition by other homeless shelters.

City of Dover - Bus Shelter, Sidewalk & Pedestrian Improvements:

Approved Allocation: \$20,000

Planning Board Recommended Allocation: \$0

Eligible activities include new sidewalk, sidewalk tip-downs and bus stop/shelter improvements.

New Activities to be added as part of Substantial Amendment Process

Public Services

City of Dover - Dover Housing Assistance

Planning Board Recommended Funding: \$83,244

Activities related to rental/mortgage & utility assistance.

Strafford Nutrition Meals on Wheels

Planning Board Recommended Funding: \$5,000

To support the services provided by the Strafford Nutrition Meals on Wheels (SNMoW) to Dover Residents.

Economic Development

Job Training & Economic Loan Program

Planning Board Recommended Funding: \$74,200

Funds to support job training initiatives and the economic loan program.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2020.05.27 – 086**

Resolution Re: Acceptance of the FFY20-24 Consolidated Plan, FFY20-24 Citizen Participation Plan and FFY20 Action Plan and the expenditures for Federal Fiscal Year 2020 CDBG Entitlement Funds

WHEREAS: The City of Dover will have available funds for appropriation from the FFY20 CDBG Entitlement year, including program income; and

WHEREAS: The Planning Department is required by HUD to prepare, and the Governing Body adopt the "Consolidated Plan" which is a needs assessment and detailed expenditure plan for the use of CDBG funds in meeting the needs of low and moderate income residents of Dover; and

WHEREAS: The Planning Board has reviewed proposed projects for said funds and has held a public hearing for the purpose of obtaining citizens' viewpoints, on the recommended expenditures; and

WHEREAS: Administration and the Planning Board have reviewed the proposals and derived a recommended expenditure plan; and

WHEREAS: The recommended disbursements of funds have been reviewed for compliance with HUD statutory requirements and for meeting national objectives; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The Consolidated Plan and attached Action Plan are adopted and the City Manager is authorized to enter into sub-recipient contracts as part of this Annual Plan for expenditure of FFY20 Community Development Block Grant funds.

THIS RESOLUTION REQUIRES A PUBLIC HEARING BEFORE ADOPTION

Financing Estimated Revenue		
Account	Description	Appropriation
2100.1.180.46311.3311.06311.20.000.000.R30	Federal Grant	\$287,639.00
2100.1.180.46311.3421.06311.19.000.000.R40	School Street Parking Income	\$4,260.00
2100.1.180.46348.3592.06360.19.000.000.R50	Welfare Deposit Returns	\$500.00
2125.1.180.46525.3933.00000.00.000.000.R90	DELP FFY20 Revolving Loan Income	\$15,700
TOTAL		\$308,039.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2020.05.27 – 086**

Resolution Re: Acceptance of the FFY20-24 Consolidated Plan, FFY20-24 Citizen Participation Plan and FFY20 Action Plan and the expenditures for Federal Fiscal Year 2020 CDBG Entitlement Funds

Financing Appropriations

Account	Description	Appropriation
2100.1.180.46348.4835.06367.20.000.000.800	AIDS Response	\$10,000.00
2100.1.180.46348.4835.06333.20.000.000.800	Community Partners	\$10,080.00
2100.1.180.46348.4835.06377.20.000.000.800	Cross Roads House	\$15,000.00
2100.1.180.46348.4835.06360.20.000.000.800	Dover Welfare Sec Deposit	\$5,570.00
2100.1.180.46348.4835.06361.20.000.000.800	HAVEN	\$5,000.00
2100.1.180.46348.4835.06380.20.000.000.800	Homeless Center for Strafford County (HCSC)	\$8,625.00
2100.1.180.46348.4835.06342.20.000.000.800	My Friends Place (MFP)	\$16,000.00
2100.1.180.46348.4835.xxxxx.20.000.000.800	Strafford Nutrition Meals on Wheels	\$0.00
2100.1.180.46323.4835.06335.20.000.000.800	CAP Weatherization	\$0.00
2100.1.180.46341.4835.06388.20.000.000.800	Children's Center Roof	\$0.00
2100.1.180.46341.4835.06388.20.000.000.800	HAVEN Property Acquisition	\$50,000.00
2100.1.180.46341.4835.06388.20.000.000.800	Triangle Club	\$10,339.00
2100.1.180.46341.4835.06388.20.000.000.800	Wash St. Crossing	\$45,000.00
2100.1.180.46341.4835.06388.20.000.000.800	Housing Unit Rehab Pilot Project	\$48,425.00
2100.1.180.46311.4110.06311.20.000.000.800	Gen Administration	\$60,000.00
2100.1.180.46525.4110.06621.20.000.000.800	Econ Dev Servicing	\$7,000.00
2100.1.180.46341.4110.06314.20.000.000.100	Public Services ADC	\$5,000.00
2100.1.180.46341.4110.06314.20.000.000.100	Public Facility ADC	\$5,000.00
2100.1.180.46323.4110.06314.20.000.000.100	Weatherization ADC	\$3,000.00
2100.1.180.46341.4110.06314.20.000.000.100	Housing Unit Rehab Admin	\$4,000.00
TOTAL		\$308,039.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Dennis Ciotti
Deputy Mayor

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.7.

Resolution Number: **R – 2020.05.27 – 086**
Resolution Re: Acceptance of the FFY20-24 Consolidated Plan, FFY20-24 Citizen Participation Plan and FFY20 Action Plan and the expenditures for Federal Fiscal Year 2020 CDBG Entitlement Funds

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

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2020.05.27 – 086**
Resolution Re: Acceptance of the FFY20-24 Consolidated Plan, FFY20-24 Citizen Participation Plan and FFY20 Action Plan and the expenditures for Federal Fiscal Year 2020 CDBG Entitlement Funds

RESOLUTION BACKGROUND MATERIAL:

FFY20-24 Consolidated Plan

Every five years, the City must adopt a new Consolidated Plan (CP) as mandated by HUD requirements. The CP serves as a strategic plan for addressing issues such as homelessness, housing, public services, community development needs and expanding economic opportunities. These efforts are targeted towards very low, low and moderate income persons within the community. One of the functions of the CP is to provide direction for funding decisions made through each of the five annual Action Plans (AP) that will be adopted during the life of the Consolidated Plan.

Throughout the summer & fall of 2019 and the winter of 2020, the City engaged in an extensive public outreach process to gather input from citizens, organizations and businesses. Outreach involved listening sessions, meetings with service providers, an online survey and a public hearing. This input was used to help shape the priorities identified in the proposed FFY20-24 CP. July 1, 2020 will mark the beginning of the next 5-year Consolidated Plan cycle.

The FFY20-24 Consolidated Plan Goals are as follows:

1	Goal Name	Access to Services
	Goal Description	To provide increased opportunities to residents of the City who require education, health, recreation, shelter, transportation and related human services.
2	Goal Name	Renter and Homeowner Assistance
	Goal Description	Weatherization and energy efficiency, Housing unit rehab, security deposit assistance, Lead based paint hazard
3	Goal Name	Public Improvements
	Goal Description	Improvements related to facilities and units utilized by qualifying populations and individuals.
4	Goal Name	Economic Development
	Goal Description	To provide increased employment opportunities for low and very low income persons through means such as business loans, job training and access to employment
5	Goal Name	Accessibility and Transportation
	Goal Description	Removal of architectural barriers and access to social services and employment



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2020.05.27 – 086**

Resolution Re: Acceptance of the FFY20-24 Consolidated Plan, FFY20-24 Citizen Participation Plan and FFY20 Action Plan and the expenditures for Federal Fiscal Year 2020 CDBG Entitlement Funds

FFY20-24 Citizen Participation Plan (CPP)

The CPP is a part of the CP and provides the protocols for public engagement in the CDBG program. A significant amendment to the proposed CPP, compared to prior CPPs is the inclusion of a new section that provides for reduced notice requirements and public involvement timelines during times of crisis such as natural disasters and significant local, regional, national or global that events.

FFY20 Action Plan

The Action Plan (AP) identifies the Activities that will receive CDBG funding for the next fiscal year.

Action Plan Program Description:

Public Services

Aids Response Seacoast

Requested Funding: \$10,000

Staff Recommended Funding: \$10,000

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

Community Partners

Requested Funding: \$10,080

Staff Recommended Funding: \$10,080

Funding to provide security deposits and/or first month's rent to homeless individuals and families in Dover with mental illness or a developmental disability.

Cross Roads House

Requested Funding: \$15,000

Staff Recommended Funding: \$15,000

Funding to provide emergency shelter and supportive services to homeless families and individuals.

City of Dover Welfare Department – Security Deposit and Emergency Lodging

Requested Funding: \$5,570

Staff Recommended Funding: \$5,570

Funding to help people move into apartments that they can afford or to place them into motels until shelter space is available.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2020.05.27 – 086**

Resolution Re: Acceptance of the FFY20-24 Consolidated Plan, FFY20-24 Citizen Participation Plan and FFY20 Action Plan and the expenditures for Federal Fiscal Year 2020 CDBG Entitlement Funds

HAVEN

Requested Funding: \$5,000

Staff Recommended Funding: \$5,000

Funding to help domestic violence victims fleeing abuse with temporary shelter and services until they are ready to transition into safe, permanent housing.

Homeless Center for Strafford County

Requested Funding: \$8,625

Staff Recommended Funding: \$8,625

Funding to help support overall operations, including case management services and administrative oversight, of an emergency shelter for homeless women and families.

My Friend's Place

Requested Funding: \$16,000

Staff Recommended Funding: \$16,000

Funds will be used for overall operations of the year round emergency homeless shelter.

Strafford Nutrition Meals on Wheels

Requested Funding: \$5,000

Staff Recommended Funding: \$0

Support requested to assist with costs associated with providing services to Dover Residents. Note: this request was instead included with the amendment to the FFY19 Action Plan.

Public Facilities

Community Action Partnership of Strafford County

Requested Funding: \$25,000

Staff Recommended Funding: \$0

Funding to support the Weatherization Program that provides weatherization measures intended to conserve energy for low-income residents. Note: this request was instead included with the amendment to the FFY19 Action Plan.

Dover Children's Center – Roof Project

Requested Funding: \$25,000

Staff Recommended Funding: \$0

Funds requested to help repair leaking roof.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2020.05.27 – 086**

Resolution Re: Acceptance of the FFY20-24 Consolidated Plan, FFY20-24 Citizen Participation Plan and FFY20 Action Plan and the expenditures for Federal Fiscal Year 2020 CDBG Entitlement Funds

HAVEN

Requested Funding: \$50,000

Staff Recommended Funding: \$50,000

Funds requested to assist with the purchase of property upon which a new shelter and offices would be built.

Triangle Club

Requested Funding: \$11,939

Staff Recommended Funding: \$10,399

Funding to address needs related to exterior physical repair of the facility.

City of Dover – Washington Street Crossing

Requested Funding: \$45,000

Staff Recommended Funding: \$45,000

Project entails improvements to the Washington Street Community Trail crossing.

City of Dover – Housing Unit Rehab Pilot Project

Requested Funding: \$48,425

Staff Recommended Funding: \$48,425

Project entails providing funding for rehab of existing rental units in order to achieve, at a minimum, units that are eligible for the housing voucher or similar program. The units would only be able to accept qualifying individuals/families for a predetermined number of years.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.8.

Resolution Number: **R – 2020.05.27 – 087**
Resolution Re: FY2020 General Fund Unassigned Fund Balance Transfers to Certain Special Revenue and Capital Project Funds to Address Fund Deficits

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

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

WHEREAS: Due to extraordinary circumstances certain Special Revenue Funds have an existing fund deficit; and upon completion of projects within certain Capital Project funds anticipated revenues are actually less than planned resulting in fund deficits; and

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

To address the following Special Revenue and Capital Project Funds existing and projected Fiscal Year 2020 fund deficits, the following amounts are to be transferred from General Fund Unassigned Fund Balance.

		Fund	Transfer
		Deficit	From
Fund	Description	Deficit	General Fund
3381	McConnell Center Fund	(41,244)	41,244
3410	Recreation Programs Fund	(51,718)	51,718
3500	OPEB Internal Service Fund	(46,379)	46,379
	Subtotal: Transfer to Special Revenue Funds		139,341
4000	Capital Projects FY00	(69,631)	69,631
4002	Capital Projects FY02	(27,719)	27,719
4003	Capital Projects FY03	(31,591)	31,591
4006	Capital Projects FY06	(51,211)	51,211
	Subtotal: Transfer to Capital Project Funds		180,152
	Total Appropriation from General Fund		319,493

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.8.

Resolution Number: **R – 2020.05.27 – 087**
Resolution Re: FY2020 General Fund Unassigned Fund Balance Transfers to Certain Special Revenue and Capital Project Funds to Address Fund Deficits

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

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

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.8.

Resolution Number: **R – 2020.05.27 – 087**
Resolution Re: FY2020 General Fund Unassigned Fund Balance Transfers to Certain Special Revenue and Capital Project Funds to Address Fund Deficits

RESOLUTION BACKGROUND MATERIAL:

The City Council established the McConnell Center Fund in July 2005 to account for all the expenditures of operating and maintaining the facility, as well as the debt service obligations incurred to refurbish and upgrade the facility to its current status. The rental fees collected from the tenants of the McConnell Center would fund the costs of the facility. Since it took a period of time to achieve full tenant occupancy, yet costs such as annual debt service were being incurred, the fund accumulated a significant fund deficit. Over the past four fiscal years the tenant rental fees along with a subsidy from the City Council for unrented space, and energy efficiency improvements, have resulted in the fund deficit being reduced with the estimate being at the end of Fiscal Year 2020 the remaining fund deficit would be \$41,244. This resolution would resolve the estimated fund deficit.

In 1996 the City Council established the Recreation Programs Special Revenue Fund to account for program fees collected from recreation program participants. These fees were to be used to fund the costs of providing the programs to the participants. In Fiscal Year 2019 the costs associated with providing the recreation programs were greater than the amount of program fees collected and the fund ended the fiscal year with a deficit of \$20,904. Observing that Fiscal Year 2020 operating results would result in a greater deficit within the Special Revenue Fund actions were taken in the Fiscal Year 2021 operating budget to balance program costs with expected revenues. However, that did not address the estimated Fiscal Year 2020, as impacted by the COVID Emergency, operating deficit of \$30,814, resulting in a fiscal year end fund deficit of \$51,718. This resolution would resolve the estimated fund deficit.

The OPEB Internal Service Fund was established by City Council in Fiscal Year 2012 to account for the City's obligations for annual costs for retirees' medical insurance premiums. The revenue for the OPEB Internal Service Fund comes from annual charges to City operating funds, such as General Fund, Water Fund, Sewer Fund, Parking Activity Fund, and Fleet Maintenance Fund. In Fiscal Year 2018 there were a couple retirements not anticipated in the adopted annual budget for transfer from the General Fund into the OPEB Internal Service Fund. This resulted in a fund deficit of \$46,379 as of June 30, 2018. This resolution would resolve the existing OPEB Internal Service Fund deficit.

A Capital Project fund is created to account for the appropriations adopted on an annual basis as part of the Capital Improvements Plan. This annual fund is put in place to account for appropriations to be debt or reserve financed consistent with the resolutions adopted by City Council. The Capital Project funds listed in this resolution are ready to be closed out as the projects have been completed, yet the funds have existing deficits. A portion of these deficits could have been created due to small balances of appropriations eligible for bonding not actually being debt financed because the related bond sale had to be sized at \$5,000 whole dollar increments. The deficits may also exist because when the project expenditures to be reserve financed were incurred, a transfer from the respective capital reserve to fund an eligible expenditure may have been missed. The Finance Department has improved the accounting for capital projects by ensuring projects have a complimenting appropriation account and revenue account to ensure project expenditures are agreeing to project revenues. Internal controls have also been put in place to track projects that are reserved financed and annually track that the necessary transfers are being made from the appropriate capital reserves for eligible expenditures.