



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, June 24, 2020**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL ATTENDANCE

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

7. PUBLIC HEARINGS

A. 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.
SPONSORED BY DEPUTY MAYOR CIOTTI

B. 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
SPONSORED BY DEPUTY MAYOR CIOTTI

C. 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)
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 27, 2020 - Regular Meeting**
- B. June 3, 2020 – Workshop Session**

11. MAYOR'S REPORT

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12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

- 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)**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 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.**
SPONSORED BY DEPUTY MAYOR CIOTTI
- 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**
SPONSORED BY DEPUTY MAYOR CIOTTI
- 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)**
SPONSORED BY MAYOR CARRIER BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

- RAFFLE – Wentworth-Douglass Health Foundation**
- B20056 INNOVATIVE ILLICIT DISCHARGE AND ELIMINATION STORMWATER DRY WEATHER TESTING PROJECT**
SPONSORED BY MAYOR CARRIER BY REQUEST
- B20064 – VARIOUS CHEMICALS**
SPONSORED BY MAYOR CARRIER BY REQUEST
- B20067 TURF TREATMENT**
SPONSORED BY MAYOR CARRIER BY REQUEST



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- 5. B20072 – CATCH BASIN CLEANING SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 6. B20075 – BITUMINOUS CONCRETE ASPHALT PICKED UP**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 7. B20076 – TREE REMOVAL SERVICES AND OTHER RELATED TREE WORK SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 8. B20079 - SPECIALIZED MUNICIPAL LEGAL SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 9. LOAD AND DELIVERY OF PIPE TO BROADWAY PROJECT**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 10. MERIT PLAN AMENDMENT – CLASSIFICATION PLAN**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 11. APPROVAL OF USE AND OCCUPANCY AGREEMENT BETWEEN THE CITY OF DOVER AND STATE OF NEW HAMPSHIRE**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 12. APPROVAL FOR LOT LINE RESTORATION OF 48 TUTTLE LANE**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 13. DOG WARRANT**
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 | |



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B. RESOLUTIONS

- 1. CONDEMNING RACISM AND AFFIRMING CITY OF DOVER'S COMMITMENT TO ELIMINATING RACIAL INEQUITIES**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. B14074 – PHASE II - PROFESSIONAL ENGINEERING SERVICES FOR WATER SYSTEMS FACILITY UPGRADES ADDITIONAL SCOPE OF WORK #8 & #9**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 3. B17003 SIEMENS INDUSTRIES ADDITIONAL SCOPE OF WORK – CITY HALL BOILER**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 4. B20039 – WATER FACILITIES IMPROVEMENTS PHASE II CONTRACT IV – BELLAMY RECHARGE FACILITY**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 5. B20066 – HOT BITUMINOUS PAVING – ASPHALT LAID IN PLACE**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 6. B20073 – DESIGN CONSULTING SERVICES FOR THE LOWER CENTRAL AVENUE IMPROVEMENT PROJECT**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 7. PURCHASE OF DIESEL ENGINE AMBULANCE**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 8. ON CALL ENVIRONMENTAL CONSULTING SERVICE WITH RANSOM CONSULTING INC FOR BROADWAY RAILROAD CULVERT SOIL CHARACTERIZATION AND MANAGEMENT**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 9. BELLAMY RIVER ARTIFICIAL RECHARGE FACILITY – 401 WATER QUALITY CERTIFICATE**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 10. REPROGRAM APPROPRIATION OF RECREATION FACILITIES CAPITAL RESERVE FUNDS FOR COMMUNITY TRAIL PHASE IV TO COMMUNITY TRAIL PHASE III (REQUIRES A 2/3 MAJORITY VOTE OF CITY COUNCIL)**
(TO BE REFERRED TO A PUBLIC HEARING ON JULY, 8, 2020)
SPONSORED BY MAYOR CARRIER BY REQUEST



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C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: City Hall, Council Conference Room Meeting Date: Wednesday, May 27, 2020 Meeting Time: 7:00 pm
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IN RESPONSE TO THE COVID-19 CORONAVIRUS, AND IN ACCORDANCE WITH RECOMMENDATIONS BY STATE AND FEDERAL HEALTH OFFICIALS LIMITING PUBLIC GATHERINGS, THE PUBLIC IS ENCOURAGED TO TEMPORARILY ACCESS PUBLIC MEETINGS REMOTELY, INCLUDING CABLE TELEVISION AND ONLINE STREAMING, AND SUBMIT COMMENTS FOR PUBLIC HEARINGS AND CITIZEN'S FORUM IN WRITING BY EMAIL: CITYCOUNCIL-ALL@DOVER.NH.GOV OR POSTAL MAIL ADDRESSED TO: CITY CLERK'S OFFICE, 288 CENTRAL AVENUE, DOVER, NH 03820. THE PUBLIC MAY ALSO SUBMIT COMMENTS BY LEAVING A VOICE MESSAGE AT: 516-MEET (6338). PRECAUTIONS IN PUBLIC MEETING ROOMS WILL INCLUDE LIMITING THE NUMBER OF PEOPLE TO 10, THE USE OF OVERFLOW SPACE IF NECESSARY, AND THE REMOTE PARTICIPATION BY SOME BOARD MEMBERS.

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Williams led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

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

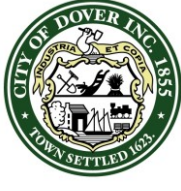
5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

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**

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

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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.

Mayor Carrier said there was no one in the Council Chambers wishing to speak.

Councilor Shanahan read the emails submitted to the City Council – All mailbox.

Pamela Giguere, 26 Danielle Lane: Email to City Council – All received on May 19, 2020.

Jamie Willett, 32 Garrison Road: Email to City Council – All received on May 19, 2020 at 4:24 pm

Rob Klienman, Mathes Hill Drive: Email to City Council – All received on May 21, 2020.

Kathy and Scott Fahey, 3 Arbor Drive: Email to City Council – All received on May 14, 2020 at 9:53 pm

Bill Baber, 5 Gerrys Lane: Email to City Council – All received on May 19, 2020 at 11:58 am

Mayor Carrier closed the Citizen's Forum.

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing. He gave an overview of the COVID-19 situation in Dover.

Deputy Mayor Ciotti moved to accept the City Manager's Report; seconded by Councilor O'Connor.

Roll Call Vote: 9/0.

10. APPROVAL OF MINUTES

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

Deputy Mayor Ciotti moved to accept the Minutes as presented; seconded by Councilor Cullen.

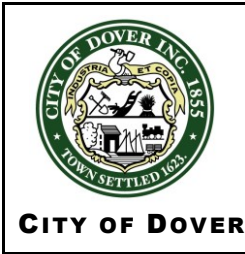
Roll Call Vote: 9/0.

11. MAYOR'S REPORT

Mayor Carrier spoke about the virtual Memorial Day Ceremony with the Tri-City Mayors.

Deputy Mayor Ciotti moved to accept the Mayor's Report; seconded by Councilor Thibodeaux.

Roll Call Vote: 9/0.



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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

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| 12. Library Board of Trustees | 27. Tri-City Homelessness Task Force |
| 13. McConnell Center Advisory Committee | |
| 14. Ordinance Committee | |
| 15. Parking Commission | |

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

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

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Councilor O'Connor pulled Item 13.A.2.

Councilor Shanahan asked to add a COAST Report.

Deputy Mayor Carrier asked to add a Planning Board Report.

Mayor Carrier asked for a 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.2.; seconded by Councilor Williams.

City Attorney Wyatt gave an overview of the difference in the substituted version.

Councilor O'Connor moved to substitute as a whole; seconded by Councilor Thibodeaux.

Roll Call Vote: 9/0.

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

Roll Call Vote: 9/0.

Deputy Mayor Ciotti gave an overview of the Planning Board Report to the Council.

Deputy Mayor Ciotti moved to accept the Planning Board Report; seconded by Councilor O'Connor.

Roll Call Vote: 9/0.

Councilor Shanahan gave an overview of the COAST Report to the Council.

Deputy Mayor Ciotti moved to accept the COAST Report; seconded by Councilor Manley.

Roll Call Vote: 9/0.

B. RESOLUTIONS

1. COLLECTIVE BARGAINING AGREEMENT – DOVER PARAEDUCATOR'S ASSOCIATION (DPA)

SPONSORED BY MAYOR CARRIER BY REQUEST

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

Roll Call Vote: 9/0.

2. TENTATIVE AGREEMENTS – ALL CITY COLLECTIVE BARGAINING UNITS

SPONSORED BY MAYOR CARRIER BY REQUEST

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

Roll Call Vote: 9/0.

3. CITY OF DOVER'S SUPPORT FOR PROPOSED STATE LEGISLATION RAISING THE NET METERING CAPACITY (HB 1218)

SPONSORED BY ENTIRE CITY COUNCIL

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

Roll Call Vote: 9/0.



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4. B19059 BELKNAP AND ELM STREET RECONSTRUCTION, ADDITIONAL SCOPE OF WORK

SPONSORED BY MAYOR CARRIER BY REQUEST

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

5. FISCAL YEAR 2020 TRANSFER OF APPROPRIATION – GENERAL FUND

SPONSORED BY MAYOR CARRIER BY REQUEST

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

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

Deputy Mayor Ciotti moved to refer to a Public Hearing on June 24, 2020; seconded by Councilor O'Connor.

Deputy Mayor Ciotti moved to table resolution until Councilor Cullen was able to reestablish a connection; seconded by Councilor Thibodeaux.

Roll Call Vote: 8/0. Councilor Cullen offline.

Deputy Mayor Ciotti moved to remove from the table; seconded by Councilor Shanahan.

Roll Call Vote: 9/0.

Mayor Carrier asked for a roll call vote on the resolution.

Roll Call Vote: 9/0.

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

Deputy Mayor Ciotti moved to refer to a Public Hearing on June 24, 2020; seconded by Councilor O'Connor.

Roll Call Vote: 8/0. Councilor Cullen offline.



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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

Deputy Mayor Ciotti moved to refer to a Public Hearing on June 24, 2020; seconded by Councilor Manley.
Roll Call Vote: 9/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Deputy Mayor Ciotti talked about a DHS Senior graduation parade.
City Manager Joyal said it wasn't a recommended event by the School Board and emergency staff.

Councilor Williams thanked School staff and students.

Mayor Carrier asked citizens to continue to follow the COVID-19 safety guidelines.

16. ADJOURN

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



CITY OF DOVER

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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.

Present:

Deb Clough, 2 Towle Avenue: Spoke in support of the Dover Mounted Patrol Unit.
Also emailed City Council – All received on May 28, 2020 at 9:51 am

Deborah Maher, 383 Central Avenue, #451: Spoke in support of the Dover Mounted Patrol Unit.

Letter from Geraldine West, 383 Central Avenue, #449: Spoke in support of the Dover Mounted Patrol Unit.



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Emails to City Council – All:

Andrew Townsend, 122 Sixth Street: Email to City Council – All received on May 28, 2020 at 2:15 pm

Micaela Demeter, 33A Piscataqua Road: Email to City Council – All received on May 28, 2020 at 11:30 am

Sandra Potter, 6 Nye Lane: Email to City Council – All received on May 29, 2020 at 7:04 pm

Fred Dolman, 90A Portland Avenue: Email to City Council – All received on May 29, 2020 at 4:47 pm

Blaire Fenniman, 82 Court Street: Email to City Council – All received on May 29, 2020 at 2:52 pm

David Darrah, 20 Baldwin Way: Email to City Council – All received on May 29, 2020 at 1:01 pm

Whitney Gagnon, 97 Gulf Road: Email to City Council – All received on May 31, 2020 at 6:24 pm

Justin Gagnon, 97 Gulf Road: Email to City Council – All received on June 1, 2020 at 7:35 am

Jane Bard, Children's Museum President, 6 Washington Street: Email to City Council – All received on June 1, 2020 at 11:04 am

Paul and Linda Skvirsky, 44 Piscataqua Road: Email to City Council – All received on June 1, 2020 at 1:35 pm

Larry Pilla, 9 Samuel Hanson Avenue: Email to City Council – All received on June 1, 2020 at 4:02 pm

Dirk Shearer, 33A First Street: Email to City Council – All received on June 2, 2020 at 11:32 am

Kristen Devoe, 73 Hampshire Circle: Email to City Council – All received on June 2, 2020 at 11:36 am

Ken Dunnington, 25 Nelson Street: Email to City Council – All received on June 2, 2020.

Nicole Andrews, 30B Elm Street: Email to City Council – All received on June 2, 2020 at 1:13 pm

Phyllis and Robert Howard, 18 Elmwood Avenue: Email to City Council – All received on June 2, 2020 at 1:14 pm

Lori Benincasa, 3 Jackson Brook Terrace: Email to City Council – All received on June 2, 2020 at 1:17 pm



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Nancy Swain Luchauer: Email to City Council – All received on June 2, 2020 at 2:50 pm

Andy Raynor: Email to City Council – All received on June 2, 2020 at 5:45 pm

Jack Callahan, 15 Forest Street: Email to City Council – All received on June 2, 2020 at 6:04 pm

Sara Paradise, 88 Third Street: Email to City Council – All received on June 2, 2020 at 6:36 pm

Emily Rose, 7 Quail Drive: Email to City Council – All received on June 2, 2020 at 7:07 pm

Heather Shingleton: Email to City Council – All received on June 2, 2020 at 7:19pm

James Lane, 122 Henry Law Avenue: Email to City Council – All received on June 2, 2020 at 7:37 pm

Ann Polizzo, 8 Gerrys Lane: Email to City Council – All received on June 2, 2020 at 3:25 pm

Gina Kahn, 82 Mount Vernon Street: Email to City Council – All received on June 2, 2020 at 7:47 pm

Ashley Lauricella, Dover Street: Email to City Council – All received on June 2, 2020 at 8:13 pm

Jackie Scott Kay, 251 Central Avenue: Email to City Council – All received on June 2, 2020 at 8:44 pm

Laurel Severson, 38 Horne Street: Email to City Council – All received on June 2, 2020 at 9:06 pm

Jodi Carnes, 21 Campfire Drive: Email to City Council – All received on June 2, 2020 at 9:32 pm

Betsey Andrews Parker: Email to City Council – All received on June 2, 2020 at 10:31 pm

Carl Spilsbury, 7½ Belknap Street: Email to City Council – All received on June 2, 2020 at 10:48 pm

Michelle Murch: Email to City Council – All received on June 2, 2020 at 9:48 pm

Barrett Miles, Locust Street: Email to City Council – All received on June 3, 2020 at 8:42 am

Vita Lane: Email to City Council – All received on June 3, 2020 at 9:04 am

Becka Lee: Email to City Council – All received on June 3, 2020 at 9:08 am

Nancy Berube & Chip Toland: Email to City Council – All received on June 3, 2020 at 9:46 am



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Meeting Date: **Wednesday, June 3, 2020**
Meeting Time: **6:00 pm**

Candance White: Email to City Council – All received on June 3, 2020 at 10:51 am

Nate Burnett, 15 Essex Street: Email to City Council – All received on June 3, 2020 at 11:13 am

Keena Corriveau: Email to City Council – All received on June 3, 2020 at 12:53 pm

Bill and Kris Baber, 5 Gerrys Lane: Email to City Council – All received on June 3, 2020 at 2:04 pm

Jeff Savage, 42 Mount Vernon Street: Email to City Council – All received on June 3, 2020 at 2:50 pm

George Maglaras, 65 Cocheco Street: Email to City Council – All received on June 3, 2020 at 3:00 pm

Fred Clough, 2 Towle Avenue: Email to City Council – All received on June 3, 2020 at 3:19 pm

Sue Clark: Email to City Council – All received on June 3, 2020 at 3:23 pm

Karen Killer: Email to City Council – All received on June 3, 2020 at 4:15 pm

Voice Mails:

Genevieve Finnerty, 33 Mount Vernon Street: Voice mail receive June 3, 2020.

Cora and Walter King, 40 Sandpiper Drive: Voice mail receive June 3, 2020.

Jodie Blume, 83 Spur Road: Voice mail receive June 3, 2020.

6. DISCUSSIONS

A. DOVER POLICE DEPARTMENT MOUNTED PATROL

Police Chief Breault gave a PowerPoint presentation to the Council regarding the reasoning behind suspending the Dover Mounted Patrol.

7. ADJOURNMENT

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2020.05.13 – 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#: 12.C.1.

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

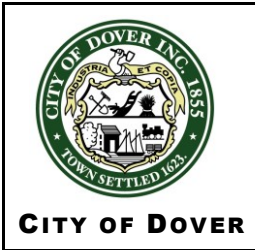
Resolution Re: FY2021 CIP Appropriation and Authorization for CWSRF
Loan for Stark Ave and Downtown Sewer Rehab Project

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 - RESOLUTION

Agenda Item#: 12.C.1.

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

RESOLUTION BACKGROUND MATERIAL:

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

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

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

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

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

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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

Debt Authorization versus Debt Retirement

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

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

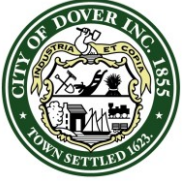
Legal Debt Limits

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

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

Budgetary and Rate Impacts

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

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#: 12.C.2.

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: June 18, 2020

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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

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#: 12.C.2. 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#: 12.C.2.

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: June 18, 2020

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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

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#: 12.C.2.

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#: 12.C.2.

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#: 12.C.3.

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#: 12.C.3.

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#: 12.C.3.

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: 05/27/2020
Approved Date:

Public Hearing Date: 06/24/2020
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#: 12.C.3.

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:

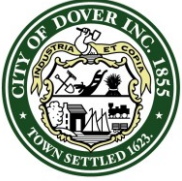
FFY20-24 Consolidated Plan

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#: 12.C.3.

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#: 12.C.3.

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#: 12.C.3.

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#: 12.C.4.

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#: 12.C.4.

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: 05/27/2020	Public Hearing Date: 06/24/2020
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

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.



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

Check(☒) the type of application:

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

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

Organization Name: Wentworth-Douglass Health Foundation

Federal Tax ID number for Organization: 51-0491062

Check (☒) Nature of Organization:

Religious __, Educational __, Charitable ☒, Civic __, Sport __, Veterans __, Fraternal or Political __, Other __
(Describe) _____

Contact Person: Elizabeth Victor Day Time Telephone: 603-609-6801

Address: 789 Central Ave. Dover Email: elizabeth.victor@wdhospital.org

Purpose of Permit: Celtics package raffle @ Seacoast

Date of Event: 9/20/20 Specific Time: 8-12 pm Cancer 5K

Location of Event: Wentworth-Douglass Hospital

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

Prize (s) To Be Awarded: Celtics tx, hotel stay, merch, gift card

Cost of Ticket: \$25 each Date of Drawing: 9/20/20

Place of Drawing: Wentworth-Douglass Hospital

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

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

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

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

Block Party Location (attach map if more than one street is affected): _____

Police Department Block Party Approval Signature: _____

Printed Name: _____

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

SIGNATURE OF APPLICANT: Elizabeth Victor DATE: 4/29/20
(duly authorized)

PRINTED NAME: Elizabeth Victor

Licensing Board Approval [Signature] Date: 5/8/2020



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2020.06.24 – 088**
Resolution Re: B20056 Innovative Illicit Discharge and Elimination
Stormwater Dry Weather Testing Project

WHEREAS: A sealed (RFQ) Request for Qualifications #B20056 was requested and received for work associated with the Innovative Illicit Discharge and Elimination Stormwater Dry Weather Testing project on April 9, 2020 at 2:00 PM EST; and

WHEREAS: One cost proposal was received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services submitted by the University of New Hampshire Stormwater Center in the amount of \$75,000.00; and

WHEREAS: It is the recommendation to award to the University of New Hampshire Stormwater Center at the total project cost provided in conjunction with RFQ #B20056 in the amount of \$75,000.00 contingent upon approval by the New Hampshire Department of Environmental Services (NHDES).

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

Upon receipt of the approval of NHDES, the Purchasing Agent is hereby authorized to issue a Purchase Order to the University of New Hampshire Stormwater Center of Durham, NH for the for work associated with the Innovative Illicit Discharge and Elimination Stormwater Dry Weather Testing in the amount of \$75,000.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4020.1.300.43155.4341.03204.20	Technical Services	75,000.00	75,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2020.06.24 – 088**
Resolution Re: B20056 Innovative Illicit Discharge and Elimination
Stormwater Dry Weather Testing Project

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.2. Resolution Number: R – 2020.06.24 – 088 Resolution Re: B20056 Innovative Illicit Discharge and Elimination Stormwater Dry Weather Testing Project
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RESOLUTION BACKGROUND MATERIAL:

On November 13, 2019, the City Council approved resolution [R-2019.11.13-184](#) which made an appropriation for a FY2020 Capital Improvements Program project financed by loan from NH DES Clean Water State Revolving Fund, with up to 100% principal forgiveness as this is considered a planning project, and authorizes the city to enter into the loan agreement with NH DES. The resolution made an appropriation of \$75,000.00 for the Innovative Illicit Discharge and Elimination Stormwater Dry Weather Testing.

Bid Information:

A sealed Request for Qualifications #B20056 was requested and received for work associated with Innovative Illicit Discharge and Elimination Stormwater Dry Weather Testing on April 9, 2020 at 2:00 PM EST.

Award Information:

Upon receipt of the approval of NHDES, a purchase order will be issued to the University of New Hampshire Stormwater Center to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	368	Number of Responses:	1
Warranty:	n/a	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until complete	Estimated Delivery:	60 days
Recommended Award to:	UNH Stormwater Center	Fund:	CIP
Other Approvals Required:	NHDES	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B20056 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2020.06.24 – 089**
Resolution Re: B20064 Various Chemicals

WHEREAS: The City of Dover joined the Northeast/Merrimack Valley Chemical Consortium in a sealed Request for Bid #B20064 for various chemicals on an as needed basis for several city departments and results were received May 21, 2020 @ 1:00 pm; and

WHEREAS: The low bids meeting specifications were submitted by numerous vendors for various chemicals referenced, at unit prices specified in the results page. It is the recommendation to award to the low bidder for chemicals needed as outlined in the results page; and

WHEREAS: Per 3-37B, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the purchasing agent may, with approval of the City Manager, waive bidding procedures when purchasing through the State of New Hampshire or at state bid prices, other governmental agencies or cooperative buying groups.

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

The Purchasing Agent is hereby authorized to issue purchase orders to each of the vendors identified in the results page at rates provided in conjunction with Bid #B20064 for various chemicals as needed. 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	FY21 Appropriation	Balance
1000.1.350.45124.4612.00000.00	Indoor pool operating supplies	13,000.00	13,000.00
1000.1.350.45125.4612.00000.00	Thompson Pool operating supplies	19,000.00	19,000.00
5300.1.300.43320.4612.00000.00	Water Operating supplies	130,000.00	130,000.00
5320.1.300.43250.4612.00000.00	Sewer Operating Supplies	35,000.00	35,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2020.06.24 – 089**

Resolution Re: B20064 Various Chemicals

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.3.

Resolution Number: **R – 2020.06.24 – 089**

Resolution Re: B20064 Various Chemicals

RESOLUTION BACKGROUND MATERIAL:

The City of Dover joined the New Hampshire cities of Concord, Nashua, Salem, Keene, and Hooksett along with approximately sixty (60) Massachusetts cities to solicit request for bids for various chemicals.

The sealed request for Bid #B20064 was issued and received for various chemicals for several City departments on May 21, 2020 at 1:00 pm with rates to hold for one year. The low bids meeting specifications were submitted by the numerous vendors for chemicals referenced at unit prices specified in the results page.

Per Administrative Code Chapter 3 Article III 3-37B Exemptions to Competitive Bidding. Purchases made through the State of NH, other governmental agencies, and cooperative buying groups.

Award Information:

Purchase orders will be issued to low bidders of each chemical for one year to authorize expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	86	Number of Responses:	54
Warranty:	Meets Specifications	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	One Year (June 30, 2021)	Estimated Delivery:	As needed
Recommended Award to:	Various Low bidders	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Cost estimated at \$25,000 or greater to some vendors

[B20064 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2020.06.24 – 090**
Resolution Re: B20067 Turf Treatment

WHEREAS: A Sealed Request for Bid #B20067 was solicited and received for Turf Treatment on May 27, 2020 at 2:30 pm. A mandatory pre-proposal meeting was conducted on May 13, 2020 at 11:00 am with four firms attending; and

WHEREAS: Three 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. Staff attempted to compare program pricing based on projected similar efforts and noted very tight pricing. In consideration of apparent understanding of the City's organic requirements, vendor's overall approach for treatment, ability to adapt to a "needs based" program, and costs, City staff felt that the proposal and corresponding scope of services that would be in the best interest of the City was submitted by PJC Organic in the amount of \$68,925.00; and

WHEREAS: The City of Dover is awarding pricing for a one (1) year contract to the successful bidder for the 2020 spring/summer/fall season with the option to renew for each of the three (3) subsequent seasons 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 Organics for Turf Treatment services at rates provided in conjunction with Bid #B20067. 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	FY21 Appropriation	Balance
1000.1.300.43180.4432.00000.00	Maint Charges Improvements other than Blding	126,470.00	126,470.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2020.06.24 – 090**
Resolution Re: B20067 Turf Treatment

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2020.06.24 – 090**
Resolution Re: B20067 Turf Treatment

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requested proposals for a “turf management” program with environmentally friendly turf treatment services to be used, as appropriate, at various locations throughout the City. To ensure compliance with the City Council’s Commitment to Organic Land Management Practices, fertilizers had to be 100% organic. In transitioning from prior year turf management efforts to an organic program, vendors were directed to try and follow the City-supplied pricing sheet, or specifically detail any exclusions or extra efforts that would be required with their recommended program.

Two vendors (Organic First Lawn Care and Green Grass) supplied pricing per the City’s bid sheet. Their respective costs for a conventional program included 4 rounds of treatment with organic fertilizers and a single treatment of lime and were priced at \$52,404.00 and \$56,501.04. They also presented unit pricing for grub control, aerification, seeding, and soil testing, as the City requested information in case those services were requested. A third vendor (PJC Organic) presented their recommended “entry level” organic program at \$68,925.00. PJC’s proposal included additional recommended work above and beyond what was requested as sort of a minimum effort. PJC Organic suggested in follow up discussions that they would not be willing to embark on what the City considered for its program. They presented a recommended program that included an additional treatment of lime, aerification & overseeding on all fields (not limited to just those of high-use), but did not factor in any pricing for potential grub control. They suggested a separate contractor with a pesticide license could be engaged if field inspections discovered any grub problems. PJC Organic’s recommended program for what they felt would allow a truly organic program to succeed was therefore \$68,925.00.

Since organic program approaches can vary significantly from vendor to vendor, in order to try and establish some level of cost comparisons, City staff suggested comparing costs for a “base” program that would include four rounds of treatment, 1 application of lime, 2 rounds or aerification of high-use ballfields, and 2 rounds of overseeding on high-use ballfields. Staff felt aerification and overseeding would be critical components for enhancing success of an organic, chemical-free, turf management program. Rounds of overseeding had historically been added to the City’s overall turf treatment program through funding and initiation by youth-based athletic leagues, and focused specifically on their fields of use.

When factoring pricing per requested unit price elective services for what was considered a base program, PJC Organic was the apparent low bidder at \$68,925.00 versus \$72,368.00 for Organic First Lawn Care and \$75,327.04 for Green Grass. Pricing for a preventative treatment for grub control was omitted from the cost comparisons as City staff felt a blanket grub treatment could be pulled in favor of monitoring and spot treatments, as necessary. So the grub treatments were excluded from consideration for pricing comparisons.

Bid Information:

A Sealed Request for Bid #B20067 was issued and received for Turf Treatment on May 27, 2020 at 2:30 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.4.

Resolution Number: **R – 2020.06.24 – 090**

Resolution Re: B20067 Turf Treatment

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	194	Number of Responses:	3
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One Year	Estimated Delivery:	As needed
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:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B20067 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2020.06.24 – 091**
Resolution Re: B20072 Catch Basin Cleaning Services

WHEREAS: The Sealed Request for Bid #B20072 was solicited and received on May 29, 2020 @ 2:00 p.m. catch basin cleaning services of the approximately 1,551 catch basins in the North end of the city. Work to begin after July 1, 2020, and;

WHEREAS: Four bid responses were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services. It is the recommendation to award to Eastern Pipe Services, LLC of Bow, NH at the rates provided in conjunction with Bid #B20072 in the amount not to exceed \$75,999.00.

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

The Purchasing Agent is hereby authorized to issue a purchase order to Eastern Pipe Services, LLC of Bow, NH for catch basin cleaning services given the rates provided in conjunction with Bid #B20072. 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	FY21 Appropriation	Balance
1000.1.300.43155.4443.00000.00	Stormwater Rental of Equipment	84,472.00	84,472.00
1000.1.300.43155.4715.00000.00	Stormwater Streets	150,000.00	150,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2020.06.24 – 091**
Resolution Re: B20072 Catch Basin Cleaning Services

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2020.06.24 – 091**
Resolution Re: B20072 Catch Basin Cleaning Services

RESOLUTION BACKGROUND MATERIAL:

The City of Dover, NH has approximately 4,450 catch basins in its storm water drainage system, including schools and City-owned parking lots. The Community Services Department is responsible for the operation and maintenance of the storm water system and oversees the contracted cleaning of the catch basins on the South side of Dover one year and the North side of Dover the following year.

The City has identified a vendor to clean the North side catch basins this summer/fall 2020. The City will provide the selected contractor with a map of the storm water system indicating the structures that are to be cleaned. The vendor will be allowed to leave their equipment at the Dover Public Works Facility on Mast Road to help facilitate timely daily operational activities. The vendor selected will be responsible for transporting catch basin debris to the City of Dover Dredge-Cell Landfill located off River Street in Dover for proper disposal. Work is to be completed by December 31, 2020.

A Community Services Department employee will be assigned to the selected vendor for coordination and inspection of basins to ensure compliance with the city of Dover MS4 requirements. The City will provide the vendor with a location map. City staff will be notified immediately by the Vendor if a basin is found with a silt bag in it.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	191	Number of Responses:	4
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	NA	Contract:	Yes
Prices will hold for:	December 31, 2020	Estimated Delivery:	As needed, after July 1, 2020
Recommended Award to:	Eastern Pipe Service, LLC	Fund:	General Fund
Other Approvals Required:	No	References Checked:	Yes. 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

[B20072 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2020.06.24 – 092**

Resolution Re: B20075 Bituminous Concrete Asphalt Picked Up

WHEREAS: A sealed request for Bid #B20075 was requested and received for Bituminous Concrete Asphalt (Picked Up as Needed) on May 29, 2020 at 2:30 pm; and

WHEREAS: This is “Base and Hot Top” material that will be picked up by City personnel or by City authorized contractors at the vendor’s location as needed; and

WHEREAS: One bid was submitted for review. The low bid meeting specifications was submitted by Brox Industries, Inc. in the amounts of \$64.00 per ton for Base and \$64.00 per ton for Top. It is the recommendation to award to Brox Industries, Inc.

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 Brox Industries, Inc. for as needed asphalt at rates provided in conjunction with Bid #B20075. 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	FY21 Appropriation	Balance
1000.1.300.43121.4715.00000.00	CS Land Improvements	1,856,619	1,856,619

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2020.06.24 – 092**

Resolution Re: B20075 Bituminous Concrete Asphalt Picked Up

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.6.

Resolution Number: **R – 2020.06.24 – 092**

Resolution Re: **B20075 Bituminous Concrete Asphalt Picked Up**

RESOLUTION BACKGROUND MATERIAL:

Depending upon the quantity and varying types of different up-coming city road construction or rehabilitation projects, the City will have the need to acquire bituminous concrete / asphalt on an “as needed” basis to be picked up at the asphalt manufacturing plant, either utilizing city vehicles or private contractors with whom the City has an agreement for vehicle / operator rental services.

The bituminous concrete, both top and base, must meet the most current NHDOT Standard Specifications for road construction.

Bid Information:

A sealed request for bid B20075 was requested and received for Bituminous Concrete Asphalt (Picked Up as needed) on May 29, 2020 at 2:30 pm.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	154	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	6/30/2021	Estimated Delivery:	As needed
Recommended Award to:	Brox Industries, 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

[B20075 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2020.06.24 – 093**

Resolution Re: B20076 Tree Removal Services and Other Related Tree Work Services

WHEREAS: A Sealed Request for Bid #B20076 was issued and received for as needed Tree Removal Services on June 3, 2020 at 2:00 pm for a one-year term with the option to renew for two additional one-year terms, at mutually negotiated rates and contingent upon funding availability and vendor satisfaction; and

WHEREAS: One bid was received for consideration. The bid submitted by the current vendor, Urban Tree Services of Rochester, NH, was evaluated and met specifications. It is the recommendation to award to Urban Tree Services at the rates consistent with hourly rates and conditions provided in their proposal.

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 Urban Tree Services of Rochester, NH for as needed tree services at rates provided in conjunction with Bid #B20076. 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	FY21 Appropriation	Balance
1000.1.300.43180.4432.00000	F & G Improvements other than Buildings	126,470	126,470

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2020.06.24 – 093**

Resolution Re: B20076 Tree Removal Services and Other Related Tree
Work Services

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis 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.7.

Resolution Number: **R – 2020.06.24 – 093**
Resolution Re: B20076 Tree Removal Services and Other Related Tree Work Services

RESOLUTION BACKGROUND MATERIAL:

The City of Dover, NH would like to contract with a qualified vendor to provide Tree Removal and Other Related Tree Work Services as needed and requested by the Community Services Department, Facilities and Grounds Division.

The work is to be done within ten (10) working days after notification, except in an emergency situation, in which case response will be no later than twenty-four (24) hours after notification or sooner depending upon circumstances. A registered arborist shall be responsible for all work. All pruning shall be done to National Arborist Standards.

Bid Information:

Sealed Request for Bid #B20076 was issued and received for as needed Tree Removal Services and Other Related Tree Work Services on June 3, 2020 at 2:00 pm.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	80	Number of Responses:	1
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	6/30/2021	Estimated Delivery:	As needed
Recommended Award to:	Urban Tree Service	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

[B20076 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2020.06.24 – 094**

Resolution Re: B20079 Specialized Municipal Legal Services

- WHEREAS: The City occasionally has the need to retain outside legal counsel on various types of matters; and
- WHEREAS: The sealed request for proposal #B20079 was requested and received for “As Needed” Specialized Municipal Legal Services on June 16, 2020 at 2:00 pm; and
- WHEREAS: Six (6) vendors responded with varying amounts of prior experience with the City, a wide spectrum of experience in municipally related legal issues, and varying rate structures for services rendered as needed. Rates are to hold for two (2) years unless otherwise noted beginning July 1, 2020; and
- WHEREAS: The vendors submitting proposal and deemed most advantageous to the City are:
- | | |
|-----------------------------------|----------------|
| Sheehan Phinney Bass & Green, PA | Manchester, NH |
| Donahue, Tucker & Ciandella, PLLC | Exeter, NH |
| Devine, Millimet & Branch, PA | Manchester, NH |
| Mitchell Municipal Group, PA | Laconia, NH |
| Drummond Woodsum | Manchester, NH |
| Boynton, Waldron, PA | Portsmouth, NH |

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

The Purchasing Agent is hereby authorized to issue Purchase Orders to the above referenced vendors for as needed specialized municipal legal services at rates provided in conjunction with Bid #B20079. 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	FY21 Appropriation	Balance
xxxx.1.xxx.xxxxx.4334.xxxxx.xx.xxx	Legal Services	120,000.00	120,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2020.06.24 – 094**

Resolution Re: B20079 Specialized Municipal Legal Services

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis 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.8.

Resolution Number: **R – 2020.06.24 – 094**

Resolution Re: B20079 Specialized Municipal Legal Services

RESOLUTION BACKGROUND MATERIAL:

Day-to-day legal matters impacting and or involving the City are managed by the City Attorney. Historically, the City has utilized outside specialized legal services in the areas of Environmental Law, and Labor and Employment law. In addition, limited use of outside legal services occurs in general municipal law involving matters for which the City Attorney has a conflict of interest or in matters of importance requiring a second opinion or additional assistance. Six (6) vendors responded with varying amounts of prior experience with the City, a wide spectrum of experience in municipally related legal issues, and varying rate structures for services rendered as needed.

Joshua Wyatt, Dover City Attorney, is a former partner of Devine, Millimet & Branch, P.A. Mr. Wyatt has been separated from this firm for over one year and has no continued financial relationship.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	35	Number of Responses:	6
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Two years unless noted	Estimated Delivery:	As needed
Recommended Award to:	All vendors as needed	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

[B20079 Bid Documents and Vendor Solicitation List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2020.06.24 – 095**

Resolution Re: Load and Delivery of Pipe to Broadway Project

WHEREAS: It is necessary to hire a company to load and deliver 84” pipe to the Broadway project from the Public Works facility, three quotes were obtained for this service. The low quote was received from Severino Trucking Co., Inc. in the amount of \$18,450.00; and

WHEREAS: The quotes obtained exceed competitive bidding purchases (\$10,000.00 or more) thereby requiring council approval to waive sealed bid process.

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

3-36-B Competitive Bidding may be waived by a majority vote of the City Council.

The Purchasing Agent is hereby authorized to issue a Purchase Order to Severino Trucking Co., Inc. for loading and delivery of pipe to the Broadway Project in the amount of \$18,450.00. 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
4021.1.300.43121.4751.03143.21	Roadways	\$2,300,000.00	\$310,378.55

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2020.06.24 – 095**

Resolution Re: Load and Delivery of Pipe to Broadway Project

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2020.06.24 – 095**

Resolution Re: Load and Delivery of Pipe to Broadway Project

RESOLUTION BACKGROUND MATERIAL:

Three quotes were obtained to provide the service of loading and delivering 84-inch pipe to the Broadway project from the Public Works facility over an extended time period. The quote includes the cost of the excavator, trailer and driver. The quotes received from Severino Trucking Co., Inc., George Cairns and Sons, Inc., and Northeast Earth Mechanics, Inc. ranged in cost from \$18,450.00 to \$99,763.41.

Under normal circumstances, these services would require a sealed bid process, but due to scheduling needs, it is requested that competitive bidding procedures be waived and award on the low quote received from Severino Trucking Co., Inc. Severino was also the vendor that delivered and unloaded the pipe at the Public Works facility.

Bid Information:

3-36-B Competitive Bidding may be waived by a majority vote of the City Council.

Purchasing Information:

Type:	Purchase Order	Advertised:	NA
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	NA	Contract:	N/A
Prices will hold for:	Until completed	Estimated Delivery:	2020
Recommended Award to:	Severino Trucking Co., Inc.	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Request to Waive the Competitive Bidding Procedures



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2020.06.24 – 096**

Resolution Re: **Merit Plan Amendment – Classification Plan**

WHEREAS: The City Charter requires the City Manager to submit any amendment to the Merit Plan to the City Council as an item on a regular City Council meeting agenda; and

WHEREAS: The City Council shall, within sixty days after having received the amendment, take action to approve or disapprove them at a regular City Council meeting; and

WHEREAS: The Merit Plan includes, as attachments, the Classification Plan and Pay Plan which establish the grade level and set the minimum and maximum rates of pay for each class of position in the City's Administrative Service; and

WHEREAS: The City Manager has identified and proposes to add certain position classifications in the City's Administrative Service.

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

The City Council accepts the attached Merit Plan amendment specific to the Classification Plan as submitted.

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.10.

Resolution Number: **R - 2020.06.24 – 096**

Resolution Re: **Merit Plan Amendment – Classification Plan**

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.A.10.

Resolution Number: **R - 2020.06.24 – 096**

Resolution Re: **Merit Plan Amendment – Classification Plan**

RESOLUTION BACKGROUND MATERIAL:

The Merit Plan includes, as attachments, the Classification Plan and Pay Plan which establish the grade levels and set minimum and maximum rates of base pay for each class of position in the City's Administrative Service. The City Manager proposes to make the following changes to the Classification Plan:

1. Add a Director of Media Services classification assigned to pay grade 30. The grade 30 assignment is supported by the compensable factor scoring tool provided by Paypoint HR as part of our wage survey.

City of Dover Director of Media Services:

Dover Grade 30	Minimum \$73,944.00	Median \$87,963.20	Maximum \$104,644.80
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The amended Classification Plan with changes highlighted and a position description for the proposed Director of Media Services are attached as background.

2. Add a Deputy City Attorney classification assigned to pay grade 30. The grade 30 assignment is supported by the compensable factor scoring tool provided by Paypoint HR as part of our wage survey.

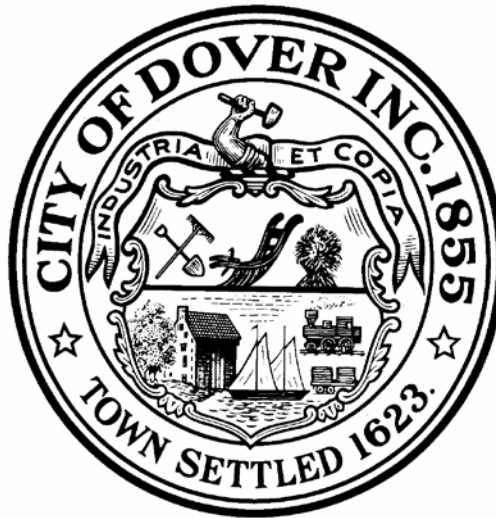
City of Dover Deputy City Attorney:

Dover Grade 30	Minimum \$73,944.00	Median \$87,963.20	Maximum \$104,644.80
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The amended Classification Plan with changes highlighted and a position description for the proposed Deputy City Attorney are attached as background.

MERIT PLAN

CITY OF DOVER
New Hampshire



Submitted by

J. Michael Joyal, Jr
City Manager

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MERIT PLAN OF THE CITY OF DOVER, NH

ARTICLE I. PURPOSE

It is the purpose of this Merit Plan to give effect to the provisions of the Dover, New Hampshire City Charter. The rules and regulations that comprise the Merit Plan and are contained herein shall be applied in accordance with the purpose of section C7-2 of the City Charter, which is interpreted and declared to be as follows:

- Section 1: To provide for an efficient system of modern personnel administration based on the principles of merit and designed to ensure sound and consistent employment practices.
- Section 2: To provide for the selection, appointment, promotion, training, transfer, lay off, discipline, and removal of City of Dover employees on the basis of merit.
- Section 3: To provide for a position classification system within the Administrative Service of the City, to be known as the Classification Plan.
- Section 4: To provide for a compensation system for City of Dover employees holding positions in the Classified Service of the City, to be known as the Pay Plan.
- Section 5: To provide for City of Dover employees a definite policy regarding annual leave, personal illness leave, and other leaves of absence.
- Section 6: To provide for City of Dover employees a definite policy regarding eligibility for participation in a retirement plan and other benefits.
- Section 7: To provide for City of Dover employees a procedure for appeals related to the application of these rules and regulations.
- Section 8: To provide for other matters necessary to ensure the maintenance of efficient service and the improvement of working conditions.

ARTICLE II. AMENDMENT OF MERIT PLAN

The City Manager may amend the rules and regulations contained within this Merit Plan from time to time as deemed suitable and necessary to carry out the provisions of the City Charter by submission of such amendments to the City Council. An amendment shall become effective pursuant to the provisions of the Dover City Charter C7-2. The Classification Plan and the Pay Plan are appended to and made a part of this Merit Plan. All amendments to the Classification Plan and all amendments to the Pay Plan shall become effective only after approval of the Dover City Council through the use of the procedure contained in Dover City Charter C7-2

ARTICLE III. DEFINITIONS

For the purpose of the rules and regulations contained herein, the following words and terms shall have the meaning indicated below:

- Definition 1: ADMINISTRATIVE SERVICE shall mean the entire body of employees holding positions in the Classified Service, all of whom serve under the appointive powers of the City Manager and/or department heads.

- Definition 2: APPOINTING AUTHORITY shall mean the City Manager or department head, who shall have the authority to hire and/or terminate the employment of persons for the City of Dover in accordance with the duties and powers conferred by the City Charter and these rules and regulations.
- Definition 3: APPOINTMENT shall mean the selection and hiring by the Appointing Authority of a person to fill a position in the Classified Service of the City. Appointments shall be of the following types: Original, Temporary, Re-Employment, Transfer, Promotion, Demotion.
- Definition 4: CLASSIFICATION, OR CLASS OF POSITIONS shall mean a position or grouping of positions in the Classified Service of the City having similar duties and responsibilities and requiring similar qualifications.
- Definition 5: CLASSIFICATION PLAN shall mean the overall organization of positions into groups or classes on the basis of the duties and responsibilities of the position and knowledge, skill and ability necessary for adequate performance of the essential functions of the position.
- Definition 6: CLASSIFIED SERVICE shall mean the collection of all full-time and part-time positions included in the Classification Plan of the City which are subject to the appointing authority of the City Manager and/or department heads.
- Definition 7: DEMOTION shall mean a change of the employment status of an employee from a position in one class to a position in another class having a lower maximum salary rate.
- Definition 8: DISCRETIONARY AND PROFESSIONAL SERVICE shall mean department heads or other employees who are immediate subordinates and report directly to the City Manager. Such employees are particularly qualified and regularly and routinely as part of their duties, exercise discretion and judgment over the performance of their functions. These employees are considered part of the Classified Service, but shall not always be subject to all provisions of the Merit Plan. As such, for the purposes of recruitment and retention of this type of personnel, the City Manager may provide these employees with additional benefits or incentives. The City Manager may enter into employment and severance agreements with employees who are members of the Discretionary and Professional Service. A Resolution for each agreement shall be placed as a separate item on the next regular Council agenda prior to the execution of the agreement by the City Manager. The proposed written agreement shall be available to the Council and to the public. The City Council shall review and approve or disapprove the cost items of all employment and severance agreements at the first available regular council meeting or within thirty (30) days whichever is less. Persons employed as part of the Discretionary and Professional Service shall be appointed by reason of their particular training and experience as determined by the City Manager to be the best qualified and available person for the job. Such persons shall not necessarily be appointed or promoted according to standard promotional procedures as applicable for all other employees of the Classified Service. Discretionary and Professional Service employees shall receive a salary in compensation for their services rendered, irrespective of their regular hours of employment. Discretionary and Professional Service employees shall include, but not necessarily be limited to

the Assistant City Manager, City Attorney, City Clerk and the department heads or other administrative staff as may be defined in the Administrative Code.

Definition 9: EMPLOYEE shall mean any person who has been appointed to a position in the Classified Service of the City in accordance with the provisions of the City Charter and these rules and regulations.

Definition 10: ENTRANCE EXAMINATION shall mean a standard examination which may be given to all applicants for appointment to a position in the Classified Service of the City, to determine their general qualification for service with respect to the particular position for which they are applying.

Definition 11: HOURLY EMPLOYEE shall be any employee compensated for each hour of work performed at an hourly rate as stipulated in the Pay Plan of the City of Dover for their particular position and pay step. Hourly employees are Fair Labor Standards Act non-exempt employees and are distinguished from salaried employees.

Definition 12: ORIGINAL APPOINTMENT shall mean the appointment of a person having never been previously employed by the City to a position in the Classified Service of the City.

Definition 13: PROBATIONARY PERIOD shall mean an evaluation period following appointment to a position in the Classified Service of the City which shall be utilized as fully as possible to determine the ability of the employee to satisfactorily fulfill the requirements of the position to which they were appointed. All employees appointed to positions in the Classified Service whose employment is intended to exceed four (4) months in a single calendar year shall be subject to a probationary period.

Definition 14: PROMOTION shall mean a change of the employment status of an employee from a position in one class to a position in another class having a higher maximum salary rate.

Definition 15: PROMOTIONAL EXAMINATION shall mean a qualifying examination which may be given to all applicants for appointment to a higher classified position in the Classified Service of the City, to determine their general qualification for service with respect to the particular position for which they are applying.

Definition 16: PROVISIONAL APPOINTMENT shall mean a non-competitive appointment of a person to a position in the Classified Service of the City made on a temporary basis pending the completion of a selection and appointment process.

Definition 17: RE-EMPLOYMENT shall mean the appointment of a person having been previously employed by the City to a position in the Classified Service of the City.

Definition 18: REGULAR FULL-TIME EMPLOYEE shall mean an employee who works more than thirty-two (32) hours per week for twelve (12) or more consecutive calendar months in any position classification included in the Classification Plan of the City.

Definition 19: REGULAR PART-TIME EMPLOYEE shall mean an employee who works thirty-two (32) hours or less per week and who is retained to work twelve (12) or more consecutive calendar months in any position classification included in the Classification Plan of the City.

- Definition 20: SALARIED EMPLOYEE shall be any employee receiving a salary as stipulated in the Pay Plan of the City of Dover for their particular position and pay step as compensation for their services rendered, irrespective of their regular hours of employment. Salaried employees are Fair Labor Standards Act exempt employees and are distinguished from hourly employees.
- Definition 21: SEASONAL OR TEMPORARY FULL-TIME EMPLOYEE shall mean an employee who works more than thirty-two (32) hours per week for less than twelve (12) consecutive calendar months in any position classification included in the Classification Plan of the City.
- Definition 22: SEASONAL OR TEMPORARY PART-TIME EMPLOYEE shall mean an employee who works thirty-two (32) hours or less per week for less than twelve (12) consecutive calendar months in any position classification included in the Classification Plan of the City.
- Definition 23: TRANSFER shall mean a change of the employment status of an employee from a position in one class to a position in another class having an equal maximum salary rate.

ARTICLE IV. IMPLEMENTATION AND ADMINISTRATION

- Section 1: Status of Present Employees: Any person holding a position of employment in the City's service, upon the adoption and subsequent amendment of these rules and regulations, shall assume the status of the position held, and shall be presumed to have been appointed in accordance with the rules and regulations contained herein.
- Section 2: Personnel Officer: The City Manager shall be the Personnel Officer of the City of Dover, except as he/she may delegate such duties to another specific individual. Further, the City Manager may delegate limited aspects of the personnel function to other officers, department heads, or agents of the City. Duties of the Personnel Officer shall include the administration of all rules and regulations contained herein.
- Section 3: Applicability: The Merit Plan rules and regulations apply to all employees in the Classified Service of the City except, however, certain parts of these rules and regulations shall be superseded by any conflicting provision contained within an agreement executed pursuant to State Statute between the City of Dover and an authorized employee bargaining unit whose wages, benefits and conditions of employment are embodied in such agreement.
- Section 4: Regulatory Compliance: The City Manager shall have the authority to establish Administrative Regulations and such other administrative policies and procedures consistent with the intent and purpose of the Merit Plan as may be necessary to ensure ongoing compliance with federal and/or state employment regulations. The City Manager shall notify the City Council of proposed changes and shall provide the City Council with a written copy of the regulations and policies by placing a copy in the City Clerk's office.

ARTICLE V. CLASSIFICATION PLAN

- Section 1: There shall be a Classification Plan for all positions of service in the City. For each class of positions within the City, this Plan shall establish a class title, a

statement of purpose and general duties, authority and responsibility thereof, and the qualifications necessary or desirable for the satisfactory performance of the duties of said class. Any changes shall be approved by the City Council pursuant to the procedure stated in the City Charter C 7-2.

Section 2: In maintaining the Classification Plan, the Personnel Officer shall approve and allocate to its appropriate class each position to be included in the Classified Service. In making such allocations, the Personnel Officer shall administer and provide for the uniform and equitable application of the Classification Plan to all positions of service in the City.

Section 3: The class titles set forth in the Classification Plan shall be used to designate positions in the Classified Service of the City in all official records, vouchers and communications, and no person shall be appointed or employed in a position in the Classified Service under any class title which has not been first approved and allocated by the Personnel Officer. This requirement shall not exclude the use of statutory or working titles that may be used informally as appropriate or expedient.

ARTICLE VI. PAY PLAN

Section 1: The Personnel Officer shall be responsible for the development and maintenance of a uniform and equitable Pay Plan, which shall consist of minimum and maximum rates of pay for each class of position and such intermediate steps or increments as considered necessary and equitable. Any changes shall be approved by the City Council pursuant to the procedures stated in the City Charter C7-2.

Section 2: The Pay Plan shall be linked directly with the Classification Plan and shall be established and amended with due regard to ranges of pay for each class of positions; requisite qualifications for each class; prevailing rates of pay for comparable work in other private and public employment within the Dover area, or other comparable municipalities; cost of living factors; suggestions from department heads; other benefits received by employees; the financial condition of the City; and other economic considerations.

Section 3: The compensation of each employee shall be reviewed annually by the City Manager and/or each department head for the purpose of determining which employee shall receive a wage adjustment. Wage adjustments shall mean an increase in the rate of pay, which will result in a move to the next higher step or increment of the established wage scale for the particular position of employment. Said increases in rate of pay shall be made in conjunction with the employee's annual performance evaluation, and shall be awarded on the first day of the pay period immediately following July 1st of the fiscal year after completion of the respective performance evaluation.

Section 4: Wage increases shall be based upon merit. An annual performance appraisal shall be completed for each employee by their supervisor(s) relating generally to their work habits, performance, and other related factors. Employees found to be performing satisfactorily by their supervisor(s) shall be recommended for a wage adjustment to the next higher pay step or increment on an annual basis. The performance review shall be made in order that employees who perform

satisfactorily shall be rewarded, thus providing incentive for continued efficient work. All personnel records, including an annual performance evaluation, tardiness, and absences from work, and length of service to the City, shall be considered when making recommendations for wage adjustments.

- Section 5: All other pay increases received by employees shall be limited to salary adjustments or increases in the Pay Plan itself as a result of those adjustments considered necessary and equitable.

ARTICLE VII. RECRUITMENT AND APPOINTMENT

- Section 1: Equal Employment Opportunity: Individuals shall be selected for employment with the City from the best qualified persons applying for said employment without discrimination as to sex, age, race, color, national origin, creed, religion, political affiliations or any other non-merit based factors; preference being given to citizens of the City of Dover when all other qualifications are equal.
- Section 2: Recruitment: Within the limits of time during which a position must be filled, there shall be as wide a search for qualified candidates as is practical. The character of such search will vary from position to position, but normally shall include posting of notices of vacancy, advertising, and contact with State and other employment offices.
- Section 3: Selection: After completing all candidate evaluation procedures as the Appointing Authority may determine as relevant, necessary, and within the limits of the law, selection shall be made by the Appointing Authority from among those persons who have qualified for appointment.
- Section 4: Promotion: Present employees shall be given maximum opportunity for advancement in the service of the City. Present employees shall be given first consideration in filling a vacancy and shall be afforded training opportunities to qualify for promotion. It is recognized that from time to time, the good of the service may require that a vacancy be filled from outside the current service of the City.
- Section 5: Probation: The probationary period shall be regarded as an integral part of the appointment process and shall be utilized for closely observing an employee's work, ensuring the most effective adjustment of a new employee to his/her position, and for rejecting any employee whose performance does not meet the required work standards. All original and promotional appointments shall be for a probationary period of twelve (12) consecutive calendar months which may be extended by the Appointing Authority as may be required, but not for a period of more than four (4) additional consecutive months. At a minimum, each probationary employee shall receive a six (6) month performance evaluation. In cases of original employment with the City, during the probationary period, an employee may be dismissed at any time without the right of appeal or hearing in any manner. An employee dismissed during the probationary period from a position to which he/she was promoted, may be reinstated to the position from which he/she was promoted, unless such dismissal is the result of a disciplinary action. Any employee may be placed on probation for a period not exceeding twelve (12) months for cause after having completed probation, in which case

the employee may be dismissed at any time without the right of an appeal or hearing in any manner. The provisions of this section apply to employees appointed to fill regular full-time and part-time positions in the Classified Service of the City.

Section 6: Training: In order that employees may perform their work more efficiently and be able to qualify for positions of increasing difficulty and responsibility, the Personnel Officer shall develop and implement educational training programs whenever possible.

Section 7: Transfer: If an employee, possessing the qualifications necessary to fill a vacant position within the Classified Service of the City, wishes to be transferred from his/her present department to another department, she/he shall be afforded an opportunity to apply and be considered for the position.

ARTICLE VIII. SENIORITY AND LENGTH OF SERVICE AWARDS

Section 1: When an employee transfers from one department to another, or is promoted within the Classified Service of the City, the date of original employment with the City shall count as the starting date for purposes of calculating seniority as it applies to longevity awards, vacation leave and other benefits. Classification seniority shall apply from the date of appointment to the most current position. Classification seniority and/or department seniority shall be distinguished from overall longevity or employment with the City. Employees who leave the employ of the City for a period greater than twenty-four (24) consecutive hours, and who do not work at least one (1) normal work day by reason of their termination of employment with the City, shall be considered permanently severed from employment with the City. Should a former employee of the City return to the employ of the City in either his/her former department or another department within one (1) year from the date of termination, he shall be entitled to consideration for the purposes of longevity pay and vacation benefits only. In all other respects, the re-employment of a former employee shall be considered as a new employment subject to all rules and regulations for new employees as of the date of their most current appointment.

Section 2: Longevity awards paid to employees for length of service shall be calculated on an annual basis from the date of first employment by the City and continuous employment thereafter. Longevity awards shall be paid to each employee on an annual basis as follows:

Five (5) years up to Ten (10) years	\$400/yr
Ten (10) years up to Fifteen (15) years	\$800/yr
Fifteen (15) years up to Twenty (20) years	\$1,200/yr
Twenty (20) years up to Twenty Five (25) years	\$1,600/yr
Twenty Five (25) years and greater	\$2,000/yr

The provisions of this section shall apply only to regular full-time employees and on a pro rata basis to regular part-time employees.

ARTICLE IX. POLITICAL ACTIVITY

- Section 1: No person holding a position in the Classified Service of the City shall seek or accept election, nomination or take an active part in, or make a contribution or donation to any municipal campaign or serve as a member of a committee of such club or organization or seek signatures to any petition provided for by any law, or act as a worker at the polls or distribute badges or pamphlets, or handbills of any kind favoring or opposing any candidate for election or for nomination to a municipal office. Nothing in this ordinance shall be construed to prevent any such employee or officer from becoming or continuing to be a member of a political organization, or from attendance at a political meeting, or enjoying entire freedom from all interference in casting his/her vote. Any person who wishes to accept or seek election or appointment to municipal office shall resign from the City Service upon indicating such intention by formal declaration or other evidence of candidacy. Any violation of this rule shall be sufficient grounds for the discharge of any officer or employee determined guilty of such violation.
- Section 2: Solicitation of Contributions: No officer or employee in the City service shall directly or indirectly contribute, solicit or receive, or be in any manner concerned in contributing, soliciting, or receiving any assessment, subscription, contribution, whether voluntary or involuntary, for any municipal political purpose whatever.

ARTICLE X. HOURS OF EMPLOYMENT, ATTENDANCE AND LEAVE

- Section 1: The City Manager and/or department heads shall establish hours of employment and work schedules of employees with due consideration for the varying requirements of the different City operations. Whenever possible, hours of employment for employees in the same class of the same work shall be uniform. The City Manager and/or department heads may, for temporary periods, change the work schedule to accommodate business needs.
- Section 2: Holidays: The following paid holidays shall be provided for employees by the City of Dover:
- | | |
|------------------------|------------------------|
| New Year's Day | Labor Day |
| Martin Luther King Day | Columbus Day |
| Washington's Birthday | Veterans' Day |
| Memorial Day | Thanksgiving Day |
| Independence Day | Day after Thanksgiving |
| Christmas Day | |
- When a holiday falls on a Sunday, the following Monday shall be declared a holiday for City Employees. When a holiday falls on a Saturday, the preceding Friday shall be declared a holiday. The provisions of this section shall apply to regular full-time employees and on a pro rata basis to regular part-time employees.
- Section 3: Annual Leave: Annual leave shall be afforded to regular full-time employees and on a pro rata basis to regular part-time employees. Annual leave shall

accrue from the date of original hire. An Employee may take annual leave only after the end of the probationary period. If an employee is terminated from employment with the City for any reason during the probationary period, no payment of annual leave will be made by the City. The posting of accrued leave shall occur each pay period in hourly units based on the employee's normal work day, or as otherwise prescribed by the City Manager. Normal work day shall be based on the number of hours usually assigned to an employee. This shall exclude overtime, call-ins or other unusual work assignments. For employees who work varying number of hours per day, the average hours per day over the pay cycle may be used as their normal work day. Accrued annual leave may not exceed three hundred (300) hours at any given time, excepting when upon application by an employee, the City Manager shall have granted an exception to this limitation. Any Annual leave to be taken shall be taken at the discretion of the employee's department head, and for department heads shall be taken at the discretion of the City Manager. The taking of annual leave will not be unreasonably denied. Accrual rates and other provisions related to the application for and usage of annual leave are as specified in the appropriate collective bargaining agreements or as may be prescribed by the City Manager for each class of position in the Classified Service.

Section 4: Personal Illness and Disability Leave: Personal illness and disability leave shall be afforded to regular full-time employees and on a pro rata basis to regular part-time employees. An employee must work twenty (20) or more hours per week to be eligible for disability leave. Personal illness and disability leave shall be considered a matter of grace and not a privilege and shall be allowed only in case of necessity and actual sickness, or disability of the employee. Employees who find it necessary to meet dental or doctor appointments or other illness prevention measures, including maternity, may also utilize personal illness leave time for such purposes, excepting when prior written City Manager and/or department head approval has been obtained, in which case no personal illness leave shall be charged. Personal illness leave, at the discretion of the City Manager and/or department head, may be granted in the instance of illness of a member of the employee's immediate family. At the discretion of the department head, a doctor's certificate may be required for absences due to illness or disability in excess of three (3) days. If the department head has a reasonable basis to believe or suspect an employee has abused personal illness leave privileges, he/she may require a doctor's certificate for an illness of less than three (3) days. Proof of illness or disability may be required at any time by the City Manager, department head or division head. Abuse of personal illness and disability leave privileges may be cause of dismissal. Personal illness and disability leave shall be recorded regularly in the personnel records and the Personnel Officer shall review all illness and disability related leave records periodically and shall investigate any cases which indicate abuse of the privilege. Accrual rates and other provisions related to the application for and usage of personal illness and disability leave are as specified in the appropriate collective bargaining agreements or as may be prescribed by the City Manager for each class of position in the Classified Service.

- Section 5: Injury Leave: All employees of the City who become injured while in the performance of their duties shall receive their regular salary while on injury leave, provided, however, that those who are covered by Workers' Compensation shall receive only the difference between Workers' Compensation and their regular rate of pay, by the City, for the first ninety (90) calendar day period of said job connected injury. The first ninety (90) calendar day period shall commence upon the first day the employee is out of work due to the job connected injury, but not including the day of the injury. At the expiration of the first ninety (90) day period, the employee shall receive the difference between Workers' Compensation and the employee's regular salary chargeable to their accrued annual and/or personal illness leave. Additionally, after expiration of the first ninety (90) day calendar period, the City Manager and/or department head may order a complete physical and/or mental examination of said employee by two registered physicians. If the report of their examination establishes the injury as one that permanently incapacitates said employee, application shall be made for retirement by the employee under the provisions of the New Hampshire Retirement Law. The commencement of payments under the New Hampshire Law shall end the Employer's obligation of payment on annual and/or accumulated personal illness leave and/or Workers' Compensation payments. Further, if it is determined by two registered physicians selected by the department head immediately after the employee is injured that said employee will not be able to return to his/her regular duties at any time in the future, the Employer shall not be obligated to pay the difference between Workers' Compensation and the employee's regular salary for the first ninety (90) calendar days of injury in compliance with this section. There will be a free exchange of medical data and reports during the period of incapacity and while such determinations are being made, and to facilitate such exchange, an incapacitated employee shall execute medical authorization directing his/her physician to release reports concerning the medical condition of the employee. Copies of such reports shall be provided to the employee.
- Section 6: Emergency Leave: Emergency leave may be granted by the City Manager without loss of pay for emergency purposes, which shall include: critical illness or death in the immediate family; if an employee is subpoenaed to appear before a court, public body or commission; and such other situations considered meritorious by the City Manager who shall certify allowance or disallowance of the emergency leave sought. Emergency leave shall be supplementary to, and not in restriction of, personal illness leave, annual leave or other eligible leave authorizations as herein provided. For the purpose of this section, immediate family shall be considered as spouse, children of either the member or spouse; mother, father, brother or sister of either the employee or spouse; grandchildren or grandparents of either the employee or spouse; or person residing in the same household, providing said person is not solely related to the member as a commercial tenant.
- Section 7: Military Leave: Any employee who is a member of the National Guard or Military Reserves, and is required to undergo field training therein, shall be entitled to a leave of absence with pay for the period of such training, but not to exceed two (2) weeks in any one year, and any such leave shall not affect the

member's annual vacation leave. The amount of compensation paid to such employee for such leave of absence shall be the difference between the employee's compensation for military activities as shown by a satisfactory statement by military authorities giving the employee's rank, base pay and the amount of the employee's regular weekly pay. If the employee's base pay for military service is equal to or greater than the pay due as a City employee for the period covered by such military leave, then no payment shall be made.

Section 8: Other Leave: The City may grant other leaves of absence for employees with or without pay and/or benefits and/or service credit at the discretion of the City Manager.

Section 9: Care of Newborn Child (CNC): Each employee will be eligible for a leave of absence for care of a newborn child for a period of up to ninety (90) calendar days at any time within twelve (12) months from the date of birth inclusive of any period of disability, if applicable, associated with delivery. CNC Leave will be without pay, subject to any disability payments due but with full service credit and benefits. An employee may apply to the City Manager for an extension of CNC prior to expiration of the initial ninety (90) calendar days leave provided that: a) the employee will exhaust all vacation time prior to the start of any extended leave; and b) the request is substantiated by evidence that the child has a certified medical condition requiring extended parental attention and/or the operating needs of the City permit an extension of the leave; and c) that the total period of the initial CNC, vacation and the extended leave will not exceed 120 days from date of birth inclusive of any period of disability, if applicable, associated with delivery. Upon completion of the CNC leave, the employee shall return to work or be subject to disciplinary action. Upon completion of the CNC leave, the employee shall be reinstated to his/her position prior to his/her leave or other comparable position, except that in the event of a force reduction or reorganization, such employee will be treated in accordance with the layoff provisions contained herein. An employee on leave for CNC shall not be eligible to collect unemployment compensation. In the event a member applies for unemployment compensation during the period of CNC leave, he/she will be considered as having resigned. Nothing above will preclude a member from taking such leave by utilization of previously accrued and grandfathered personal illness leave and/or annual leave.

Section 10: Jury Duty: An Employee called as a juror will be paid the difference between the fee received for such service and the amount of straight-time earnings lost by reason of such service. Satisfactory evidence of such service must be submitted to the employee's immediate supervisor. Employees who are called to jury duty and are excused from jury duty for a day(s) shall report to their regular work assignment as soon as possible after being excused.

Section 11: Storm Days: When due to weather conditions, the City Manager determines that City services will be curtailed and/or limited, the affected employees so notified shall not be required to report to work, or employees who have reported for work shall be relieved without loss of pay. When an employee is unable to report to work due to weather conditions, and the City Manager has not curtailed and/or limited City services in accordance with the preceding paragraph, the employee may draw from his/her annual leave time or take a

personal day as provided for above in this Article. Employees who are not working due to other leaves of absence, injuries, or choice, shall not be compensated for storm days. All other personnel will receive pay on an hour for hour basis. The provisions of this Article shall apply to regular full-time and seasonal/temporary full-time employees, and on a pro rata basis to regular part-time and seasonal/temporary part-time employees.

ARTICLE XI. RETIREMENT AND OTHER BENEFITS

- Section 1: The Personnel Officer shall take the steps necessary to provide employees in the Classified Service of the City with membership in the State of New Hampshire Retirement System.
- Section 2: All regular full-time and regular part-time employees shall be eligible for participation in the City's health, dental and life insurance programs and other benefit offerings. Provisions related to types of coverage, eligibility and premium contributions are as specified in the appropriate collective bargaining agreements or as may be prescribed herein for each class of position in the Classified Service.
- Section 3: All employees of the City shall be subject to the benefits of Workers' Compensation regardless of their status in the City's service; whether an employee is considered regular, seasonal or temporary or full-time or part-time.

ARTICLE XII. SEPARATIONS AND DEMOTIONS

- Section 1: Demotions: The City Manager and/or a department head may reduce the wage rate of an employee within the range provided in the Pay Plan, or demote an employee for cause. A written statement for the reasons for any such action shall be filed with the Personnel Officer and a copy shall be filed in the employee's personnel folder. No disciplinary demotion shall be made to a lower class of position if such action would cause an employee in the lower class to be laid off as a result of such action.
- Section 2: Layoffs: The City Manager and/or a department head may lay off an employee in the Classified Service of the City by reason of shortage of work and/or funds, abolition of the position(s), other material changes in the organization, or for other reasons beyond the employee's control and which do not reflect discredit upon the service of an employee. No employee shall be laid off while another person in the same class in the department is employed on a probationary or temporary basis. Layoff of employees shall be made in inverse order of employment in the class and department involved. The City Manager and/or a department head shall give written notice to the employee of any proposed layoff and reasons therefore, two weeks before the effective date of the action. A copy of such notice shall be filed with the Personnel Officer.
- Section 3: Disciplinary Action: The City Manager, department head, or designated supervisory person may reprimand, orally or in writing; suspend, with or without pay; demote or dismiss an employee due to inefficiency, incompetence, misconduct, negligence, insubordination, or other sufficient cause. All disciplinary action shall be handled in a fair manner and shall be consistent with

the infractions for which the disciplinary action is being taken. All suspensions and discharges must be stated in writing and the reasons shall be communicated to the employee at the time of the suspension or discharge. Disciplinary actions will normally be taken in the following order:

- a) A documented Verbal Warning or supervisory counseling
- b) Written Warning
- c) Suspension With or Without Pay
- d) Demotion or Discharge

Notwithstanding the above, however, the above sequence need not be followed if an infraction is sufficiently severe to merit immediate suspension or discharge.

Section 4: Resignations: The resignation of an employee, once submitted, shall be deemed to have been accepted by the City and shall not be subject to the grievance procedure afforded herein.

ARTICLE XIII: GRIEVANCE PROCEDURE

A grievance shall be defined as an alleged violation, misinterpretation of and/or misapplication of the provisions of this Merit Plan with respect to one or more City employees covered by the rules and regulations contained herein. Grievances regarding the terms and conditions of this Merit Plan shall be processed in the following manner:

Step #1: Any grievance shall be filed by the employee, in writing, within ten (10) calendar days from the date of the occurrence of the violation. Such filing shall be made to the department head and shall contain an abbreviated statement as to the nature of the grievance and shall state specifically the areas which the employee, or a designated representative, feels have been violated. The employee shall be required to sign the original grievance filed with the department head. Within ten (10) calendar days of receipt of the grievance, the department head shall conduct an informal inquiry concerning the grievance and render a decision, in writing, by no later than the close of the normal business day of the tenth day. The time requirements under this step may be extended by mutual consent of the department head and the employee and/or the designated representative.

Step #2: If the aggrieved employee is not satisfied with the decision of the department head, or if no decision has been rendered within the ten (10) calendar day period as defined above, said employee may appeal his/her grievance, in writing, to the Personnel Officer within ten (10) calendar days of the receipt of the department head's decision, or that date upon which such decision should have been rendered, provided however, that the aggrieved employee sets forth the specific reasons for such appeal and the terms and conditions of this plan and the specific areas which the employee feels have been violated. The Personnel Officer or a designated representative, shall hold an administrative hearing concerning the grievance within ten (10) calendar days of receipt of the aggrieved employee's appeal. The Personnel Officer or designated representative shall decide the grievance based upon the information supplied and any further information that he/she may request during or subsequent to the hearing. The Personnel Officer or designated representative shall render a

decision, in writing, within ten (10) calendar days from the close of the hearing, said procedure to take not more than thirty (30) calendar days from receipt of the original grievance by the Personnel Officer. The time limitations under Step #2 may be extended by mutual consent of the Personnel Officer and the aggrieved Employee, or his/her designated representative.

Step #3: If the decision of the Personnel Officer, or the designated representative, is found to be unsatisfactory, or if no decision has been rendered during the time period specified above, said employee may within ten (10) calendar days appeal, in writing, the decision of the Personnel Officer setting forth an abbreviated statement as to why said decision has been found unsatisfactory and those specific areas which have been violated to the Personnel Advisory Board. The Personnel Advisory Board shall conduct their first hearing session regarding the grievance within fifteen (15) calendar days from the date of its receipt, and shall render their decision, in writing, within fifteen (15) calendar days from the close of their final hearing date. The written report, which shall be advisory only in nature, containing the Personnel Advisory Board's findings and recommendation, shall be issued to the City Manager. The Personnel Advisory Board shall have no power to reinstate and employee unless it finds, after investigation, that the action was taken against the employee for discrimination as to sex, age, race, color, national origin, creed, religion, or political affiliations or other non-merit based factor. The City Manager, after consideration of said report and other pertaining information, shall file a written statement of his/her decision within ten (10) calendar days, and such decision shall be final.

ARTICLE XIV: SEPARABILITY

If any portion of these rules and regulations, or the application thereof, to any person or circumstance, should be held invalid or unenforceable, the remainder these rules and regulations shall remain in full force and effect.

FY2020¹ Dover Classification Plan

Classification Title	Pay Plan Grade	Union
ACCOUNT CLERK I	11	DMEA
ACCOUNT CLERK II	13	DMEA
ACCOUNTANT I	18	DMEA
ACCOUNTANT II	28	DMEA
ADMINISTRATIVE ASSISTANT	19	non-union
ADMINISTRATIVE CLERK/CEMETERY COORDINATOR	15	DMEA
ANIMAL CONTROL OFFICER	16	DPA
AQUATIC FACILITY MANAGER	22	DPEA
ARENA FACILITY MANAGER	23	DPEA
ARENA PROGRAM & MARKETING SUPERVISOR	21	DPEA
ASSISTANT CITY CLERK	13	DMEA
ASSISTANT CITY ENGINEER	24	DPEA
ASSISTANT CITY MANAGER	32	non-union
ASSISTANT CITY PLANNER	24	DMEA
ASSISTANT LIBRARY DIRECTOR	26	DMEA
ASSISTANT RECREATION DIRECTOR	23	DPEA
ASSISTANT TAX ASSESSOR	23	DMEA
BOOKKEEPER	14	DMEA
BUILDING INSPECTOR	22	DMEA
BUILDING MAINTENANCE MECHANIC	13	DMEA
BUILDING OFFICIAL	28	DMEA
CITY ATTORNEY	33	non-union
CITY CLERK/TAX COLLECTOR	26	non-union
CITY ENGINEER	29	DPEA
CITY TREASURER	24	non-union
CLERK TYPIST I	9	DMEA
CLERK TYPIST II	11	DMEA
CONSTRUCTION MANAGER	26	non-union
CROSSING GUARD	8	non-union
CUSTODIAN	9	DMEA
DEPUTY CITY ATTORNEY	30	non-union
DEPUTY CITY CLERK	15	DMEA
DEPUTY CITY MANAGER	34	non-union
DEPUTY COMMUNITY SERVICES DIRECTOR	30	non-union
DEPUTY FINANCE DIRECTOR	29	non-union
DEPUTY INFORMATION TECHNOLOGY DIRECTOR	29	non-union
DEPUTY PARKING MANAGER	17	DPAAll
DEPUTY TAX COLLECTOR	15	DMEA
DIRECTOR OF COMMUNITY SERVICES	33	non-union
DIRECTOR OF ECONOMIC DEVELOPMENT	30	non-union
DIRECTOR OF FINANCE	32	non-union
DIRECTOR OF HUMAN RESOURCES	29	non-union
DIRECTOR OF INFORMATION TECHNOLOGY	33	non-union
DIRECTOR OF MAIN STREET PROGRAM	23	non-union
DIRECTOR OF MEDIA SERVICES	30	non-union
DIRECTOR OF PLANNING & CDBG	31	non-union
DIRECTOR OF PUBLIC LIBRARY	29	non-union
DIRECTOR OF PUBLIC WELFARE	26	non-union
DIRECTOR OF RECREATION	26	non-union
ELECTRICAL INSPECTOR	22	DMEA
ENGINEERING TECHNICIAN	20	DPEA
ENVIRONMENTAL PROJECTS MANAGER	27	DPEA

FY2020¹ Dover Classification Plan

Classification Title	Pay Plan Grade	Union
EXECUTIVE SECRETARY	18	non-union
FACILITIES, GROUNDS & CEMETERY SUPERVISOR	23	DPEA
FIRE & RESCUE CHIEF	33	non-union
FIRE ASSISTANT CHIEF	29	DPFOA
FIRE CAPTAIN	25	DPFOA
FIRE DEPUTY CHIEF	30	DPFOA
FIRE DIVISION CHIEF	27	DPFOA
FIRE LIEUTENANT	23	DPFOA
FIRE MECHANIC	11	non-union
FIRE/HEALTH INSPECTOR	22	DMEA
FIRE/LIFE SAFETY INSPECTOR	22	DMEA
FIREFIGHTER ON CALL	17	non-union
FIREFIGHTER/EMT	17	IAFF
FIREFIGHTER/AEMT	18	IAFF
FIREFIGHTER/PARAMEDIC	20	IAFF
FLEET SUPERVISOR	25	DPEA
GROUNDSCKEEPER I	14	AFSCME
GROUNDSCKEEPER II	16	AFSCME
HEAVY EQUIPMENT MECHANIC I	16	AFSCME
HEAVY EQUIPMENT MECHANIC II	17	AFSCME
HEAVY EQUIPMENT OPERATOR I	16	AFSCME
HEAVY EQUIPMENT OPERATOR II	17	AFSCME
HUMAN RESOURCES ASSISTANT	19	non-union
INFORMATION TECHNOLOGY ADMINISTRATOR	22	non-union
INFORMATION TECHNOLOGY TECHNICIAN	18	non-union
INVENTORY COORDINATOR	17	AFSCME
LABORER I	12	AFSCME
LABORER II	13	AFSCME
LIBRARIAN I	17	DMEA
LIBRARIAN II	22	DMEA
LIBRARY ASSISTANT I	11	DMEA
LIBRARY ASSISTANT II	13	DMEA
LIBRARY PAGE	7	DMEA
MAINTENANCE MECHANIC I	14	AFSCME
MAINTENANCE MECHANIC II	15	AFSCME
MAINTENANCE MECHANIC III	22	AFSCME
MAINTENANCE SPECIALIST I	15	AFSCME
MAINTENANCE SPECIALIST II	18	AFSCME
MAINTENANCE SPECIALIST III	22	AFSCME
MANAGEMENT ANALYST	17	non-union
MEDIA SERVICES MANAGER	26	non-union
OFFICE MANAGER	15	DMEA
PARKING ENFORCEMENT OFFICER	13	DPA
PARKING MANAGER	24	non-union
PAYROLL & BENEFITS ADMINISTRATOR	15	DMEA
PERSONNEL ASSISTANT	15	DPAAII
PLANNER	27	DMEA
PLANT & PUMP STATION SUPERVISOR	23	DPEA
PLUMBING INSPECTOR	22	DMEA
POLICE CAPTAIN	30	DPAAII
POLICE CHIEF	33	non-union
POLICE COMMUNICATIONS SUPERVISOR	21	DPAAII

FY2020¹ Dover Classification Plan

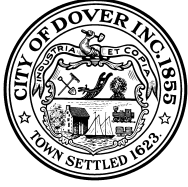
Classification Title	Pay Plan Grade	Union
POLICE DEPUTY COMMUNICATIONS SUPERVISOR	19	DPAAll
POLICE DISPATCHER I	17	DPA
POLICE DISPATCHER II	18	DPA
POLICE LIEUTENANT	27	DPAAll
POLICE OFFICER I	21	DPA
POLICE OFFICER II (Advanced Career Track)	22	DPA
POLICE PREVENTION COORDINATOR	22	non-union
POLICE PREVENTION PROGRAMMER	16	non-union
POLICE PROSECUTOR	27	DPAAll
POLICE RECORDS SUPERVISOR	21	DPAAll
POLICE SERGEANT	24	DPAAll
POLICE VICTIM/WITNESS ADVOCATE	20	non-union
PUBLIC WELFARE TECHNICIAN I	18	DMEA
PUBLIC WELFARE TECHNICIAN II	19	DMEA
PUBLIC WELFARE TECHNICIAN III	20	DMEA
PUBLIC WORKS SUPERVISOR	23	DPEA
PUMP STATION OPERATOR I	16	AFSCME
PUMP STATION OPERATOR II	18	AFSCME
PUMP STATION OPERATOR III	22	DPEA
PURCHASING AGENT	26	DMEA
RECREATION PROGRAM ASSOCIATE I	2	non-union
RECREATION PROGRAM ASSOCIATE II	3	non-union
RECREATION PROGRAM ASSOCIATE III	4	non-union
RECREATION PROGRAM SPECIALIST I	5	non-union
RECREATION PROGRAM SPECIALIST II	7	non-union
RECREATION PROGRAM SPECIALIST III	9	non-union
RECREATION PROGRAM SPECIALIST IV	15	non-union
RECREATION PROGRAM SUPERVISOR	17	DPEA
SEASONAL MAINTENANCE WORKER I	3	non-union
SEASONAL MAINTENANCE WORKER II	5	non-union
SEASONAL MAINTENANCE WORKER III	7	non-union
SECRETARY I	13	DMEA
SECRETARY II	14	DMEA
SOLID WASTE ASSISTANT	18	AFSCME
SOLID WASTE COORDINATOR	23	DPEA
SUPERINTENDENT OF FACILITIES, GROUNDS & CEMETERY	28	DPEA
SUPERINTENDENT OF PUBLIC WORKS & UTILITIES	29	DPEA
TAX ASSESSING DATA TECHNICIAN	15	DMEA
TEEN CENTER COUNSELOR	22	non-union
TELEVISION BROADCAST OPERATOR	15	non-union
TRUCK DRIVER	14	AFSCME
UTILITIES SYSTEM SUPERVISOR	26	DPEA
WORKING FOREMAN	22	DPEA
WWTP CHIEF OPERATOR	23	DPEA
WWTP LAB TECHNICIAN	17	DPEA
WWTP LAB/INDUSTRIAL PRETREATMENT COORDINATOR	22	DPEA
WWTP OPERATOR I	18	AFSCME
WWTP OPERATOR II	22	AFSCME
WWTP SUPERVISOR	26	DPEA



FY 2020¹ Wage Schedule

City of Dover, NH

FY20	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Grade 1	\$8.63	\$8.86	\$9.11	\$9.35	\$9.85	\$10.12	\$10.42	\$10.69	\$10.97	\$11.58	\$11.90	\$12.23
Grade 2	\$9.06	\$9.31	\$9.57	\$9.81	\$10.35	\$10.64	\$10.93	\$11.23	\$11.53	\$12.17	\$12.48	\$12.83
Grade 3	\$9.51	\$9.77	\$10.04	\$10.30	\$10.88	\$11.18	\$11.48	\$11.79	\$12.11	\$12.78	\$13.12	\$13.49
Grade 4	\$10.00	\$10.25	\$10.54	\$10.83	\$11.41	\$11.72	\$12.04	\$12.37	\$12.71	\$13.42	\$13.78	\$14.13
Grade 5	\$10.50	\$10.76	\$11.06	\$11.36	\$11.99	\$12.31	\$12.65	\$13.01	\$13.35	\$14.07	\$14.45	\$14.85
Grade 6	\$11.01	\$11.32	\$11.62	\$11.94	\$12.60	\$12.93	\$13.28	\$13.64	\$14.02	\$14.80	\$15.19	\$15.61
Grade 7	\$11.56	\$11.88	\$12.20	\$12.52	\$13.21	\$13.57	\$13.95	\$14.33	\$14.72	\$15.52	\$15.93	\$16.37
Grade 8	\$12.15	\$12.46	\$12.80	\$13.15	\$13.89	\$14.27	\$14.64	\$15.05	\$15.46	\$16.31	\$16.74	\$17.20
Grade 9	\$12.75	\$13.10	\$13.46	\$13.82	\$14.57	\$14.97	\$15.37	\$15.79	\$16.23	\$17.12	\$17.59	\$18.07
Grade 10	\$13.40	\$13.73	\$14.11	\$14.49	\$15.29	\$15.72	\$16.16	\$16.58	\$17.03	\$17.96	\$18.46	\$18.96
Grade 11	\$14.06	\$14.44	\$14.84	\$15.24	\$16.06	\$16.51	\$16.97	\$17.42	\$17.89	\$18.87	\$19.38	\$19.91
Grade 12	\$14.77	\$15.15	\$15.57	\$15.98	\$16.88	\$17.32	\$17.80	\$18.27	\$18.78	\$19.82	\$20.35	\$20.89
Grade 13	\$15.50	\$15.92	\$16.35	\$16.79	\$17.72	\$18.19	\$18.68	\$19.21	\$19.74	\$20.80	\$21.35	\$21.96
Grade 14	\$16.28	\$16.71	\$17.17	\$17.63	\$18.60	\$19.10	\$19.63	\$20.16	\$20.70	\$21.84	\$22.44	\$23.03
Grade 15	\$17.10	\$17.54	\$18.04	\$18.52	\$19.52	\$20.06	\$20.62	\$21.18	\$21.72	\$22.93	\$23.55	\$24.19
Grade 16	\$17.94	\$18.45	\$18.93	\$19.44	\$20.52	\$21.07	\$21.64	\$22.21	\$22.84	\$24.09	\$24.74	\$25.41
Grade 17	\$18.83	\$19.35	\$19.87	\$20.40	\$21.55	\$22.12	\$22.74	\$23.35	\$23.97	\$25.29	\$25.98	\$26.68
Grade 18	\$19.79	\$20.31	\$20.86	\$21.43	\$22.60	\$23.22	\$23.85	\$24.49	\$25.16	\$26.54	\$27.25	\$28.00
Grade 19	\$20.77	\$21.32	\$21.93	\$22.50	\$23.74	\$24.39	\$25.04	\$25.72	\$26.42	\$27.87	\$28.62	\$29.40
Grade 20	\$21.79	\$22.41	\$22.99	\$23.62	\$24.93	\$25.60	\$26.30	\$27.01	\$27.76	\$29.28	\$30.07	\$30.88
Grade 21	\$22.90	\$23.52	\$24.15	\$24.81	\$26.19	\$26.90	\$27.62	\$28.37	\$29.14	\$30.74	\$31.58	\$32.45
Grade 22	\$24.06	\$24.70	\$25.36	\$26.05	\$27.48	\$28.24	\$28.99	\$29.79	\$30.59	\$32.26	\$33.14	\$34.05
Grade 23	\$25.25	\$25.93	\$26.63	\$27.36	\$28.84	\$29.64	\$30.44	\$31.28	\$32.13	\$33.88	\$34.81	\$35.74
Grade 24	\$26.52	\$27.23	\$27.96	\$28.73	\$30.31	\$31.11	\$31.98	\$32.85	\$33.74	\$35.59	\$36.54	\$37.54
Grade 25	\$27.84	\$28.59	\$29.36	\$30.15	\$31.80	\$32.67	\$33.56	\$34.46	\$35.40	\$37.35	\$38.38	\$39.41
Grade 26	\$29.21	\$30.00	\$30.82	\$31.66	\$33.41	\$34.32	\$35.24	\$36.19	\$37.18	\$39.22	\$40.28	\$41.39
Grade 27	\$30.68	\$31.52	\$32.35	\$33.25	\$35.08	\$36.03	\$37.00	\$38.00	\$39.04	\$41.17	\$42.31	\$43.46
Grade 28	\$32.21	\$33.08	\$33.98	\$34.91	\$36.84	\$37.83	\$38.85	\$39.90	\$40.99	\$43.24	\$44.42	\$45.64
Grade 29	\$33.83	\$34.74	\$35.69	\$36.66	\$38.68	\$39.71	\$40.79	\$41.90	\$43.05	\$45.41	\$46.64	\$47.92
Grade 30	\$35.55	\$36.49	\$37.49	\$38.49	\$40.62	\$41.72	\$42.85	\$44.01	\$45.20	\$47.69	\$48.96	\$50.31
Grade 31	\$37.30	\$38.30	\$39.36	\$40.40	\$42.64	\$43.79	\$44.99	\$46.20	\$47.46	\$50.07	\$51.43	\$52.83
Grade 32	\$39.18	\$40.23	\$41.34	\$42.43	\$44.79	\$45.99	\$47.24	\$48.52	\$49.84	\$52.56	\$54.01	\$55.46
Grade 33	\$41.11	\$42.25	\$43.38	\$44.56	\$47.01	\$48.29	\$49.60	\$50.94	\$52.33	\$55.18	\$56.70	\$58.24
Grade 34	\$43.18	\$44.36	\$45.57	\$46.78	\$49.36	\$50.71	\$52.07	\$53.48	\$54.96	\$57.97	\$59.54	\$61.14
Grade 35	\$45.34	\$46.57	\$47.84	\$49.14	\$51.84	\$53.23	\$54.68	\$56.15	\$57.69	\$60.86	\$62.51	\$64.22
Grade 36	\$47.59	\$48.88	\$50.22	\$51.59	\$54.40	\$55.90	\$57.41	\$58.97	\$60.56	\$63.89	\$65.63	\$67.41
Grade 37	\$49.99	\$51.35	\$52.74	\$54.17	\$57.15	\$58.70	\$60.30	\$61.92	\$63.60	\$67.09	\$68.92	\$70.80
Grade 38	\$52.48	\$53.89	\$55.38	\$56.87	\$60.01	\$61.63	\$63.29	\$65.03	\$66.78	\$70.45	\$72.36	\$74.35
Grade 39	\$55.11	\$56.60	\$58.14	\$59.72	\$63.01	\$64.71	\$66.46	\$68.26	\$70.12	\$73.97	\$75.97	\$78.04
Grade 40	\$57.87	\$59.44	\$61.04	\$62.71	\$66.14	\$67.93	\$69.79	\$71.68	\$73.62	\$77.65	\$79.78	\$81.93



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

Position: Director of Media Services	Position Control No: XX-XX-XX-XX
Classification-Series: Director of Media Services	FLSA Status: Exempt, Regular FT 40 hrs/wk
Occupational Grouping: Professional & Managerial Services	Union - Grade: NON-UNION - Grade XX
Organizational Unit: Executive Department	Primary Job Location: McConnell Center, 32 Saint Thomas Street

JOB SUMMARY: Performs highly responsible administrative and professional work managing the Office of Media Services and serves as designated Public Information Officer for municipality. Oversee policy development and implementation related to dissemination of information to public through multiple media sources. Works and interacts with different employees, public officials, and citizens of the community. Directs administrative and management functions pertaining to media services.

ACCOUNTABILITY: Works is performed with independence under the broad supervision of the City Manager. Work is reviewed through reports, conferences and observation of results.

SUPERVISION EXERCISED: Supervises and directs employees, as assigned.

TYPICAL EQUIPMENT USED: Computer, telephone, calculator, copy and FAX machine, dictating equipment, video cameras, video and audio recording equipment, video and audio editing equipment, CATV broadcast equipment, and other related equipment.

TYPICAL WORK ENVIRONMENT: Inside: 90% Outside: 10%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Directs the municipality's communications and public information programs and initiatives in a coordinated effort that conveys a consistent message in support of overall community vision and organizational mission and strategic goals.
2. As designated Public Information Officer for municipality, coordinates media contacts and ensures widespread dissemination of information regarding all public relations matters.
3. Serves as strategic advisor for all departments with respect to communications and public affairs initiatives relating to municipal programs and services.
4. Identify and directs creation of new and recurring public information programs that utilize audio, visual and/or written materials for use with CATV governmental and educational access channels and other media resources including website and social media to educate the public regarding the operations and services of municipal government including schools as well as particular community events.
5. Manages the operation of the municipal web site, social media and cable television (CATV) governmental and educational access facilities and channels and is responsible for developing the annual media services operations and capital budgets.
6. Organize, maintain and administer the personnel policies and procedures of the City and the Office of Media Services, including interviewing, recommendations for hiring, performance evaluations and discipline.

7. Develop relationships within the community and work with municipal officials, teachers, students, and volunteers to encourage, coordinate and assist with the production of governmental and educational programming content for use on website, social media and the CATV access channels.
8. Develop and ensure compliance with policies concerning appropriate programming content and use of the community's website, social media and CATV facilities and channels.
9. Remain current with and ensure conformance with applicable laws, rules and regulations related public's Right To Know, cable television franchise licensing, access television operations, video/audio recording and related issues.
10. Ensures availability of self or alternate personnel for recall and response to fulfill the public communication function as assigned during emergency events.
11. Establishes and maintains effective working relationships and coordinates activities with employees, other departments and agencies.
12. Maintain familiarity with and execute safe work procedures associated with assigned work.
13. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

LIFT: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. CARRY: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. REACH: -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Occasionally required.	PUSH/PULL: Occasionally required. TWISTING: Rarely required. BENDING: Occasionally required. CRAWLING: Not required. SQUATTING: Rarely required. KNEELING: Not required. CROUCHING: Not required. CLIMBING: Not required. BALANCING: Not required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Occasionally required. FINGERING: Frequently required.
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DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

CONSECUTIVE HOURS: Sit: 3 hours Stand: 2 hour Walk: 1 hour	TOTAL HOURS: Sit: 5 hours Stand: 2 hour Walk: 1 hour
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COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Not required.
--

TYPICAL WORK SURFACE(S): Standard office desk and chair; service counter; tables; computer/video work stations; carpet, tile, concrete and wood floors.

TYPICAL CONTROLS & EQUIPMENT: Key board/pad, computer mouse, electronic controls.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to copier and printer toner. Possible electrocution hazard.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Comprehensive knowledge and skills in the field of communications, public relations and/or journalism. Extensive knowledge of media production, communication, and dissemination techniques and methods including alternative ways to inform via written, oral, and visual media. Knowledge of new media for communicating information via the Internet, Wi-Fi, video blogging, podcasting, and other evolving technologies. Proven leadership skills in technical and creative areas. Strong administrative, written and oral communication skills. Audio/visual technical expertise. Proven interpersonal abilities. Ability to maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Master's degree in Communications, Public Relations or related field and a minimum of ten (10) years' experience in related field. Maintain motor vehicle operator license. Any equivalent combination of education and experience which demonstrates possession of required knowledge, skills and abilities.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

☐ 1. None.	☐ 6. 1 to 2 years.
☐ 2. Short demonstration up to 30 days.	☐ 7. 2 to 4 years.
☐ 3. 30-90 days.	☐ 8. 4-10 years.
☐ 4. 91-180 days.	☒ 9. Over 10 years.
☐ 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Classification Established:

Job Description Developed: 06/10/2020

Revised:



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

Position: Deputy City Attorney, Environmental Services	Position Control No: XXXXXX
Classification-Series: Deputy City Attorney	FLSA Status: Exempt, Regular FT 40 hrs/wk
Occupational Grouping: Professional & Managerial Services	Union - Grade: NON-UNION – Grade XX
Organizational Unit: Executive Department	Primary Job Location: City Hall, 288 Central Avenue

JOB SUMMARY: Performs highly responsible professional legal work on behalf of the Municipal Corporation primarily in the area of environmental law while also assisting with other general tasks and responsibilities of the Office of the City Attorney. Work includes advising and collaborating with City Council, City Manager, department directors and other stakeholders on legal matters pertaining to environmental compliance, regulatory filings, and any related policies and procedures.

ACCOUNTABILITY: Work is performed with considerable latitude and independence under the broad supervision of the City Attorney. Work is reviewed through reports, conferences, and effectiveness of operations. Performs regular duties on own initiative and exercises discretion.

SUPERVISION EXERCISED: Confers with City Attorney and, when necessary, City Manager on matters of significant legal, policy, and priority implications. Outlines operating policies, issues work assignments and areas of responsibility to professional and clerical personnel. Evaluates completed work for effectiveness and conformity to established procedures, practices, work plan, or other instructions.

TYPICAL EQUIPMENT USED: Computer; telephone; calculator; typewriter; copy and facsimile machines; mobile radio and telephone; pager; motor vehicles.

TYPICAL WORK ENVIRONMENT: Inside: 100% Outside: 0%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Furnish the City Manager, the City Council and its committees, and all municipal administrative officials

with legal opinions and advice related to environmental issues and other matters affecting or potentially affecting their respective offices.

2. Maintain a thorough knowledge of New Hampshire and federal laws and specifically environmental laws and regulations as they concern the City of Dover, and engage in continued professional development to stay current in such areas of law.
3. Review and assist with all City related civil litigation matters implicating environmental concerns.
4. Defend and advocate the rights and interests of the City, including the School District, in any suit or prosecution involving environmental law or other legal matters as assigned.
5. Draft or review all legal instruments which may be required; reviews and advises on appropriateness of documents prepared by other agencies or parties.
6. Anticipate and timely draft and file all necessary environmental regulatory filings in consultation with other City staff.
7. Develop cost-effective legal strategies to address current environmental concerns and ensure public safety, compliance, and protection against future environmental concerns.
8. Review purchasing and procurement documents relating to environmental issues or matters.
9. Collect, interpret, and prepare data for studies, reports and recommendations. Submit such reports to the City Attorney or City Manager as may be required or as the Deputy City Attorney may deem it advisable to submit.
10. Coordinate activities and collaborate with other departments and agencies as needed. Assist department directors and provide advice to ensure all laws and ordinances are adhered to.
11. Interpret laws, rulings, and regulations for City officials and staff. Recommend the adoption by the City Council of such resolutions or ordinances as deemed necessary or expedient.
12. Advise the City Council and City officials of legal conditions and current and future trends, and changes to State or Federal laws affecting City operations.
13. Attend meetings of the City Council and/or other municipal boards from time to time as required.
14. Represent the City in court, and before quasi-judicial or administrative agencies of government as may be required. Gather evidence to formulate defense or to initiate legal action when necessary.
15. Confer with colleagues with specialty in various areas of law to establish and verify basis for legal opinions or proceedings; may be assigned to serve as a liaison between outside legal counsel/experts and City officials on specialized legal issues.
16. Review, file, and oversee insurance claims relating to environmental matters.
17. Establish and maintain effective working relationships with elected officials, employees, other departments and agencies, and the general public.
18. Maintain familiarity with and execute safe work procedures associated with assigned work.
19. Assume duties of the City Attorney temporarily in his or her absence.
20. Perform other related legal duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

LIFT: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required. CARRY: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required. REACH: -above shoulder height: Rarely required. -at shoulder height: Occasionally required. -below shoulder height: Occasionally required.	PUSH/PULL: Occasionally required. TWISTING: Occasionally required. BENDING: Occasionally required. CRAWLING: Not required. SQUATTING: Rarely required. KNEELING: Not required. CROUCHING: Rarely required. CLIMBING: Rarely required. BALANCING: Not required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Occasionally required. FINE MOTOR SKILL: Frequently required.
---	---

DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

CONSECUTIVE HOURS: Sit: 3 hours Stand: 1 hour Walk: 1 hour	TOTAL HOURS: Sit: 6 hours Stand: 1 hour Walk: 1 hour
--	--

COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Not required.

TYPICAL WORK SURFACE(S): Standard office desk and chair; service counter; tables; computer workstations; carpet, tile, concrete and wood floors.

TYPICAL CONTROLS & EQUIPMENT: Computer; calculator; typewriter; telephone; copy and facsimile machines; mobile radio and telephone; pager; motor vehicle.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to copier and printer toner.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Comprehensive knowledge of state statutes and case law relating to environmental law; considerable knowledge of laws relating to federal and state statutes and practice areas, including but not limited to the Clean Water Act, the Comprehensive Environmental Response, Compensation, and Liability Act ("CERCLA"), Safe Drinking Water Act as may be amended, wastewater, wetlands, water rights, drinking water, public wells, hazardous waste, and similar laws. Skill in preparing regulatory filings, deeds or other instruments, pleadings, briefs, and other legal documents. Ability to prepare and analyze comprehensive legal documents; ability to carry out assigned projects to their completion. Knowledge of the principles and procedures of state and federal environmental laws, especially as they relate to municipal government. Knowledge of the principles and practices of legal research. Ability to collect and analyze data and make appropriate recommendations and reports. Ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, department heads, other City officials and the general public.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Law degree from an accredited college or university plus at least one to four (4) years of practice in the field of environmental law. Admitted as member of NH Bar in good standing and completion of required continuing education. Valid Driver's license.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

☐ 1. None.	☐ 6. 1 to 2 years.
☐ 2. Short demonstration up to 30 days.	☐ 7. 2 to 4 years.
☐ 3. 30-90 days.	☒ 8. 4-10 years.
☐ 4. 91-180 days.	☐ 9. Over 10 years.
☐ 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Classification Established:

Job Description Developed: 06/09/2020

Revised:



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2020.06.24 – 097**

Resolution Re: Approval of Use and Occupancy Agreement between the City of Dover and State of New Hampshire

WHEREAS: The City of Dover has an existing water main that crosses a portion of the Spaulding Turnpike (Route 16); and

WHEREAS: The City of Dover has sought approval from the New Hampshire Department of Transportation (“DOT”) to replace the existing water main as part of the Spur Road reconstruction project; and

WHEREAS: DOT has required that the City of Dover sign a Use and Occupancy Agreement with DOT’s terms for work, use, and occupation of a State highway; and

WHEREAS: DOT’s proposed Use and Occupancy Agreement acknowledges that the City of Dover’s water main predated the existing State highway, but also provides that the City’s water main, as authorized pursuant to the agreement, is terminable and may be removed and relocated at the State’s expense, among other terms;

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

The City Manager is authorized to negotiate, finalize and execute the Use and Occupancy Agreement between the City of Dover and the State of New Hampshire with regard to the Limited Access Right-of-Way of NH 16 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.11.

Resolution Number: **R – 2020.06.24 – 097**

Resolution Re: Approval of Use and Occupancy Agreement between the City of Dover and State of New Hampshire

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

Attached is a draft of the terms of the Turnpike Use and Occupancy Agreement and Plan as presented by the New Hampshire Department of Transportation (“DOT”) and negotiated with respect to several provisions, as well as the attachments to the agreement referenced within. The City has added in a statement reserving any property rights the City may have with respect to the water line prior to Route 16.

Misc. Engineering
1832W – Turnpikes
NH 16 - Dover
(Water Main Facilities)

USE AND OCCUPANCY AGREEMENT

1. The following entities shall be parties to this Agreement made in duplicate this ____ day of _____, _____, and shall be bound by its provisions:
 - A. The CITY OF DOVER, hereinafter called the "City", acting by and through the City Manager, 288 Central Avenue, Dover, NH, 03820.
 - B. The STATE OF NEW HAMPSHIRE, hereinafter called the "State", acting by and through the Commissioner, New Hampshire Department of Transportation (NHDOT), 7 Hazen Drive, PO Box 483, Concord, NH, 03302-0483.
2. The City, through its consultant, has submitted a set of plans to the State to be incorporated in the Encroachment Permit for installation of facilities within the highway right-of-way; and the State has reviewed and approved these plans.
3. This Agreement covers the Use and Occupancy of the Limited Access Right-of-Way (LAROW) of NH 16 in the city of Dover as shown on the attached plans. Such occupancy having been granted by execution of this document and issuance of Encroachment Permit # SPAU 4 – 20 covers the installation of waterline facilities at the location described as follows: a 12" HDPE DR 11 water main enters the LAROW of NH 16, the Spaulding Turnpike, from Spur Road and crosses under NH 16 within an existing 15" RCP sleeve, where the existing sleeve is extended approximately 24' to the west and approximately 40' to the east and proceeds east to leave the LAROW. Approximately 156' of 15" RCP sleeve and 316' of 12" HDPE DR 11 water main occupies the LAROW of NH 16 in the City of Dover, County of Strafford, New Hampshire.

The approved plans titled WATERLINE PLAN & PROFILE AT TURNPIKE CROSSING, dated July 24, 2019 as prepared by Underwood Engineers for the City are hereby incorporated in this Agreement.
4. The parties recognize that the City's water line predated the highway as shown on the incorporated 1958 Turnpike Construction project P2692-D plan and nothing in this Agreement or its administration is intended to waive, alter, or affect any existing property rights the City may contend it has (e.g., prescriptive easement). The State reserves the right to oppose any claim of existing property rights made by the City.
5. The City shall submit any proposed alterations to said plans in writing to the State for review and approval by the State.
6. The City shall submit proof of Bonding and Insurance required for the Encroachment Permit.

7. All materials supplied and work performed by the City or its contractor in the installation of the waterline facilities shall be subject to the inspection of a representative of the State. Any deficiencies in materials, methods of construction, or workmanship shall be promptly corrected to the satisfaction of the State.
8. The State has initiated the development of a Global Information System (GIS) to identify facilities, including drainage and utilities within the ROW. The City shall submit GPS coordinates based upon the New Hampshire State Plane coordinates system on the North American Datum of 1983 (1996 adjustment by NGS) of the as built waterline facilities. The coordinates shall be submitted to the Chief of Design Services, NHDOT, 7 Hazen Drive, PO Box 483, Concord, NH, 03302.
9. The City shall submit its written maintenance policies and procedures which are to be used for the inspection, repair, and maintenance of said facilities to the State for review and approval. Such procedures shall be approved by the State prior to initial operation of the constructed facilities.
10. The City shall give the State a minimum of two (2) business days' notice of scheduled or nonscheduled maintenance of the waterline facilities except emergency repairs, for which the City shall contact the State while such emergency repairs are being done. Regular maintenance, inspection, and updating by the City shall not be conducted without prior notification to the State.
11. The costs and expenses for the installation and maintenance of the waterline facilities shall be the responsibility of the City.
12. The City or their contractor is solely responsible for the presence of their equipment along the State's LAROW. The City agrees the installation shall be consistent with the State's right to access if necessary.
13. The City agrees that access to the waterline facilities for scheduled or nonscheduled maintenance or for any other purpose shall be made in accordance with the following procedure:
 - a) Prior to working on or crossing the LAROW of the Spaulding Turnpike, NHDOT Bureau of Turnpikes shall be notified and work will be scheduled with them.
 - b) At all times when working within the Spaulding Turnpike, traffic control devices shall be provided by the City as required by the State.
 - c) Any and all work done by the City at these locations shall conform to standards set by the State.
 - d) Additional requirements or modifications of the above may be further negotiated with and approved by the NHDOT Bureau of Turnpikes and incorporated by reference.

14. The Use and Occupancy of the LAROW by the City shall be at the sufferance of the State. The State may terminate this Agreement upon sixty (60) days' notice in writing to the City at the above address. Upon the termination of this Agreement pursuant to this paragraph, the City shall have one (1) year to remove said waterline facilities and all appurtenances from the LAROW.
15. The City shall promptly and at the expense of the State make such relocations and adjustments, including removal of facilities if required by the State, as may be necessary to accommodate highway or bridge construction, reconstruction, repair, or maintenance. Such relocation and adjustment shall be at the expense of the State due to the existence of the waterline prior to the Turnpike.
16. Where applicable, in accordance with RSA 72:23, I(b), this agreement is made between the parties subject to the condition that the City shall pay all duly assessed personal and real estate taxes. Failure of the City to pay the duly assessed personal and real estate taxes when due shall be cause to terminate this agreement by the State. In accordance with the requirements of RSA 72:23, I(b), the City shall be obligated to pay personal and real estate taxes on structures or improvements added.
17. The City agrees that the State, its agencies and their employees, agents, and representatives shall not incur any legal liability whatsoever to the City for any damage to the waterline facilities or to any other property or employee of the City or to any other person or entity hired by or affiliated with the City resulting from or arising out of any ownership and use of and operations within the LAROW, including but not limited to inspection, maintenance, cleaning, snow removal, construction, reconstruction, rehabilitation, and repair.
18. The City shall indemnify, defend, and hold harmless the State, NHDOT, United States Department of Transportation (USDOT), FHWA, and their employees, agents, and representatives against any and all claims, actions, causes of action, demands, liabilities, losses, penalties, damage of any kind, and failure to comply with any utility-type commission's permitting, regulations, and guidelines, including all actions for indemnity and/or contribution, and including reasonable attorneys' fees, resulting from or arising out of any City or State ownership, use of, and operations within the LAROW, including but not limited to inspection, maintenance, cleaning, snow removal, construction, reconstruction, rehabilitation, and repair of either the waterline or the highway facilities. The indemnification provided under this paragraph shall include, but not be limited to, any and all claims or demands for loss of revenue, income, business or economic opportunity, customers, profits, presence of and occupation of, and service resulting from or arising out of any inability or failure of the waterline facilities to provide service as intended by the City. However, nothing in this Agreement is intended to waive, modify, or affect either (i) the conditions and limitations on liability set forth in RSA chapter 507-B, or (ii) the statutory and common law immunities of the City, including but not limited to discretionary function immunity, highway and sidewalk immunity (RSA 231:91 to :92-a), or any other such immunity provided to the City by law.
19. The City shall, at the request of the State and at the expense of the State, provide whatever protection is deemed necessary by the City or by the State in the event the State performs

any work on the highway, including but not limited to inspection, maintenance, cleaning, snow removal, construction, reconstruction, rehabilitation, and repair of the highway facilities.

20. Any damage to the LAROW and the highway facilities contained therein which, as determined by the State, is caused by, results from, or arises out of the installation, maintenance, or presence of the waterline facilities shall be repaired by the State. The City shall fully compensate the State for all costs associated with the repair of any such damage.
21. Upon breach of any provision of this Agreement by the City, the State may either (a) enforce the breach provision by means of an injunction proceeding, or (b) seek damages, including all consequential damages which arise out of the breach, or both. In any such action to enforce the Agreement or collect damages for its breach, the City shall reimburse the State for all attorneys' fees reasonably incurred by the State in such action.
22. Notwithstanding any provision of this Agreement, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this Agreement.
23. This Agreement may be amended only by an instrument in writing signed by the parties hereto and only after approval of such amendment by the State of New Hampshire and the FHWA, if applicable.
24. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns including all agencies, departments, bureaus, authorities, boards, commissions, and committees of the State.
25. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit. The State also shall not be responsible for any negligent/intentional acts of third parties.
26. The City shall not assign or otherwise transfer any interest in this Agreement without the prior written consent of the State, except that no consent shall be required for a transfer or assignment to a wholly owned subsidiary or affiliate of the City or any parent company of the City.
27. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

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

THE STATE OF NEW HAMPSHIRE
Department of Transportation

CITY OF DOVER
City Manager

BY: _____
David M. Rodrigue, P.E.
Director of Operations

BY: _____
(Signature)

_____ JAM

J. Michael Joyal, Jr.

City Manager



25 Vaughan Mall
Portsmouth, NH 03801-4012
Tel: 603-436-6192 Fax: 603-431-4733

Technical Memorandum

To: Dave White, P.E.
From: Benjamin T. Dreyer, P.E.; Daniel J. Rochette, P.E.
Date: December 21, 2018
Subject: Turnpike Water Main Crossing
Basis of Design
Spur Road Reconstruction

1.0 Background and Purpose

The City of Dover is currently in the preliminary design phase of the Spur Road Reconstruction Project (construction scheduled for 2019). The 13,200 linear foot project will include replacement of approximately 6,000 LF of watermain including the existing Spaulding Turnpike (Rt. 16) crossing at Mile Marker 7.3 (approximately 800' north of Nute Road towards the southern corner of Varney Brook pumping station). A work plan figure is provided as Attachment "A".

The purpose of this memo is to review the suitability of the existing sleeve at the Turnpike crossing for an upgraded 12" water main. The findings from field investigations for the existing sleeve at the crossing and recommendations for re-use or replacement are summarized below.

2.0 Fieldwork

Test pits were excavated by the City on July 11th and September 12th to verify the location, material and size of the existing water line sleeve and the existing watermain. Test pits were excavated on both the northbound and southbound side of the highway. UE was onsite to observe the test pits.

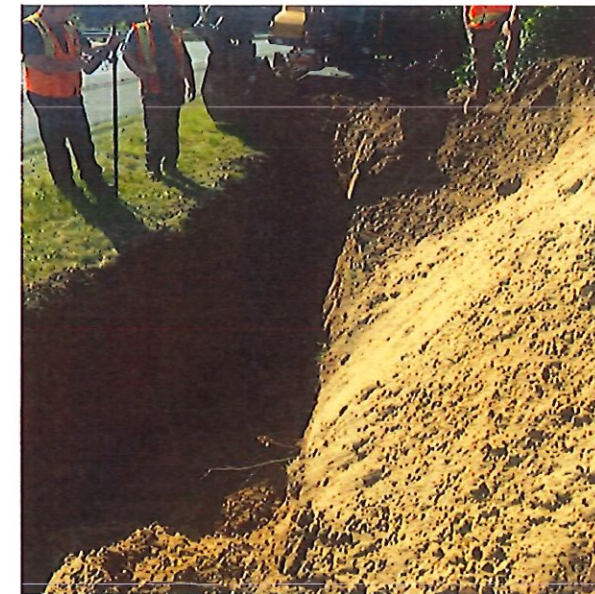
3.0 Findings and Existing Conditions

The sleeve was confirmed to be 15" concrete pipe carrying a 6" water main on the west side of the Turnpike (southbound lane). Record information indicates the 6" water main is cast iron. City personnel reported the existing pipe material to be ductile iron. It was unclear from visual observation if the water main is ductile iron or cast iron. The end of the sleeve (bell end of pipe) measures approximately 9.5' from the edge of pavement with



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Portsmouth, NH 03801-4012
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approximately 6' of cover over the pipe. The sleeve is capped with concrete mortar. City personnel were onsite to record the location with a GPS survey unit. The location of the sleeve was also marked on-site by an exposed witness stake painted blue and staked offset.



Exposed end of sleeve – Southbound



Exposed end of sleeve – Northbound

On the northbound lane (east side), the sleeve was also confirmed to be 15" concrete pipe with a 6" cast or ductile iron water main. On this side, the end of the sleeve (spigot end of pipe) measures approximately 2' into the paved shoulder from the edge of pavement with approximately 7.3' of cover over the pipe. The sleeve is capped with concrete mortar on this side as well.

Because both ends of the sleeve were capped with mortar, it was not possible to confirm if the internal condition of the sleeve is satisfactory to accept a new larger diameter carrier pipe. Discovery of an offset joint or other defect could warrant replacement of the sleeve. It is reported that the sleeve was installed in the 1950's, so the water line is approximately 60 years old (NHDOT Approved Plans, November 17, 1954).

The existing Turnpike crossing is one of four connections that provide water to the distribution system for the Spur Road area west of the Turnpike (see Attachment "B"). The existing crossing is not currently covered by a Use and Occupancy Agreement with NHDOT because the waterline predates the Turnpike construction.



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4.0 Basis of Design

The City desires to upgrade the existing 6" water main to a 12" water main within the existing sleeve. Assuming the existing 15" sleeve is in usable condition, pipe material would be a factor on the size of the new carrier pipe that may fit into the sleeve. Options for pipe material are provided below:

- New 12" HDPE butt fused pipe (DR9) will have an outside diameter (OD) of approximately 12.5". 12" HDPE pipe rated for desired watermain test pressures (150 PSI to 200 PSI) would result in internal diameter (ID) of approximately 10" (9.7" to 10.2").
- New 8" restrained joint ductile iron pipe (bell OD = 11.7"; ID = 8.4").

Although the proposed (and existing) water line on Spur Road will be 12" (ID), the City notes a slightly smaller pipe at the new crossing pipe would be acceptable since it will still increase the flow provided by the existing 6" pipe. If desired, UE can run the hydraulic model to assess the impact of the two options.

The following recommendations are provided for the Basis of Design:

- In order to reuse the existing sleeve, the 6" main will have to be removed from service during the work. Special work sequencing will be required to maintain water service (Spur Road water line extension to be constructed first). Water service will rely on other connections to the Spur Road water system, or a temporary water system will be needed.
- The internal condition of the existing sleeve cannot be confirmed until the existing pipe is removed at the time of construction.
 - New upgraded piping installed will have tight tolerances that may be impacted by an offset joint or potential structural deficiency.
 - The existing sleeve should be CCTV inspected after the existing 6" carrier pipe is removed.
 - In the event the existing sleeve is not suitable for the new carrier pipe a new sleeve adjacent to the existing crossing is recommended.
 - A Bid Alternate for a 24" HDPE sleeve with a 12" internal diameter carrier pipe is recommended.
- The sleeve at the northbound side of the Turnpike should be extended outside the limits of pavement. This will require NHDOT approval for excavating within the pavement.
- The existing sleeve and/or the new sleeve will require the City to execute a Use and Occupancy Agreement (UOA) with NHDOT to be pursued in final design
- The 60% design submission assumes the sleeve will be reused with 10" HDPE pipe. See attached sketches for schematics. Although a new sleeve is shown, it is not anticipated at this time.



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Attachments

- Attachment A – Preliminary Turnpike Crossing Work Plan
- Attachment B – Schematic of Existing Waterline Turnpike Crossings

Spur Road Reconstruction
Proposed Watermain Crossing Attachment A

Legend

New water main crossing
(24" HDPE Sleeve, 12" dia
carrier pipe) if required

Existing water main crossing (15" conc.
sleeve with 6" dia. main). Remove existing
6" water main and replace with largest
diameter pipe possible (12" HDPE DR9 or
8" restrained joint DI pipe)

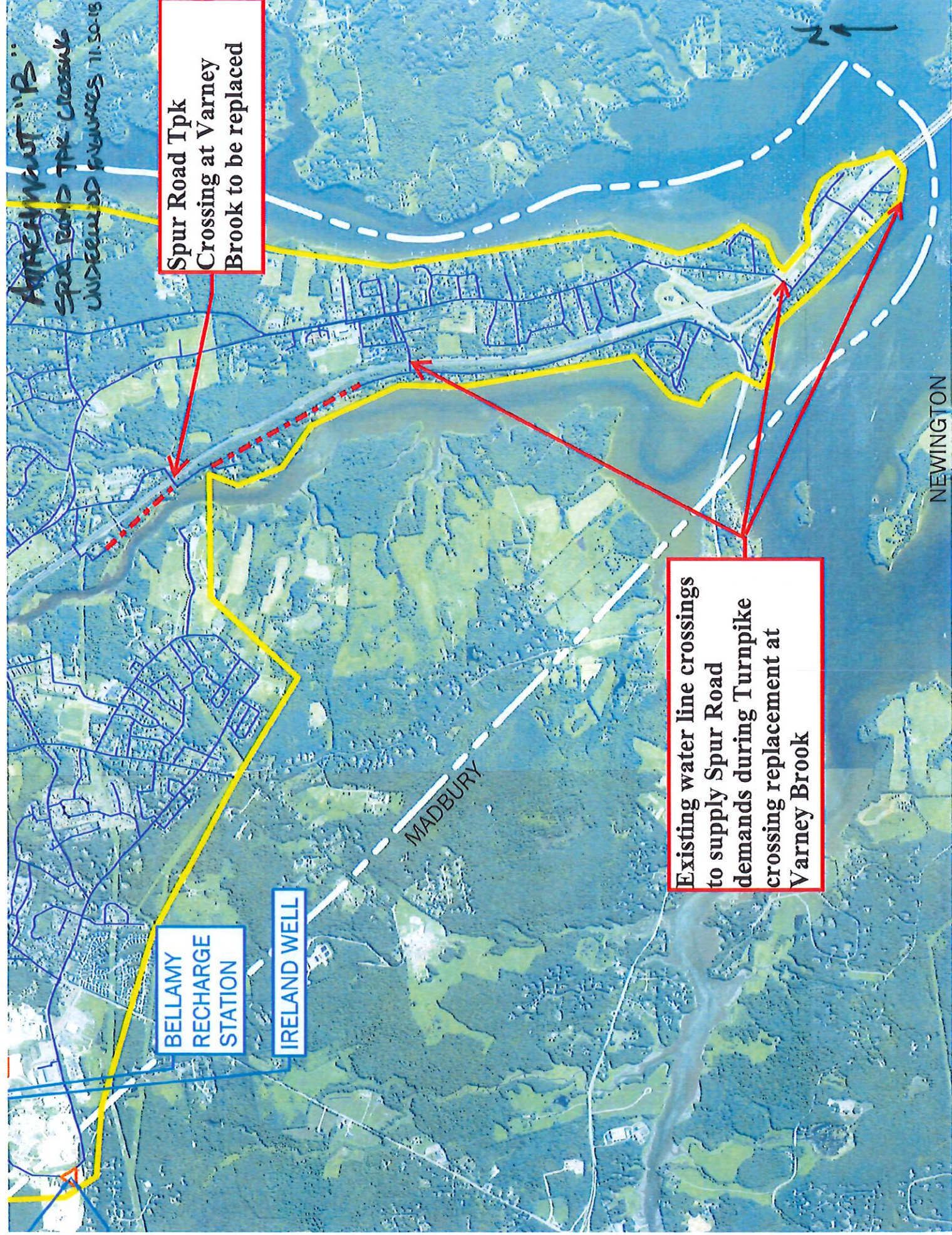


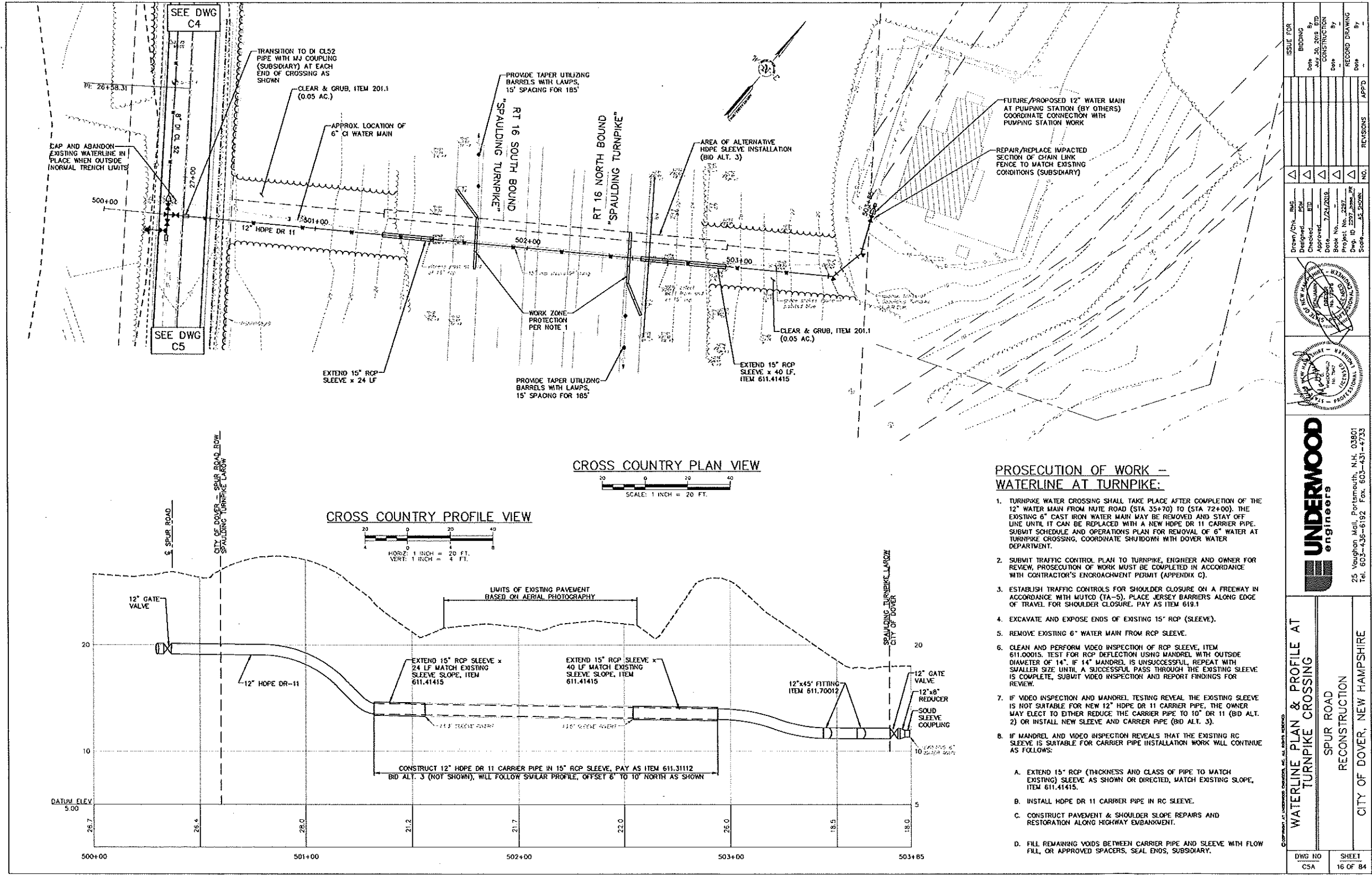
Google Earth

© 2018 Google

UNDESIGNED ENGINEERS
11-20-18

400 ft





PROSECUTION OF WORK - WATERLINE AT TURNPIKE:

- TURNPIKE WATER CROSSING SHALL TAKE PLACE AFTER COMPLETION OF THE 12" WATER MAIN FROM NUTE ROAD (STA 35+70) TO (STA 72+00). THE EXISTING 6" CAST IRON WATER MAIN MAY BE REMOVED AND STAY OFF LINE UNTIL IT CAN BE REPLACED WITH A NEW HOPE DR 11 CARRIER PIPE. SUBMIT SCHEDULE AND OPERATIONS PLAN FOR REMOVAL OF 6" WATER AT TURNPIKE CROSSING. COORDINATE SHUTDOWN WITH DOVER WATER DEPARTMENT.
- SUBMIT TRAFFIC CONTROL PLAN TO TURNPIKE, ENGINEER AND OWNER FOR REVIEW. PROSECUTION OF WORK MUST BE COMPLETED IN ACCORDANCE WITH CONTRACTOR'S ENCROACHMENT PERMIT (APPENDIX C).
- ESTABLISH TRAFFIC CONTROLS FOR SHOULDER CLOSURE ON A FREEWAY IN ACCORDANCE WITH MUTCD (1A-5). PLACE JERSEY BARRIERS ALONG EDGE OF TRAVEL FOR SHOULDER CLOSURE. PAY AS ITEM 619.1
- EXCAVATE AND EXPOSE ENDS OF EXISTING 15" RCP (SLEEVE).
- REMOVE EXISTING 6" WATER MAIN FROM RCP SLEEVE.
- CLEAN AND PERFORM VIDEO INSPECTION OF RCP SLEEVE, ITEM 611.00015. TEST FOR RCP DEFLECTION USING MANDREL WITH OUTSIDE DIAMETER OF 14". IF 14" MANDREL IS UNSUCCESSFUL, REPEAT WITH SMALLER SIZE UNTIL A SUCCESSFUL PASS THROUGH THE EXISTING SLEEVE IS COMPLETE. SUBMIT VIDEO INSPECTION AND REPORT FINDINGS FOR REVIEW.
- IF VIDEO INSPECTION AND MANDREL TESTING REVEAL THE EXISTING SLEEVE IS NOT SATISFACTORY FOR NEW 12" HOPE DR 11 CARRIER PIPE, THE OWNER MAY ELECT TO EITHER REDUCE THE CARRIER PIPE TO 10" DR 11 (BD ALT. 2) OR INSTALL NEW SLEEVE AND CARRIER PIPE (BD ALT. 3).
- IF MANDREL AND VIDEO INSPECTION REVEALS THAT THE EXISTING RCP SLEEVE IS SATISFACTORY FOR CARRIER PIPE INSTALLATION WORK WILL CONTINUE AS FOLLOWS:
 - EXTEND 15" RCP (THICKNESS AND CLASS OF PIPE TO MATCH EXISTING) SLEEVE AS SHOWN OR DIRECTED, MATCH EXISTING SLOPE, ITEM 611.41415.
 - INSTALL HOPE DR 11 CARRIER PIPE IN RCP SLEEVE.
 - CONSTRUCT PAVEMENT & SHOULDER SLOPE REPAIRS AND RESTORATION ALONG HIGHWAY EMBANKMENT.
 - FILL REMAINING VOIDS BETWEEN CARRIER PIPE AND SLEEVE WITH FLOW FILL, OR APPROVED SPACERS, SEAL ENDS, SUBSIDIARY.

ISSUE FOR		
BIDDING	DATE: 10/20/2018	
CONSTRUCTION	DATE: 10/20/2018	
RECORD DRAWING	DATE: 10/20/2018	
BY: [Signature]		
CHECKED: [Signature]		
APPROVED: [Signature]		
PROJECT NO. 2017-001		
SCALE: AS SHOWN		
REVISIONS		
NO.	DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
DWG NO. CSA		
SHEET 16 OF 84		

UNDERWOOD
engineers

25 Vaughan Mall, Portsmouth, N.H. 03801
Tel. 603-436-6192 Fax 603-431-4733

WATERLINE PLAN & PROFILE AT TURNPIKE CROSSING

SPUR ROAD RECONSTRUCTION

CITY OF DOVER, NEW HAMPSHIRE



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2020.06.24 – 098**

Resolution Re: Approval for Lot Line Restoration of 48 Tuttle Lane

WHEREAS: RSA 674:39-aa allows property owners whose property has been involuntarily merged by a municipality prior to September 18, 2010 to apply to the City Council to unmerge the lots, provided certain statutory criteria have been met;

WHEREAS: Charles A. Werner and Pauline Werner, as Trustees of the Werner Family Trust, are the owners of property at 48 Tuttle Lane, Dover (Assessor's Map M, Lot 82-A), which historically existed as two lots (as shown on the attached survey plan) and were later merged into one lot prior to September 18, 2010;

WHEREAS: On or about April 23, 2020, Pauline O'Connell, as power of attorney for the owners, applied to restore the two original lots;

WHEREAS: City staff have reviewed the application and found no or insufficient evidence of voluntary merger;

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

Pursuant to RSA 674:39-aa, the lot restoration application of Pauline O'Connell, as power of attorney for Charles A. Werner and Pauline Werner, Trustees of the Werner Family Trust, is approved and the former lot lines of the property located at 48 Tuttle Lane, Dover (Assessor's Map M, Lot 82-A) are hereby restored to two lots, as shown on the survey plan submitted by the applicant (dated May 30, 2020).

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2020.06.24 – 098**

Resolution Re: Approval for Lot Line Restoration of 48 Tuttle Lane

DOCUMENT HISTORY:

First Reading Date:

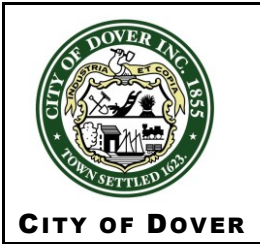
Public Hearing Date:

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.		



CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2020.06.24 – 098**

Resolution Re: Approval for Lot Line Restoration of 48 Tuttle Lane

RESOLUTION BACKGROUND MATERIAL:

See attached application for lot restoration, which includes associated survey plan. City staff found insufficient evidence of voluntary lot merger to warrant denying the application.

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

I. In this section:

- (a) "Involuntary merger" and "involuntarily merged" mean lots merged by municipal action for zoning, assessing, or taxation purposes without the consent of the owner.
- (b) "Owner" means the person or entity that holds legal title to the lots in question, even if such person or entity did not hold legal title at the time of the involuntary merger.
- (c) "Voluntary merger" and "voluntarily merged" mean a merger under RSA 674:39-a, or any overt action or conduct that indicates an owner regarded said lots as merged such as, but not limited to, abandoning a lot line.

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

- (a) The request is submitted to the governing body prior to December 31, 2021.
- (b) No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners shall be estopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.

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

...

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

...

RSA 673:39-aa.



City of Dover, New Hampshire

APPLICATION FOR LOT RESTORATION

[Revision Date: July 27, 2017]

Office Use Only	Date Received _____
-----------------	---------------------

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

APPLICANT AND OWNER INFORMATION

Name of Applicant: The Werner Family Trust, Pauline O'Connell POA Telephone # 603 742-4632
 Address of Applicant: 232 Middle Rd, Dover NH 03820 E-Mail Address sanddmom@aol.com
 Name of Property Owner (if different from applicant): Pauline Werner Telephone # n/a
 Address of Property Owner: 48 Tuttle Lane, Dover NH 03820 E-Mail Address n/a

PROPERTY INFORMATION

Assessor's Map # M-82-A-0 Lot # _____ Zoning District(s) R40

Please provide:

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

REQUEST CERTIFICATION

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

Signature of Property Owner: _____ Date: _____

Signature of Applicant (if different from owner): Pauline O'Connell POA dotloop verified 04/08/20 2:23 PM EDT BX2W-ZOMQ-VMJE-SKXF Date: _____

=====

(For Office Use Only)

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

Tax Assessor Don Zyler Date 6/18/20

Zoning Administrator Elana Pichot Date 6/18/20

Property Location:

48 Tuttle Ln

Residential Property Record Card - Dover, New Hampshire**Parcel ID:** M0082-A00000**Map Block No.** M-82-A-0**Class:** R**Use:** 101**Card 1 of 1**

Current Owner	Previous Owner History						Miscellaneous		Assessment Information		
Werner Pauline Trustee C/O O Connell Pauline 232 Middle Rd Dover Nh 03820	Name		Deed		Date		Deed Info: 1733/414-03/01/1998		Assessed Value: * Prior		
	Werner Family Trust		1733/0414		03/11/1994		Zoning: R-40		Land: 132,800 115,500		
	Werner Family Trust		1733/0414		03/11/1994		Neighborhd: 168		Building: 163,800 156,500		
	Porter Donald W Jr &		00624/0405				Living Units: 1		Total: 296,600 272,000		
									Assessed Information: Value: 296,600		
Notes	Entrance Information						Estimates MRA: Weighted: Market:		Effective DOV: 4/1/2019 Value Flag: COST VALUE		
	Date	Time	ID	Actv	Entrance Code	Source					
	12/05/2005	C	RC		Entry Gained	Owner					
					Entry & Sign						
					Entry & Sign						

Sales History				
Book/Page	Date	Price	Type	Validity
1733/414	03/01/1998		2	4
1733/0414	03/11/1994		2	9

Permit Information				
Date	Permit #	Price	Purpose	% Comp.
				0
				0

Land Information				
Type	Size	Grade	Influence Factor 1, 2 and %	Value
Primary	A	1 0	0	115,000
Residual	A	1.84 0	0	17,790
Total Acres for this Parcel		2.84	Total Land Value	132,800

Out Building Information								
Type	Qty	Year	Size1	Size2	Grade	Cond	%Good	Value
Shed-Frame	1	1960	7	10	C	A	20%	290
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
Total OBY for this card								290



Inspection witness by: _____

48 Tuttle Ln

Residential Property Record Card - Dover, New Hampshire

Parcel ID: M0082-A00000

Map Block No. M-82-A-0

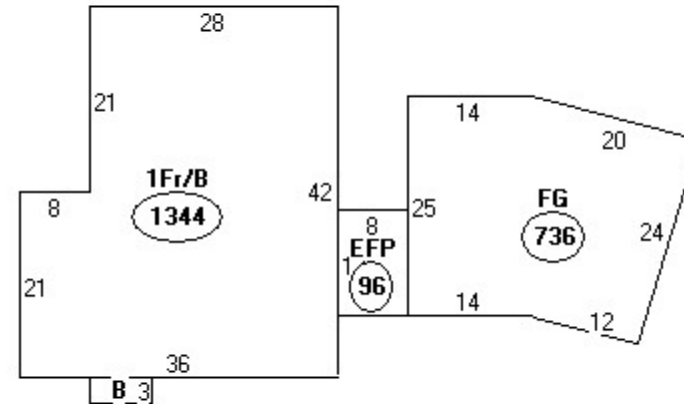
Class: R **Use:**

101 **Card 1 of 1**

Dwelling Information					
Style:	Ranch				
Condo Style:					
Exterior Walls:	Frame				
Story Height:	1.0				
Attic:	None				
Interior/Exterior:	Same				
Basement:	Full				
Bsmt Garage:	0				
Rec Room size:	0		0		
FBLA size:	0		0		
Unfinished Area:	0				
WB Fireplace:	Stacks	0	Openings	0	
MTL Fireplace:	Stacks	0	Openings	0	
Heating Type:	Basic				
Fuel:	Oil				
Heating System:	Steam/Hot Wa				
Year Built:	1955				
Eff. Yr Built:	0				
Ground Flr Area:	1344				
Tot Living Area:	1344				
Basement Area:	0				
Grade:	C+				
Condition:	Good				
CDU:	GD				
Building Notes:					
	Low	1st	2nd	3rd	Tot
Rooms:	0	0	0	0	6
Bedrooms:	0	0	0	0	3
Full Baths:	0	0	0	0	1
Half Baths:	0	0	0	0	0
Add'l Fixtures:	0	0	0	0	0

Replacement Costs	
Base Price:	157,680
Additions:	31,500
Unfinished Area:	0
Basement:	0
Attic:	0
Plumbing:	0
Heating A/C Adj.:	0
FBLA:	0
Rec Room:	0
Fire Place:	0
Basement Garage:	0
Exterior Trim:	0
Subtotal:	189,180
Grade Factor:	1.08
C & D Factor:	0.00
Total RCN:	204,310
Percent Good:	0.80
Eco Depr:	0
Func Depr:	0
Under Constcn %:	0
Market Adj.:	0.00
Total RCNLD:	163,500

Addition Information					
Low	1st	2nd	3rd	Area	Points
	11			21	800
	12			96	6600
	13			736	24100

Descriptor/Area

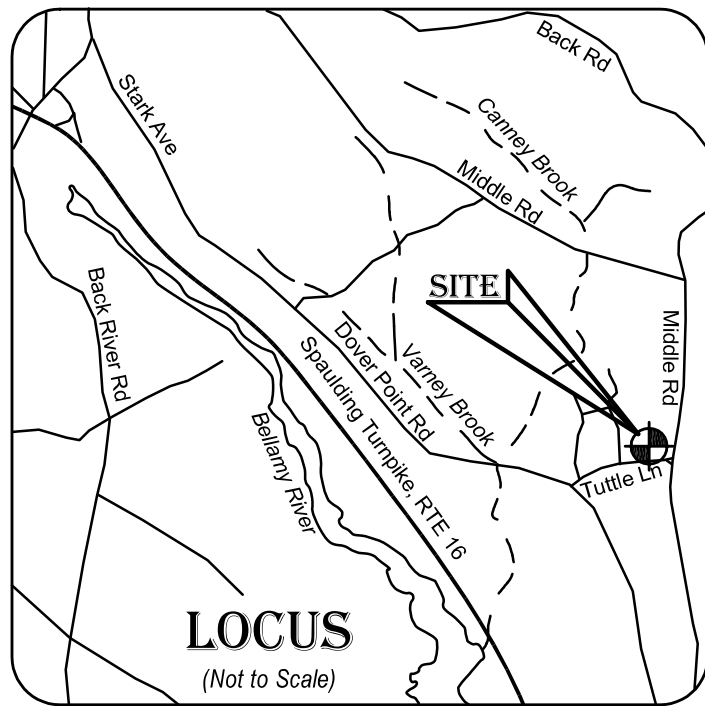
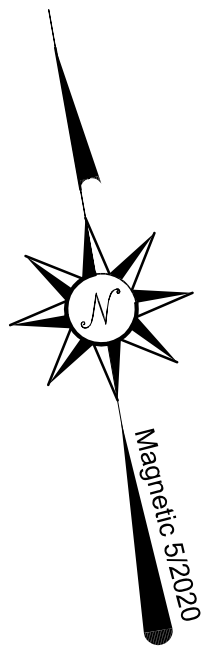
A: 1Fr/B
1344 sqft
B: OFP
21 sqft
C: EFP
96 sqft
D: FG
736 sqft



**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

City of Dover, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 10/18/2019
Data updated Daily



PLAN REFERENCES:

1. "SUBDIVISION OF LAND FOR JAMES & RUTH FENDER IN DOVER, N.H." PREPARED BY BRUCE L. POHOPEK DATED MAY 21, 1986 AND RECORDED AT THE S.C.R.D. AS PLAN 28A-17.
2. "PLAN OF LOT, WILLIAM H. & SHIRLEY ABBOTT, DOVER, NEW HAMPSHIRE" PREPARED BY G.L. DAVIS & ASSOCIATES DATED DECEMBER 1980 AND RECORDED AT S.C.R.D. AS PLAN 17B-211.
3. "PLAN OF SUBDIVISION, HUGH C. TUTTLE, DOVER, NEW HAMPSHIRE" PREPARED BY G.L. DAVIS & ASSOCIATES DATED JUNE 1971 AND RECORDED AT S.C.R.D. AS POCKET 2 FOLDER 20 PLAN 44.
4. "PLAN SHOWING LAND OWNED BY MARTHA & PHILP CALCUTT, TUTTLE LANE, DOVER, N.H." PREPARED BY K.E. MOORE DATED AUGUST 1967 AND RECORDED AT S.C.R.D. AS POCKET 4 FOLDER 5 PLAN 20A.
5. "MINOR SUBDIVISION OF LAND PREPARED FOR THE CONSTANCE M. PASSAS REVOCABLE TRUST, TAX MAP M, LOT No. 96C, 41 TUTTLE LANE, CITY OF DOVER, COUNTY OF STRAFFORD, STATE OF NEW HAMPSHIRE" PREPARED BY McENEANEY SURVEY ASSOCIATES, INC. DATED MAY 29, 2014 AND RECORDED AT THE S.C.R.D. AS PLAN 108-69.
6. "PLAN SHOWING LAND OWNED BY MARTHA & PHILP CALCUTT, TUTTLE LANE, DOVER, N.H." PREPARED BY K.E. MOORE DATED MARCH 1965 AND RECORDED AT S.C.R.D. AS POCKET 4 FOLDER 5 PLAN 20.

NOTES:

- THE PURPOSE OF THIS PLAN IS TO PREPARE A STANDARD PROPERTY SURVEY AND AID IN THE RESTORATION OF LOT MERGER, NH RSA 674:39aa.
1. OWNER OF RECORD:
THE WERNER FAMILY TRUST
PAULINE WERNER, Trustee
S.C.R.D. BOOK 1733 PAGE 414
DATED MARCH 9, 1994

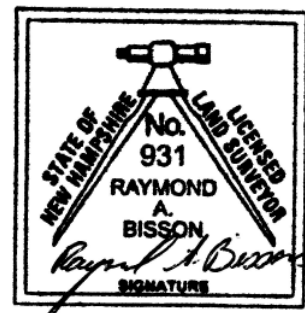
S.C.R.D. BOOK 1733 PAGE 416
DATED MARCH 9, 1994
 2. TOTAL PARCEL AREA:
S.C.R.D. BOOK 1733 PAGE 414
79,080 Square Feet OR 1.82 Acres
S.C.R.D. BOOK 1733 PAGE 416
51,620 Square Feet OR 1.19 Acres
 3. BASIS OF BEARING IS MAGNETIC DELINEATION IN MAY 2020.
 4. THE RIGHT OF WAY AS DESCRIBED IN S.C.R.D. BOOK 1733 PAGE 414 HAS EXPIRED PER THE RIGHT OF WAY TERMS THAT THE LAND SERVICING THE RIGHT OF WAY (TAX MAP M LOT 82) HAS BEEN SOLD OUT OF THE FAMILY.

CERTIFICATION

"I certify that this survey plat is not a subdivision pursuant to this title and that the lines of streets and ways shown are those of public or private streets or ways already established and that no new ways are shown."

"I certify that this survey conforms to the ethics and standards set forth by the New Hampshire Land Surveyors Association for a category 1, condition 1 survey."

Raymond A. Bisson
Raymond A. Bisson, LLS #931
March 30, 2020
Dated



PROPERTY SURVEY

Located at:
48 Tuttle Lane, Dover
Strafford County, New Hampshire
For:
The Werner Family Trust
c/o Pauline O. Connell
232 Middle Road, Dover, NH 03820



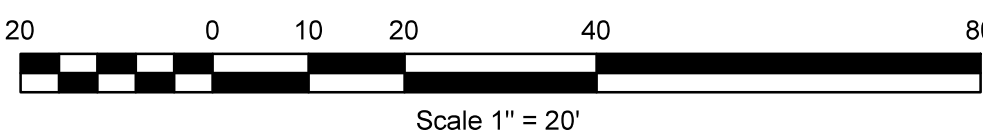
Licensed in New Hampshire & Maine
PO Box 458, Barrington, NH 03825
t: (603) 664-3900 www.StonewallSurveying.com

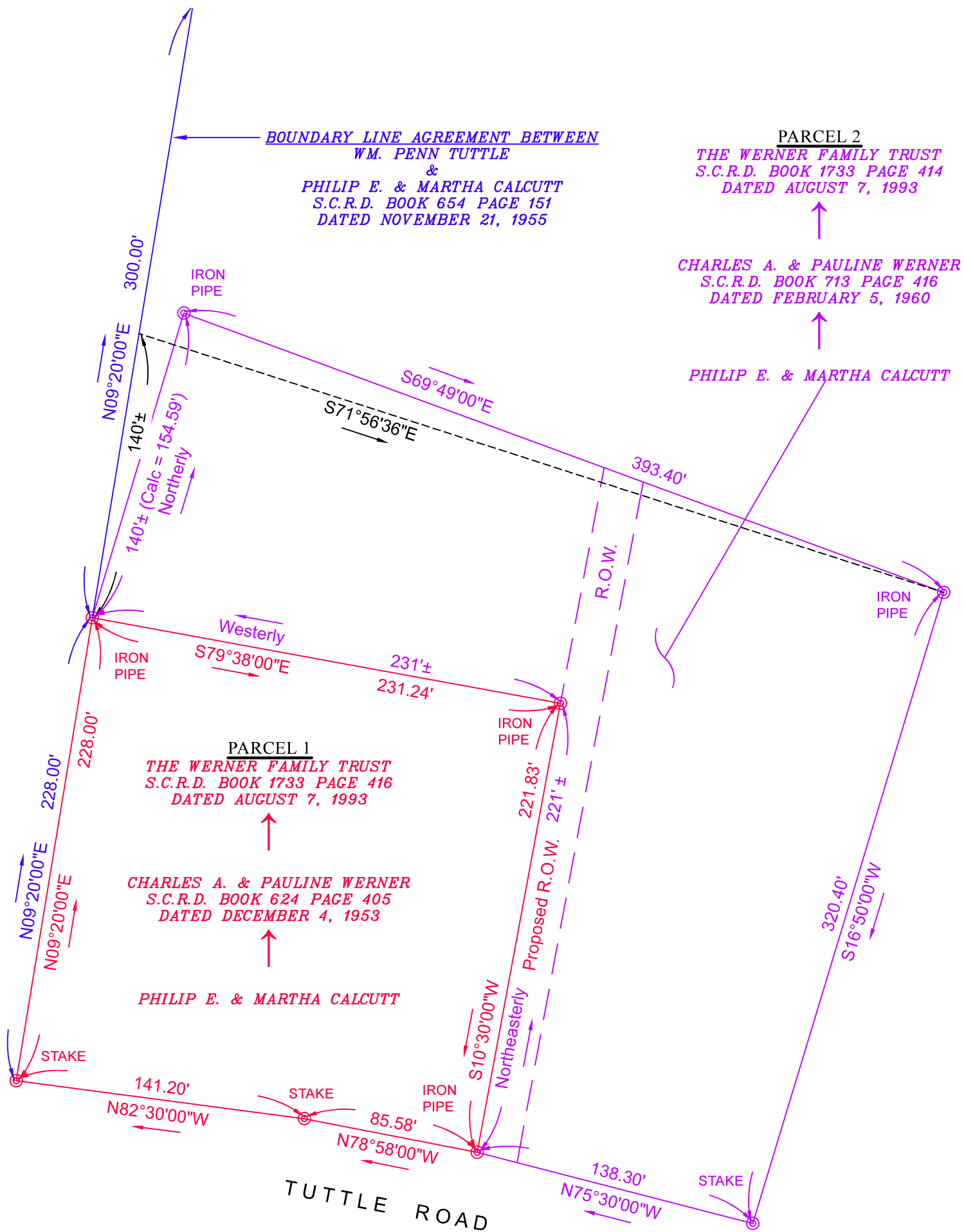
TAX MAP & LOT NO. Tax Map M Lot 82A	DRAWING NO. 20038 Boundary
SCALE: 1" = 20'	SHEET: 1 of 1
PROJECT NO: 20038	DATE: May 30, 2020

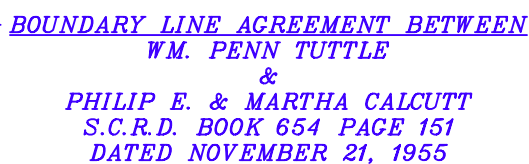
LEGEND:

- MONUMENTS AS NOTED $\odot$ $\perp$ $\bullet$
- NOW OR FORMERLY N/F
- STRAFFORD COUNTY REGISTRY OF DEEDS S.C.R.D.
- WATER GATE VALVE VG
- WATER SHUT OFF WSO
- FIRE HYDRANT HYD
- WELL W
- UTILITY POLE -O-
- SEWER MANHOLE S
- TREE T
- PROPERTY LINE —————
- APPROXIMATE ABUTTER PROPERTY LINE - - - - -
- VEGETATION/BRUSH LINE ~~~~~
- MATURE TREELINE ~~~~~
- EDGE OF PAVEMENT - - - - -

REV	DATE	STATUS







PARCEL 2

THE WERNER FAMILY TRUST
S.C.R.D. BOOK 1733 PAGE 414
DATED AUGUST 7, 1993

CHARLES A. & PAULINE WERNER
S.C.R.D. BOOK 713 PAGE 416
DATED FEBRUARY 5, 1960

PHILIP E. & MARTHA CALCUTT

PARCEL 1

THE WERNER FAMILY TRUST
S.C.R.D. BOOK 1733 PAGE 416
DATED AUGUST 7, 1993

CHARLES A. & PAULINE WERNER
S.C.R.D. BOOK 624 PAGE 405
DATED DECEMBER 4, 1953

PHILIP E. & MARTHA CALCUTT

TUTTLE ROAD

DEED SKETCH

For:

38 Littleworth Road, LLC
c/o Chip Williams
PO Box 2232, Dover, NH 03821

0 60 120



Stonewall
SURVEYING

Licensed in New Hampshire & Maine
PO Box 458, Barrington, NH 03825
t: (603) 664-3900 www.StonewallSurveying.com

SCALE: 1" = 60'	TAX MAP/LOT # M0082-A	PROJECT NO: 20038	DATE: 4/18/2020
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NOTES:

1. PROPERTY LINES SHOWN ARE PER THE REFERENCED DEEDS AND HAVE NOT BEEN VEREFIED BY THIS FIRM.

2. PROPOSED HOUSE SHOWN IS 60 FEET IN LENGTH AND 28 FEET WIDE WITH A 15 FOOT X 15 FOOT BUMP OUT.

ZONE DATA:

ZONE: R-40

REQUIREMENTS:

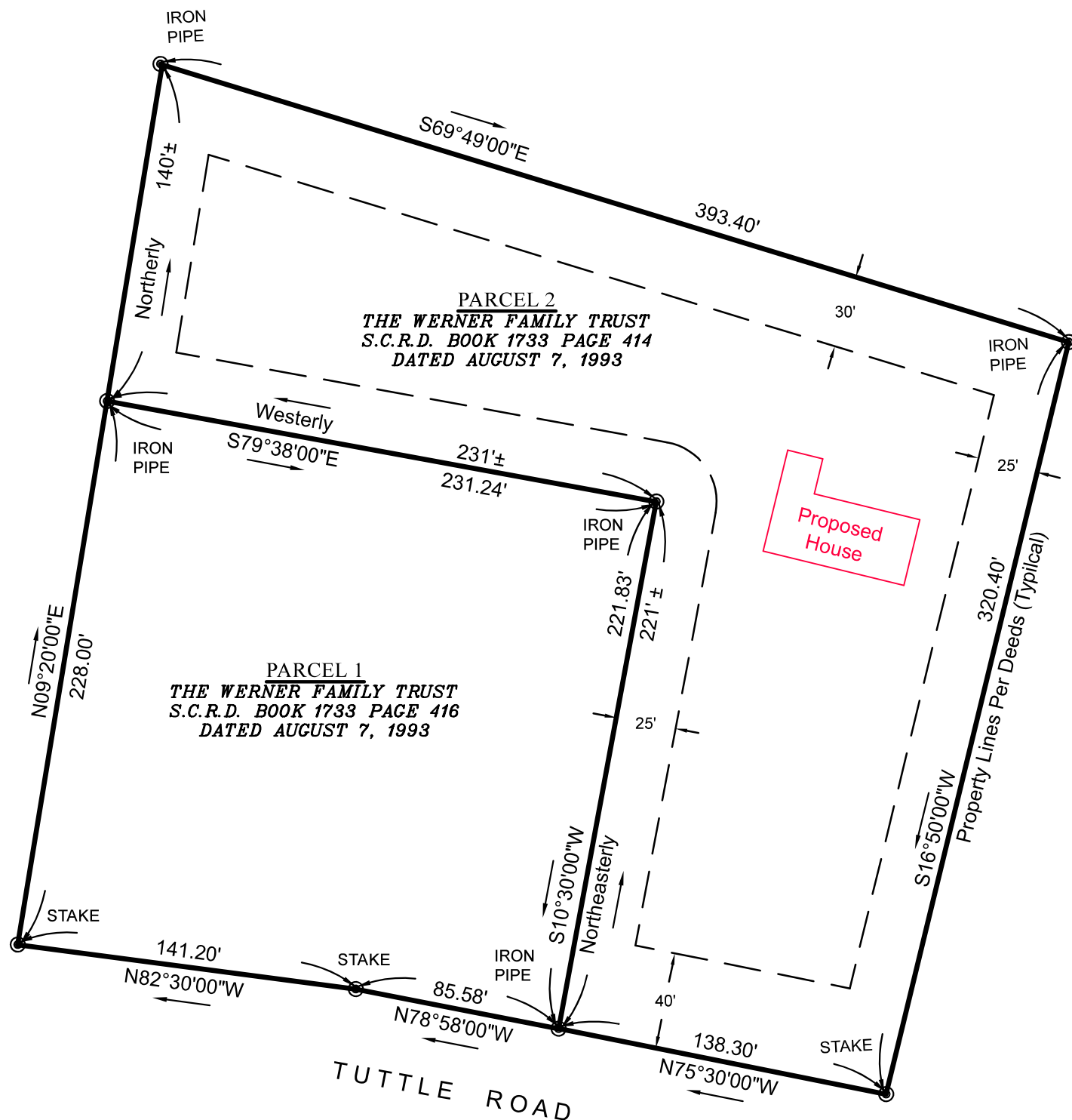
MINIMUM LOT SIZE: 40,000 Square Feet

MINIMUM FRONTAGE: 150 Feet

FRONT SETBACK: 40 Feet

SIDE SETBACK: 25 Feet

REAR SETBACK: 30 Feet



Licensed in New Hampshire & Maine
PO Box 458, Barrington, NH 03825
t: (603) 664-3900 www.StonewallSurveying.com

PLOT PLAN

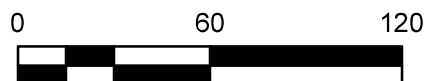
For:

38 Littleworth Road, LLC

c/o Chip Williams

PO Box 2232, Dover, NH 03821

SCALE: 1" = 60'	TAX MAP/LOT # M0082-A	PROJECT NO: 20038	DATE: 4/18/2020
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Know All Men By These Presents

THAT We, Philip E. Calcutt and Martha Calcutt of Dover, County of Strafford and State of New Hampshire

being and CA

for and in consideration of the sum of one dollar and other valuable considerations to us in hand before the delivery hereof, well and truly paid by Charles A. Werner and Pauline Werner also of Dover in said County and State

the receipt whereof we do hereby acknowledge, have granted, bargained and sold, and by these presents do give, grant, bargain, sell, alien, enfeof, convey and confirm unto the said grantees as joint tenants, and not as tenants in common, to them and their assigns, and to the survivor of them, and to the heirs and assigns of such survivor forever, a certain parcel of land situate on the Northerly side of Tuttle Lane so-called in said Dover bounded and described as follows, to wit:

Beginning at an iron pipe driven in the ground at other land of the grantors on the Westerly side of a proposed right of way; thence running Northerly $78^{\circ} 58'$ West 85.58 feet to a stake driven in the ground; thence continuing Northerly $82^{\circ} 30'$ West 141.20 feet to a stake driven in the ground at land of Wm. Penn Tuttle; thence turning and running North $9^{\circ} 20'$ East 228 feet to an iron pipe driven in the ground at other land of the grantors; thence turning and running South $79^{\circ} 38'$ East 231.24 feet to an iron pipe driven in the ground at said proposed right of way; thence running South $10^{\circ} 30'$ West along said proposed right of way 221.83 feet to the point of beginning.

Meaning and intending to convey a portion of the premises deeded to us by Hazel V. Struppler by deed dated July 5, 1939 recorded in Strafford County Records Book 489 Page 453.

Together with the right to pass and repass over the proposed right of way lying on the Easterly side of the within described premises on foot, and with vehicles of all types, said right of way to be shown on plan to be drawn and recorded in Strafford County Registry of Deeds.

Subject to the following restrictions; to be binding upon the grantees, their legal representatives their heirs and assigns:

- (1) That no dwelling house shall be erected on said premises which shall cost less than \$8,000.
- (2) No dwelling house shall be erected on said premises which shall be nearer than 25 feet from the street line to the foundation line and not nearer than 15 feet from

the boundary of adjoining land.

- (3) No portion of said premises shall at any time be occupied, sold, or used by the grantees or their legal representatives, heirs or assigns for commercial hotel, club, camping or storage purposes.

- (4) The parcel described herein is to be for single residences only.

The grantors covenant to and with the grantees that all future conveyances out of the tract of which the above described premises is a portion shall contain the above restrictions.

624
405

634
406

On have and to hold the said granted premises, with all the privileges and appurtenances to the same belonging, to the said Grantees as joint tenants, to them and their assigns, and to the survivor of them, and to the heirs and assigns of such survivor, to their and their only proper use and benefit forever. And we the said grantors and our heirs, executors and administrators do hereby covenant, grant and agree, to and with the said Grantees as joint tenants, with them and their assigns, and with the survivor of them and the heirs and assigns of such survivor, that until the delivery hereof we are the lawful owners of said premises, and are seized and possessed thereof in our own right in fee simple; and have full power and lawful authority to grant and convey the same in manner aforesaid; that the premises are free and clear from all and every incumbrance whatsoever, except and that we and our heirs, executors and administrators, shall and will WARRANT and DEFEND the same to the said Grantees as joint tenants, to them and their assigns, and to the survivor of them and to the heirs and assigns of such survivor, against the lawful claims and demands of any person or persons whomsoever.

And I, We, Philip E. Calcutt and Martha Calcutt husband and wife
~~in consideration aforesaid~~
 in consideration aforesaid, do hereby relinquish ~~our~~ ^{our} right ~~of dower~~ ^{curtesy} in the before mentioned premises.

And we, and each of us do hereby release, discharge and waive all such rights of exemption from attachment and levy or sale on execution, and such other rights whatsoever in said premises, and in each and every part thereof, as our Family Homestead, as are reserved, or secured to us, or either of us, by Chapter 260, of the Revised Laws of New Hampshire, or by any other statute or statutes of said State.

In Witness Whereof, we have hereunto set our hands and seals this 4th day of December A. D. 1953

Signed sealed and delivered in the presence of us:

Reinier S. de Buth

Philip E. Calcutt
Martha Calcutt

STATE OF NEW HAMPSHIRE

County of Strafford

On this 4th day of December, 1953, before me, the undersigned officer, personally appeared Philip E. Calcutt and Martha Calcutt

known to me (or satisfactorily proven) to be the persons whose names are subscribed to the within instrument and acknowledged that they executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

Reinier S. de Buth

Justice of the Peace.

Notary Public

RECEIVED 2:35 P. M. Dec. 7, 1953

EXAMINED BY *Gemma Morin Dube* Register

713
416

Know All Men By These Presents

THAT We, Philip S. Calcutt and Martha L. Calcutt of Dover in the County of
Strafford and State of New Hampshire, joint tenants

for and in consideration of the sum of one dollar and other valuable considerations
to us in hand before the delivery hereof, well and truly paid by Charles A. Werner and
Pauline Werner both of said Dover, County of Strafford and State of New Hampshire

the receipt whereof we do hereby acknowledge, have granted, bargained and sold, and by
these presents do give, grant, bargain, sell, alien, enfeoff, convey and confirm unto the said

Charles A. Werner and Pauline Werner as joint tenants, and
not as tenants in common, to them and their assigns, and to the survivor of them, and to the
heirs and assigns of such survivor forever,

A certain tract or parcel of land situated on the Northerly side of Tuttle
Lane, so called, in said Dover, bounded and described as follows:-

Beginning at a stake driven into the ground at the southeasterly corner of
the premises herein conveyed; thence running north $75^{\circ} 30'$ west one hundred
thirty-eight and three tenths (138.3) feet, more or less, to the southeasterly
corner of other land of the Grantees; thence in a northerly direction along other
land of the Grantees two hundred twenty-one (221) feet, more or less, to the north-
easterly corner of other land of the Grantees; thence in a westerly direction
along other land of the Grantees two hundred thirty-one (231) feet, more or less,
to a point at land now or formerly of William Penn Tuttle; thence in a Northerly
direction along said Tuttle land one hundred forty (140) feet, more or less, to
an iron pipe set in the ground at other land of the Grantors; thence running south
 $69^{\circ} 49'$ east along other land of the Grantors three hundred ninety-three and four
tenths (393.4) feet, more or less, to an iron pipe at still other land of the
Grantors; thence running south $16^{\circ} 50'$ west three hundred twenty and four tenths
(320.4) feet, more or less, to the point of beginning.

Excepting and reserving from the above described premises the following
described right of way which is to benefit the Grantors and the immediate members
of their family for the purpose of having access to the land owned by the Grantors
northerly of the above described premises. Said right of way to expire when the
Grantors or the immediate members of their family have no further requirements for
access to the property situated northerly of the above described premises. Said
right of way is bounded and described as follows:

Beginning at the southeasterly corner of land presently owned by the Grantees
and running thence in a northerly direction along land of the Grantees and continuing

in the same direction a total distance of three hundred thirty-five (335) feet,
more or less, to a point at other land of the Grantors; thence South $69^{\circ} 49'$
East twenty (20) feet, more or less to a point; thence in a southerly direction
three hundred thirty-five (335) feet, more or less, to said Tuttle Lane; thence
north $75^{\circ} 30'$ west twenty (20) feet, more or less, to the point of beginning.

Meaning and intending to convey a portion of the premises acquired by us by
deed of Hazel Struppler dated July 5, 1939 and recorded in Strafford County
Registry of Deeds Book 489 Page 453.



On have and to hold the said granted premises, with all the privileges and appurtenances to the same belonging, to the said Grantees as joint tenants, to them and their assigns, and to the survivor of them, and to the heirs and assigns of such survivor, to their and their only proper use and benefit forever. And we the said Grantors and our heirs, executors and administrators do hereby covenant, grant and agree, to and with the said Grantees as joint tenants, with them and their assigns, and with the survivor of them and the heirs and assigns of such survivor, that until the delivery hereof we are the lawful owners of said premises, and are seized and possessed thereof in our own right in fee simple; and have full power and lawful authority to grant and convey the same in manner aforesaid; that the premises are free and clear from all and every incumbrance whatsoever, except and that we and our heirs, executors and administrators, shall and will WARRANT and DEFEND the same to the said Grantees as joint tenants, to them and their assigns, and to the survivor of them and to the heirs and assigns of such survivor, against the lawful claims and demands of any person or persons whomsoever.

And we, Philip E. Calcutt and Martha L. Calcutt, husband and wife ~~of the said~~ in consideration aforesaid, do hereby relinquish ^{our} ~~my~~ right of dower & curtesy in the before mentioned premises.

And we, and each of us do hereby release, discharge and waive all such rights of exemption from attachment and levy or sale on execution, and such other rights whatsoever in said premises, and in each and every part thereof, as our Family Homestead, as are reserved, or secured to us, or either of us, by Chapter 280, of the Revised Laws of New Hampshire, or by any other statute or statutes of said State.

In Witness Whereof, we have hereunto set our hands and seals this 5th day of February A. D. 1960

Signed sealed and delivered in the presence of us:

Philip E. Calcutt
Martha L. Calcutt

Philip E. Calcutt
Martha L. Calcutt

STATE OF NEW HAMPSHIRE

County of Strafford

On this 5th day of February, 1960, before me, the undersigned officer, personally appeared Philip E. Calcutt and Martha L. Calcutt

known to me (or satisfactorily proven) to be the persons whose names are subscribed to the within instrument and acknowledged that they executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

Marjorie E. Holmes

Justice of the Peace.

Notary Public.

RECEIVED 2:50 P. M. February 8, 1960

EXAMINED BY: *Marjorie E. Holmes* Register

713
417

QUITCLAIM DEED

THIS DEED, is made this 9th day of MARCH, 1994 between CHARLES A. WERNER and PAULINE WERNER, husband and wife, Grantors, whose address is 48 TUTTLE LANE, DOVER NH 03820, and CHARLES A. WERNER and PAULINE WERNER, as TRUSTEES of THE WERNER FAMILY TRUST, Grantees, whose address is the same.

Witnesseth, that the Grantors, for consideration of One Dollar (\$1.00), release and forever Quitclaim to the Grantees, as Trustees under the terms of THE WERNER FAMILY TRUST, and to the Successor Trustees thereof, all right, title and interest which the Grantors may have in or to the property located in STRAFFORD County, NEW HAMPSHIRE, and described as follows:

THIS IS A GIFT OF A NON-CONTRACTUAL TRANSFER WITH NO CONSIDERATION AND IS EXEMPT FROM TAX STAMPS PURSUANT TO RSA 78-B:2-9.

SEE ATTACHED EXHIBIT "A" FOR LEGAL DESCRIPTION

Previously recorded FEBRUARY 8, 1960 BOOK 713 PAGE 416.

Also known as: DOVER, STRAFFORD County, NEW HAMPSHIRE

Together with all improvements thereupon and the rights, alleys, ways, waters, easements, privileges, appurtenances and advantages belonging or appertaining thereto.

This Quitclaim Deed is executed pursuant to the terms of an intervivos trust agreement entitled THE WERNER FAMILY TRUST dated August 7, 1993, under which Trust the Grantors of this Deed are also the Settlers, the initial Trustees and the lifetime Beneficiary.

In witness whereof, the Grantors have hereunto set their hand and seal on the date set forth above.

Charles A. Werner
CHARLES A. WERNER (Grantor)
Pauline Werner
PAULINE WERNER (Grantor)

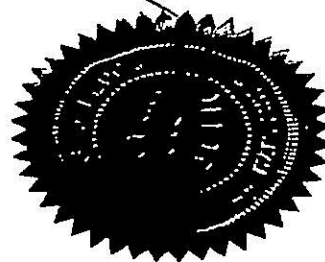
STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

The foregoing Deed from Individuals to themselves as Trustees was sworn to and acknowledged before me this 9th day of MARCH, 1994, by CHARLES A. WERNER and PAULINE WERNER.

Witness my hand and official seal.
My commission expires:

Wayne D. Flood
Notary Public

WAYNE D. FLOOD, Notary Public
My Commission Expires October 14, 1997



Please return to:

Mr. and Mrs. WERNER
48 TUTTLE LANE
DOVER NH 03820

Prepared by: National Family Trusts, P.O. Box 376900, Modesto CA 95337

A certain tract or parcel of land situated on the Northerly side of Tuttle Lane, so called, in said Dover, bounded and described as follows:-

Beginning at a stake driven into the ground at the southeasterly corner of the premises herein conveyed; thence running north $75^{\circ} 30'$ west one hundred thirty-eight and three tenths (138.3) feet, more or less, to the southeasterly corner of other land of the Grantees; thence in a northerly direction along other land of the Grantees two hundred twenty-one (221) feet, more or less, to the northeasterly corner of other land of the Grantees; thence in a westerly direction along other land of the Grantees two hundred thirty-one (231) feet, more or less, to a point at land now or formerly of William Fenn Tuttle; thence in a Northerly direction along said Tuttle land one hundred forty (140) feet, more or less, to an iron pipe set in the ground at other land of the Grantors; thence running south $69^{\circ} 49'$ east along other land of the Grantors three hundred ninety-three and four tenths (393.4) feet, more or less, to an iron pipe at still other land of the Grantors; thence running south $16^{\circ} 50'$ west three hundred twenty and four tenths (320.4) feet, more or less, to the point of beginning.

Excepting and reserving from the above described premises the following described right of way which is to benefit the Grantors and the immediate members of their family for the purpose of having access to the land owned by the Grantors northerly of the above described premises. Said right of way to expire when the Grantors or the immediate members of their family have no further requirements for access to the property situated northerly of the above described premises. Said right of way is bounded and described as follows:

Beginning at the southeasterly corner of land presently owned by the Grantees and running thence in a northerly direction along land of the Grantees and continuing

in the same direction a total distance of three hundred thirty-five (335) feet, more or less, to a point at other land of the Grantors; thence South $69^{\circ} 49'$ East twenty (20) feet, more or less to a point; thence in a southerly direction three hundred thirty-five (335) feet, more or less, to said Tuttle Lane; thence north $75^{\circ} 30'$ west twenty (20) feet, more or less, to the point of beginning.

Meaning and intending to convey a portion of the premises acquired by us by deed of Hazel Struppler dated July 5, 1939 and recorded in Strafford County Registry of Deeds Book 489 Page 453.

BK 1733 PG 0415

Les Leonard
REGISTER OF DEEDS
STRAFFORD COUNTY

QUITCLAIM DEED

THIS DEED, is made this 9th day of MARCH, 1994 between CHARLES A. WERNER and PAULINE WERNER, husband and wife, Grantors, whose address is 48 TUTTLE LANE, DOVER NH 03820, and CHARLES A. WERNER and PAULINE WERNER, as TRUSTEES of THE WERNER FAMILY TRUST, Grantees, whose address is the same.

Witnesseth, that the Grantors, for consideration of One Dollar (\$1.00), release and forever Quitclaim to the Grantees, as Trustees under the terms of THE WERNER FAMILY TRUST, and to the Successor Trustees thereof, all right, title and interest which the Grantors may have in or to the property located in STRAFFORD County, NEW HAMPSHIRE, and described as follows:

THIS IS A GIFT OF A NON-CONTRACTUAL TRANSFER WITH NO CONSIDERATION AND IS EXEMPT FROM TAX STAMPS PURSUANT TO RSA 78-B:2-9.

SEE ATTACHED EXHIBIT "A" FOR LEGAL DESCRIPTION

Previously recorded DECEMBER 7, 1953 BOOK 624 PAGE 405.

Also known as: DOVER, STRAFFORD County, NEW HAMPSHIRE

Together with all improvements thereupon and the rights, alleys, ways, waters, easements, privileges, appurtenances and advantages belonging or appertaining thereto.

This Quitclaim Deed is executed pursuant to the terms of an intervivos trust agreement entitled THE WERNER FAMILY TRUST dated August 7, 1993, under which Trust the Grantors of this Deed are also the Settlor, the initial Trustees and the lifetime Beneficiary.

In witness whereof, the Grantors have hereunto set their hand and seal on the date set forth above.

Charles A. Werner
CHARLES A. WERNER (Grantor)

Pauline Werner
PAULINE WERNER (Grantor)

STATE OF NEW HAMPSHIRE

COUNTY OF STRAFFORD

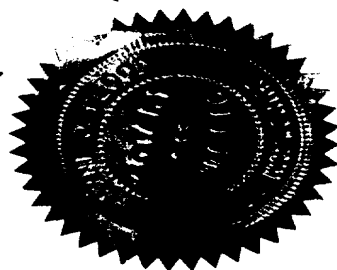
The foregoing Deed from Individuals to themselves as Trustees was sworn to and acknowledged before me this 9th day of MARCH, 1994, by CHARLES A. WERNER and PAULINE WERNER.

Witness my hand and official seal.

My commission expires:

Wayne D. Flood
Notary Public

WAYNE D. FLOOD, Notary Public
My Commission Expires October 14, 1997



Please return to:

Mr. and Mrs. WERNER
48 TUTTLE LANE
DOVER NH 03820

94 MAR 11 AM 11:27

003651

BK 1733 PG 0416

a certain parcel of land situate on the Northerly side of Tuttle Lane so-called in said Dover bounded and described as follows, to wit:

Beginning at an iron pipe driven in the ground at other land of the grantors on the Westerly side of a proposed right of way; thence running Northerly $78^{\circ} 53'$ West 35.58 feet to a stake driven in the ground; thence continuing Northerly $82^{\circ} 30'$ West 141.20 feet to a stake driven in the ground at land of Wm. Penn Tuttle; thence turning and running North $9^{\circ} 20'$ East 228 feet to an iron pipe driven in the ground at other land of the grantors; thence turning and running South $79^{\circ} 38'$ East 231.24 feet to an iron pipe driven in the ground at said proposed right of way; thence running South $10^{\circ} 30'$ West along said proposed right of way 221.83 feet to the point of beginning.

Meaning and intending to convey a portion of the premises deeded to us by Hazel V. Struppier by deed dated July 5, 1939 recorded in Strafford County Records Book 489 Page 453.

Together with the right to pass and repass over the proposed right of way lying on the Easterly side of the within described premises on foot, and with vehicles of all types, said right of way to be shown on plan to be drawn and recorded in Strafford County Registry of Deeds.

Subject to the following restrictions; to be binding upon the grantees, their legal representatives their heirs and assigns:

- (1) That no dwelling house shall be erected on said premises which shall cost less than \$8,000.
- (2) No dwelling house shall be erected on said premises which shall be nearer than 25 feet from the street line to the foundation line and not nearer than 15 feet from the boundary of adjoining land.
- (3) No portion of said premises shall at any time be occupied, sold, or used by the grantees or their legal representatives, heirs or assigns for commercial hotel, club, camping or storage purposes.
- (4) The parcel described herein is to be for single residences only.

The grantors covenant to and with the grantees that all future conveyances out of the tract of which the above described premises is a portion shall contain the above restrictions.

BK 1733 PG 0417

Les Leonard
REGISTER OF DEEDS
STRAFFORD COUNTY



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R – 2020.06.24 – 099**
Resolution Re: **Dog Warrant**

WHEREAS: Dog owners are required to license their dogs by May 1st of each year; and

WHEREAS: RSA 466:14 requires town and city clerks, within 20 days from June 20th, to seek authority to issue a warrant to local law enforcement.

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

The City Clerk is hereby authorized to issue the annual dog warrant for owners who have not properly licensed their dogs and to proceed with any civil forfeiture proceedings as permitted by State law.

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.13.

Resolution Number: **R – 2020.06.24 – 099**
Resolution Re: **Dog Warrant**

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.		

RESOLUTION BACKGROUND MATERIAL:

State law RSA 466:14 requires the City Clerk to obtain the authority to issue a warrant to the appropriate local law enforcement officer to continue the annual process of collecting fees and fines for dog registrations.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020.06.24 – 100**

Resolution Re: Condemning Racism and Affirming City of Dover's
Commitment to Eliminating Racial Inequities

- WHEREAS: Fostering a welcoming and inclusive environment for all people, regardless of race, ethnicity, or place of origin, is a core value and priority of the City of Dover; and
- WHEREAS: The City of Dover continues to strive to become increasingly welcoming, inclusive, representative, and responsive to historically underrepresented and underserved communities, particularly communities of color, immigrants, and refugees; and
- WHEREAS: Racial inequities exist to this day in areas of education and economic opportunity that impact the wellbeing and success of diverse populations in Dover; and
- WHEREAS: The elected officials of the City of Dover join the Dover Police Chief in condemning systemic racism that has led to unjustifiable police violence against people of color in other parts of the country; and
- WHEREAS: The City Council endorses the work the Dover Police Department has done to ensure that Dover Police officers deescalate potentially violent situations and absolutely minimize the use of physical force; and
- WHEREAS: Black and Brown residents of Dover make valuable contributions to our community and to the social and economic fabric of New Hampshire

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

The City of Dover affirms that Black Lives Matter.

AND, FURTHER BE IT RESOLVED THAT:

That the City of Dover commits to continuing to work to eliminate racial inequities and to ensure that every Dover resident and visitor has the opportunity to thrive in this City with peace and with prosperity

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.1.

Resolution Number: **R – 2020.06.24 – 100**

Resolution Re: Condemning Racism and Affirming City of Dover's
Commitment to Eliminating Racial Inequities

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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2020.06.24 – 101**
Resolution Re: B14074 Phase II - Professional Engineering Services for Water Systems Facility Upgrades Additional Scope of Work #8 & #9

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

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

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

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

The Purchasing Agent is hereby authorized to issue a purchase order for Additional Scope of Work #8 & #9 to Underwood Engineers of Portsmouth, NH for Design Phase Engineering Services in the amounts not to exceed \$43,700.00 and \$108,200.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03550.17	Water Systems Facilities Upgrades	7,381,871	3,894,622

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2020.06.24 – 101**
Resolution Re: B14074 Phase II - Professional Engineering Services for Water
Systems Facility Upgrades Additional Scope of Work #8 & #9

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2020.06.24 – 101**

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

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requested the submission of Statements of Qualifications from full service engineering firms to provide services for water system facilities upgrades including, but not limited to, eight wells and three water treatment facilities. Underwood Engineers was selected via council approval for Phase I on November 12, 2014 and awarded Phase II in the amount of \$350,300.00 on October 26, 2016 via Resolution [R-2016.10.26-142](#).

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

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

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

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

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

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

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

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

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

Award Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2020.06.24 – 101**
Resolution Re: B14074 Phase II - Professional Engineering Services for Water
Systems Facility Upgrades Additional Scope of Work #8 & #9

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	206	Number of Responses:	4
Warranty:	n/a	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Completed	Estimated Delivery:	2019
Recommended Award to:	Underwood Engineers	Fund:	CIP Water
Other Approvals Required:	State NH if using DWSRF	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B14074 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2020.06.24 – 102**

Resolution Re: B17003 Siemens Industries Inc Additional Scope of Work-City Hall Boiler Replacement

WHEREAS: Sealed (RPF) Request for Proposal #B17003 was solicited and received on January 25, 2017 @ 11:00am for (HVAC) Heating, Ventilation and Air Conditioning equipment maintenance and repair services for a locked in two-year agreement with the option to renew an additional three, one-year terms, at mutually agreed upon rates; and

WHEREAS: The City received a cost proposal for the replacement of the City Hall boilers. The scope of work includes the removal of existing oil boiler systems and replacement with natural gas boilers including a turnkey installation and all subcontractor trades. Total cost of the project is \$338,200.00 thereby requiring council approval; and

WHEREAS: Per Dover Code 3-36B Exemptions from Competitive Bidding: Competitive bidding may be waived by majority vote of the City Council.

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 Siemens Industry, Inc of Scarborough ME for the replacement of City Hall boilers in the amount of \$338,200.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4021.1.300.41941.4727.01101.21	Building Systems	300,000.00	300,000.00
1000.1.300.43180.4730.00000.00	Improvements o/t Buildings	35,000.00	35,000.00
1000.1.300.43180.4741.00000.00	Machinery & Equipment	6,000.00	3,303.25

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.3.

Resolution Number: **R – 2020.06.24 – 102**

Resolution Re: B17003 Siemens Industries Inc Additional Scope of Work-
City Hall Boiler Replacement

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.3.

Resolution Number: **R – 2020.06.24 – 102**
Resolution Re: B17003 Siemens Industries Inc Additional Scope of Work-
City Hall Boiler Replacement

RESOLUTION BACKGROUND MATERIAL:

The City received a cost proposal for the replacement of the City Hall boilers. The scope of work includes the removal of existing oil boiler systems and replacement with four (4) natural gas Viessmann boiler rack systems, including a turnkey installation and all subcontractor trades. This system will allow for ease of installation without disrupting the existing stone foundation. Total cost of the project is \$338,200.00 thereby requiring council approval.

The existing Weil McLain oil burners were installed in 1988. The boilers were originally steam boilers that were converted to hot water around 2003. There are two boilers in the mechanical room, one boiler has already had the burner assembly replaced. Cast iron steam boilers life expectancy is 20-30 years.

Anticipated energy and operational savings as a result of high efficiency gas boiler installation includes a NH High Efficiency Equipment rebate of \$4,000.00 per unit for a total of \$16,000.00 and estimated annual operational savings converting to natural gas between \$10,000.00-\$15,000.00.

Bid Information:

Sealed Request for Proposal #B17003 was solicited and received on January 25, 2017 @ 11:00am.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	109	Number of Responses:	1
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until complete	Estimated Delivery:	As needed
Recommended Award to:	Siemens Industries 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

[B17003 Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2020.06.24 – 103**
Resolution Re: B20039 Water Facilities Improvements Phase II Contract
IV– Bellamy Recharge Facility

WHEREAS: A Sealed Request for Bid #B20039 was issued and received for Water Facilities Improvements Phase II Contract IV – Bellamy Recharge Facility on May 21, 2020 at 2:00 pm. A non-mandatory pre-proposal audio conference was held on May 5, 2020 at 9:00 am with six firms attending; and

WHEREAS: Three bid responses were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services. The low bid meeting specifications was submitted by NorthEast Earth Mechanics, Inc. of Pittsfield, NH in the amount of \$1,339,625.00; and

WHEREAS: Work includes a new suction lift groundwater recharge station to recharge the Pudding Hill Aquifer with water from the Bellamy River and other related expenses.

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 NorthEast Earth Mechanics, Inc. of Pittsfield, NH for the Water Facilities Improvements Phase II Contract IV – Bellamy Recharge Facility at rates provided in conjunction with Bid #B20039. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03564.19	DWGTf-05 Bellamy Artificial Recharge Facility	1,300,000.00	1,299,600.00
5300.1.300.43320.4757.03550.17	Water System Facilities Upgrade	7,381,871.44	3,697,968.47

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2020.06.24 – 103**
Resolution Re: B20039 Water Facilities Improvements Phase II Contract
IV– Bellamy Recharge Facility

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2020.06.24 – 103**
Resolution Re: B20039 Water Facilities Improvements Phase II Contract
IV– Bellamy Recharge Facility

RESOLUTION BACKGROUND MATERIAL:

Work includes a new suction lift groundwater recharge station to recharge the Pudding Hill Aquifer with water from the Bellamy River. Additional work includes the following:

- Demolish existing recharge pumping station.
- New CMU building including plumbing, HVAC, and electrical systems.
- New process piping.
- New suction lift pump.
- New instrumentation and SCADA, including integration with the City's existing SCADA system.
- Site improvements to accommodate new facility including yard piping, driveway, grading, drainage, electrical, phone and internet service connections.
- New river intake structure and intake screen and piping.
- HDPE discharge piping to each recharge basin.
- Recharge basin modifications including manholes, discharge structures and basin level measurement instrumentation.
- Spring level measurement instrumentation.

Bid Information:

A Sealed Request for Bid #B20039 was issued and received for the Water Facilities Improvements Phase II Contract IV – Bellamy Recharge Facility project on May 21, 2020 at 2:00 pm. A non-mandatory pre-proposal audio conference was held on May 5, 2020 with six firms attending.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	1006	Number of Responses:	3
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	2020
Recommended Award to:	NorthEast Earth Mechanics, Inc.	Fund:	5300 Water
Other Approvals Required:	NHDES (approval rec'd 6/12/2020)	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

[B20039 Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2020.06.24 – 104**

Resolution Re: B20066 Hot Bituminous Paving –Asphalt Laid in Place

WHEREAS: The Sealed Request for Bid #B20066 was requested and received for Hot Bituminous paving (asphalt) laid in place on May 15, 2020 at 2:00 PM. The bid requested unit pricing on various scopes of services and products for paving various streets; and

WHEREAS: Two bids were received with the low bid being submitted by Pike Industries, Inc. of Portsmouth, NH in the total amount of \$1,046,862.50. It is the recommendation to award to Pike Industries, Inc at the per item rates as outlined in the results page for the total amount of \$1,046,862.50.

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 Pike Industries, Inc. of Portsmouth, NH laid in place asphalt paving services given the per unit rates provided in conjunction with Bid #B20066. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.300.43121.4715.00000.00	CS Street Improvements	1,756,541.00	1,541,194.96

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

DOCUMENT HISTORY:

Document Created by: Purchasing
Document Posted on: June 18, 2020

R-2020.06.24 B20066 Hot Bituminous Asphalt Laid in Place
Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2020.06.24 – 104**

Resolution Re: B20066 Hot Bituminous Paving –Asphalt Laid in Place

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2020.06.24 – 104**

Resolution Re: B20066 Hot Bituminous Paving –Asphalt Laid in Place

RESOLUTION BACKGROUND MATERIAL:

Scope of work includes, but is not limited to, the overlays of streets as laid out in the street paving list. Typically, this involves cold planning along the curb line, creating cut in joints at intersections and driveways and finally tacking the road and paving. Adjusting utility frames and traffic control is also required.

Bid Information:

Sealed Request for Bid #B20066 was requested and received for Hot Bituminous Paving (asphalt) laid in place on May 15, 2020 at 2:00 PM.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	104	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	2020
Recommended Award to:	Pike Industries, Inc.	Fund:	Streets
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B20066 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2020.06.24 – 105**

Resolution Re: B20073 Design Consulting Services for the Lower Central Avenue Improvement Project

WHEREAS: A sealed (RFQ) Request for Qualifications #B20073 was requested and received for work associated with the reconstruction of approximately 2,300 feet of Central Avenue from Silver Street to the intersection with Stark Avenue and East Watson Road on June 5, 2020 at 2:00 PM EST; and

WHEREAS: Seven proposals were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services. One vendor was selected with a strong understanding of several key aspects of the project, including technical, operational, and construction aspects, as well as outreach and future inclusion into other City initiatives; and

WHEREAS: The evaluation team has selected Sebago Technics, Inc. as the proposal deemed most advantageous to the City in the award amount of \$316,000.00.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Sebago Technics, Inc. of South Portland, ME in the amount of \$316,000.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Account	Description	Appropriation	Balance
5320.1.300.43250.4757.04559.21	Sewer Main Replacement-South Central Ave	550,000.00	550,000.00
5300.1.300.43320.4757.03565.21	Water Main Replacement - Lower Central Avenue	1,100,000.00	1,100,000.00
4021.1.300.43155.4715.03133.21	PW-Storm Water Mgmt-Central Ave Drainage	1,100,000.00	922,901.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2020.06.24 – 105**

Resolution Re: B20073 Design Consulting Services for the Lower Central Avenue Improvement Project

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2020.06.24 – 105**

Resolution Re: B20073 Design Consulting Services for the Lower Central Avenue Improvement Project

RESOLUTION BACKGROUND MATERIAL:

The proposed project is a key gateway to the City and will include priority drainage work upgrades. Water and sewer components will also be included. Sebago Technics will be partnering with Underwood Engineers on this project. Underwood has expertise with City utility standards (water, sewer & drainage), while Sebago Technics is a leader in transportation-related issues, such as roadway design, complete-streets approach, and management of traffic signal systems.

The City has requested that the consultants review and coordinate with 2 other pending project initiatives, which will be the upgrade & improvements of the Durham Road/Route 108 Corridor; and the replacement of the Spaulding Turnpike overpass bridge.

The RFQ requests an expedited design process in hopes of wrapping up design this calendar year. The goal is to have this project as “shovel-ready” in case any federal stimulus money becomes available. Regardless of stimulus funding, it is anticipated this project could go to construction in calendar year 2021.

The base scope and fee schedule for design consulting services for the lower central avenue improvement project includes administrative, land survey, ROW, traffic analysis, roadway design, water line replacement, sewer line investigation and spot repair, and stormwater design and treatment.

Bid Information:

A sealed (RFQ) Request for Qualifications #B20073 was requested and received for work associated with the reconstruction of approximately 2,300 feet of Central Avenue from Silver Street to the intersection with Stark Avenue and East Watson Road on June 5, 2020 at 2:00 PM EST.

Award Information:

A purchase order will be issued to the Sebago Technics, Inc. to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	367	Number of Responses:	7
Warranty:	n/a	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until complete	Estimated Delivery:	Mid-November 2020
Recommended Award to:	Sebago Technics, 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

[B20073 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2020.06.24 – 106**
Resolution Re: Purchase of Diesel Engine Ambulance

- WHEREAS: The (HGAC) Houston-Galveston Area Council is a Municipal Government Cooperative Purchasing Program that has established several procurement contracts through bid solicitations. One such contract is for ambulances, EMS and other special service vehicles of various makes and models; and
- WHEREAS: The HGAC has awarded an agreement with Roland B. Morin DBA Sugarloaf Ambulance/Rescue Vehicles as a New England dealer for the diesel engine ambulance. The pricing terms and conditions are extended to non-profits, counties, cities, and towns; and
- WHEREAS: The City wishes to utilize this HGAC agreement for the purchase of a new diesel engine ambulance using funds approved in the FY21 CIP; and
- WHEREAS: Per 3-37B, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the purchasing agent may, with approval of the city manager, waive bidding procedures when purchasing through the state of New Hampshire or at state bid prices, other governmental agencies or cooperative buying groups.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Roland B. Morin DBA Sugarloaf Ambulance/Rescue Vehicles of Wilton, ME for a new diesel engine ambulance in the amount not to exceed \$250,293.00. 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
4021.1.220.42220.4743.02252.21.	Heavy Vehides	245,000.00	245,000.00
1000.1.220.42220.4914.00000.00.	Transfer To Capital Pjts	5,293.00	5,293.00

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.7.

Resolution Number: **R – 2020.06.24 – 106**
Resolution Re: Purchase of Diesel Engine Ambulance

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.7.

Resolution Number: **R – 2020.06.24 – 106**
Resolution Re: Purchase of Diesel Engine Ambulance

RESOLUTION BACKGROUND MATERIAL:

The (HGAC) Houston-Galveston Area Council is a Municipal Government Cooperative Purchasing Program that has established several procurement contracts through bid solicitations. One such contract is for ambulances, EMS, and other special service vehicles of various makes and models.

The HGAC has awarded a contract for ambulances to Sugarloaf Ambulance/Rescue Vehicles for the Northeast region. A complete description of the unit offered is provided in the link below.

The new ambulance purchase is in accordance with CIP planning. This ambulance is of similar layout and specifications as previous two ambulance replacements. The Vehicle Purchasing committee approved a diesel vehicle that was slightly more expensive than originally planned for, as the purchase of the diesel vehicle allowed us to apply to the NHDES “Clean Diesel” Replacement Program. If awarded, we will be eligible for up to 25% (\$62,000) of the purchase price of this vehicle to go along with the disposal of the 2008 Diesel ambulance that will be removed from service.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	NA
Invitations Mailed:	NA	Number of Responses:	1
Warranty:	Per manufacturer	Terms:	100% prepay, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Delivered	Estimated Delivery:	225 days from award
Recommended Award to:	Roland B. Morin DBA Sugarloaf Ambulance/ Rescue Vehicles	Fund:	FY21 CIP
Other Approvals Required:	HGAC (rec'd approval 6/9/2020)	References Checked:	Yes
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Equipment offered and Results



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.8.

Resolution Number: **R – 2020.06.24 – 107**
Resolution Re: On Call Environmental Consulting Service with Ransom Consulting Inc for Broadway Railroad Culvert Soil Characterization and Management

WHEREAS: Excavation material from the Broadway Railroad Culvert Project has been stockpiled at the City's Waterfront site. Early indications are there could be some level of contamination of the soil, thereby limiting its re-use, and possibly putting restrictions on its ultimate disposal; and

WHEREAS: In 2013 the City issued RFP #B13075 for a Phase 2 Environmental Review for a parcel of land owned by the City. Ransom Consulting, Inc. (Ransom) was ultimately selected for the work. The work included a determination of what type of "urban fill" could be disposed at the City's Dredge Cell; and

WHEREAS: City council may waive the bidding process per 3-36 B "The competitive bid procedure may be waived by a majority vote of the city council".

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 Ransom Consulting Inc of Portsmouth NH for on call Environmental Consulting Services for the Broadway Railroad Culvert work in the total amount of \$24,700.00. 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
4020.1.300.43121.4751.03176.20	Roadways	\$1,219,768.53	\$367,392.94

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.8.

Resolution Number: **R – 2020.06.24 – 107**
Resolution Re: On Call Environmental Consulting Service with Ransom Consulting Inc for Broadway Railroad Culvert Soil Characterization and Management

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.8.

Resolution Number: **R – 2020.06.24 – 107**
Resolution Re: On Call Environmental Consulting Service with Ransom Consulting Inc for Broadway Railroad Culvert Soil Characterization and Management

RESOLUTION BACKGROUND MATERIAL:

The City of Dover sought prequalification submittals from construction general contractors and pipe jacking contractors for a large-diameter storm drain culvert project. The work for the Broadway Street Railroad Culvert Project includes construction of approximately 800 feet of new storm drain pipes and culverts in Broadway Street near New York Street and within easements located on private property, including 210 feet of 72-inch and 84-inch drain pipe to depths in excess of 25 feet below grade utilizing open-cut methods, 205 feet of 84-inch reinforced concrete drain pipe to be installed by pipe jacking underneath a large embankment carrying active railroad lines owned by B&M Railroad, large-diameter drain manholes and chambers, and other ancillary work. Work has been ongoing, with a current delay to address removal of ledge.

Space is limited at the construction site, so temporary storage of excavated materials was permitted at the Waterfront. During the design process, test borings were conducted at the project site with soil analysis for hazardous compounds. The City remains liable for the excavated material, as it's a result of a City-directed public infrastructure project. Recent soil monitoring has raised a concern about possible elevated levels of lead.

The City retained Ransom in the summer of 2019 to develop both a Soil Management Plan and a Site Health & Safety Plan when a sink hole was discovered on a City drainage pipe that ran through DES identified Activity & Use Restricted area of contaminated soils at Maglaras' Marina.

Upon request and as directed by the City, Ransom will meet with the NH Department of Environmental Services (NHDES) and provide sufficient information and supporting documentation in relation to the environmental findings, soil reports, testing results, and overall recommendations with respect to soil management at the project site.

During earthwork activities, Ransom staff will provide field oversight to assist the Project Team and document that Site soils are managed in accordance with the Soil Management Plan (SMP) and related NH DES approvals. Services provided by Ransom include field screening of the soils using a hand-held x-ray fluorescence (XRF) analyzer for metals contaminants of concern, primarily lead, to assist in soil management and coordination between the City and the NH DES. Central to this task is the identification of urban fills from native soils, mixtures of native soils and native bedrock, or placed specification fills. Potential re-use and stockpiling and the need for sampling and testing of those soils will be based on NH DES approvals of proposed management

Project Costs:

Task	Description	Ransom Fees
001.09	Construction Support Environmental Consulting Services	\$4,200.00
001.10	Construction Support Environmental Consulting Field Services	\$20,500.00
	Total Estimated Cost	\$24,700.00

Bid Information:

City council may waive the bidding process per 3-36 B "The competitive bid procedure may be waived by a majority vote of the city council".



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.9.

Resolution Number: **R – 2020.06.24 – 108**
Resolution Re: Bellamy River Artificial Recharge Facility – 401 Water
Quality Certificate Additional Scope of Work - Emery &
Garrett Groundwater Investigations LLC

WHEREAS: Emery and Garrett Groundwater Investigations LLC (EGGI) was the awarded firm through [Sealed Bid #B13043](#) for hydrogeological consulting services exploration and development of replacement groundwater supply; and

WHEREAS: In support of permitting for the new Bellamy River Aquifer Recharge Facility, technical assistance is required for the preparation and submittal of hydrogeological and environmental monitoring plans, and performance of consulting services, to meet the requirements of a 401 Water Quality Certificate. This Certificate is required for withdrawing water from the Bellamy River, and as such the certificate will be issued in accordance with the United States Clean Water Act and NH RSA 485-A:12, III. Due to their experience with the Pudding Hill Aquifer, as well as their vast experience in this field, it is the recommendation to award this project to EGGI in the amounts outlined in this resolution; and

WHEREAS: Dover purchasing Code 3-36 B: the competitive bid procedure may be waived by a majority vote of the City Council.

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 Emery and Garrett Groundwater Investigations LLC for the Bellamy River Artificial Recharge Facility – 401 Water Quality Certificate in the amount of \$158,850.00. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendors, consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03550.17	Water System Facilities Upgrade	7,381,871.44	3,697,968.47

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

Document Created by: Purchasing
Document Posted on: June 18, 2020

R-2020.06.24 Bellamy River Artificial Recharge Facility –
401 Water Quality Certificate Additional Scope of Work -
Emery & Garrett Groundwater Investigations LLC
Page 1 of 4



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.9.

Resolution Number: **R – 2020.06.24 – 108**
Resolution Re: Bellamy River Artificial Recharge Facility – 401 Water
Quality Certificate Additional Scope of Work - Emery &
Garrett Groundwater Investigations LLC

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.9.

Resolution Number: **R – 2020.06.24 – 108**
 Resolution Re: Bellamy River Artificial Recharge Facility – 401 Water
 Quality Certificate Additional Scope of Work - Emery &
 Garrett Groundwater Investigations LLC

RESOLUTION BACKGROUND MATERIAL:

Task Description	Estimated Cost
A) Construction and Technical Assistance	
Task 1 – Monitoring Well Location at “Spring 2 as Identified in the Water Quality Certificate”	\$2,500.00
Task 2 – Provide Assistance on the Startup of Artificial Recharge System	\$7,500.00
Task 3 – Assess Basin Infiltration Rates, Stability of Slopes, and Periodically Review Condition of Basins	\$7,000.00
Task 4 – Purchase and Installation of Temperature and Dissolved Oxygen Monitoring System	\$8,000.00
Task Description	
B) Requirements of the 401 Water Quality Certificate (WQC) and Groundwater Discharge Permit Monitoring	
Task 5 – Water Use Registration and Reporting Required under Section E-8 of the Water Quality Certificate	\$2,500.00
Task 6 – Water use Registration and Reporting Required under Section E-8	\$2,500.00
Task 7 – Preparation of River Stage and Flow Monitoring Plan Required under Section E-10	\$14,000.00
Task 8 – Preparation of Water Temperature and Dissolved Oxygen Monitoring Plan Required under Section E-11	\$3,000.00
Task 9 – Preparation of Groundwater Mound Elevation Monitoring Plan Required under Section E-12	\$2,500.00
Task 10 – Bellamy River Assessments in Support of the NH Fish and Game Requirements	\$35,000.00
Task 11 – Preparation of an Operations and Reporting Plan Required under Section E-16	\$3,500.00
Task 12 – Monitoring of Operational Conditions under the Operations and Reporting Plan to Comply with Section E-17	To be performed by the City and supported by EGGI/GZA
Task 13 – Preparation of an Annual Report Required under Section E-18	\$15,000.00
Task 14 – Water Quality Monitoring Required under Section E-22	\$18,000.00
Task 15 – Source Water Protection Plan	\$25,000.00
Task 16 – Meetings, Data Evaluation, Project Management, and Supplemental Consulting and Reporting Services	\$12,850.00
Estimated Cost	\$158,850.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.9.

Resolution Number: **R – 2020.06.24 – 108**
Resolution Re: Bellamy River Artificial Recharge Facility – 401 Water
Quality Certificate Additional Scope of Work - Emery &
Garrett Groundwater Investigations LLC

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Complete	Estimated Delivery:	As needed
Recommended Award	Emery & Garrett Groundwater Investigations LLC	Fund:	Water Fund
Previously Worked for City:	Yes	Reason for Council Approval:	Waive Bidding



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.10.

Resolution Number: **R – 2020.06.24 – 109**
Resolution Re: Reprogram Appropriation of Recreation Facilities Capital Reserve Funds for Community Trail Phase IV to Community Trail Phase III

WHEREAS: On April 10, 2019, the City Council approved the appropriation of Recreation Facilities Capital Reserve funds for Community Trail Phase IV section via council resolution [R-2019-03.27-040](#) in the amount of \$150,000.00; and

WHEREAS: The City has identified the immediate need for a portion of the funding to be reprogrammed to the Community Trail Phase III section in the amount of \$110,000.00; and

WHEREAS: The \$110,000.00 will be used to fund the additional cost of construction and construction oversight services needed for Phase III of the Community Trail project.

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

The amount of \$110,000.00 of unexpended appropriation is hereby reprogrammed from the Community Trail Phase IV section to the Community Trail Phase III section as follows:

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
4020.1.180.43122.4715.03371.20	Land Improvements – Phase 4	150,000	(110,000)	40,000
4020.1.180.43122.4715.03370.20	Land Improvements – Phase 3	0	110,000	110,000

NOTE: This resolution reprograms appropriations and therefore requires a public hearing and a 2/3 favorable vote of all members for passage.

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.10.

Resolution Number: **R – 2020.06.24 – 109**
Resolution Re: Reprogram Appropriation of Recreation Facilities Capital Reserve Funds for Community Trail Phase IV to Community Trail Phase III

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.		

RESOLUTION BACKGROUND MATERIAL:

On April 10, 2019, the City Council approved the appropriation of recreation facilities capital reserve funds for Community Trail Phase IV section via council resolution [R-2019-03.27-040](#) in the amount of \$150,000.00.

The City has identified the immediate need for a portion of the funding to be reprogrammed to the Community Trail Phase III section in the amount of \$110,000.00 for the additional cost of construction and construction oversight services.