

City of Rochester CIP Committee
Thursday, January 18, 2024
City Hall Council Chambers
31 Wakefield Street, Rochester, NH 03867
(These minutes were approved on February 8, 2024)

Members Present

Keith Fitts
Sheila Colson
Don Hamann
Dan Fitzpatrick
Dave Walker
Rick Healey
Peter Bruckner

Members Absent

James Hayden, *excused*

Staff: Shanna B. Saunders, *Director of Planning & Development*

(These are the legal minutes of the meeting and are in the format of an overview of the meeting. A recording of the meeting will be on file in the City Clerk's office for reference purposes. They may be copied for a fee.)

I. Call to Order

The Chair called the meeting to order at 6:00pm.

II. Roll Call

Director of Planning and Development, S. Saunders, conducted the roll call.

III. Communications from the Chair

There were no communications from the Chair.

IV. Approval of Minutes

No meeting minutes were available to approve at the time of this meeting.

V. Department Presentations

Department of Public Works CIP Project Information

Peter Nourse, Director of Department of Public Works, presented a packet of information to the CIP Committee members and explained the information that would be contained within the packet. Mr. Nourse stated that the information is summarized for a simple review of the presentations to come in future meetings. Mr. Nourse explained the recommended scores that he placed for projects within the packet.

Mr. Bruckner thanked Mr. Nourse for the memo and stated that he found it helpful.

A. Building and Licensing Services

There were no Capital Improvement Projects to be presented by the Building and Licensing Services Department.

B. Planning Department

Shanna B Saunders, Director of Planning and Development, presented the Planning Departments proposed CIP projects. Ms. Saunders explained where to find the proposed Planning Department project in the CIP Committee's books, starting on page 25.

Ms. Saunders explained the project titled "Facilities and Services Master Plan". Ms. Saunders stated that Master Plans are set out by State Statutes and explained the required sections. Ms. Saunders provided a history of the Master Plan Chapters that have been and are currently being updated. Ms. Saunders stated that the Master Plan Chapters build off of each and the next to be updated is the Facilities and Services Study. Mr. Saunders stated that the Facilities and Services study looks at growth patterns and accounts for transportation and natural resources, as well as reviews facilities and services that are City-owned and if the City is providing full, efficient services toward the growth pattern of the City. Ms. Saunders explained that some of these services include the Library, the Recreation Center, City Hall proper, Fire and Police Departments, and the Highway Department of the Department of Public Works. Ms. Saunders stated that the report generated by this study will provide the City with recommendations on what needs the City has. Ms. Saunders gave examples possible items that would be reviewed for growth. Ms. Saunders reviewed how the project relates to the nine CIP criteria and gave information regarding how the study could fill deficiencies throughout the City of Rochester.

Mr. Bruckner asked if the requested \$30,000.00 would be from an outside consultant or within City Staff. Ms. Saunders stated that the \$30,000.00 would be for a consultant and explained how the total was calculated.

Mr. Fitzpatrick asked for verification that the project would evaluate what the needs for the city are in regard to its growth and stated the Mr. Nourse's information packet includes information regarding the needs of a few spaces within the City of Rochester and asked why the study must be done by a consultant. Ms. Saunders responded with the example of the annex building's renovation and how the growth of the departments in that building could have been better planned if this study had been completed.

Ms. Saunders moved on to the next project and explained the project titled "Comprehensive Rezoning". Ms. Saunders explained the city's current zones and gave examples of regulations of those zones. Now that the Master Plans are nearly all updated it is time to look at how they relate to the Zoning Codes. Ms. Saunders stated that the previous rezoning was performed in 2013. Ms. Saunders reviewed how the project relates to the nine CIP criteria and explained how rezoning of the City of Rochester would benefit community and businesses.

Mr. Walker asked how the comprehensive rezoning would be executed with the proposed \$80,000.00. Ms. Saunders stated that the money would be paid to a consultant and explained what would be included within the scope of work required for the consultant. Ms. Saunders stated that the Planning Board would also be involved in the review and explained how public outreach would be another factor in the review.

Mr. Walker asked what the consultant would be doing for the project. Ms. Saunders stated that the consultant would be organizing public outreach, pulling together all data of past master plans and be

able to show relatability geographically within different parts of the City of Rochester. Ms. Saunders stated that the consultant would also write the draft documentation to be reviewed for potential rezoning.

Mr. Walker stated that the previous comprehensive rezoning took 2-3 years and that he did not believe that there was a consultant used, but rather that the City Council and Planning Board gathered information. Mr. Walker stated his concerns for the use of a consultant. Ms. Saunders explained the limitations of the City of Rochester staff regarding their capacity to undertake such a huge project like this without a consultant.

Mr. Walker stated that he felt the study should be conducted in-house, by the City Staff. Ms. Saunders stated that the decision making would not be the responsibility of the consultant, but rather through public outreach, the consultant would propose possible changes that benefit the citizens of Rochester.

Mr. Walker stated his concerns in the recommendations that could be brought out in the study by the consultant and stated that the study would take significant time.

Mr. Hamann stated that he felt that a consultant would have outside expertise that the City Council does not have but stated that the City Council would be the ones to make the final decisions regardless of recommendations by the study.

Mr. Fitzpatrick stated his support in the use of a consultant and in the use of public input.

Mr. Bruckner asked if the City's Master Plan, that is currently under review, was far enough along to be included in this study. Mr. Saunders stated yes that the funding had been provided for the Land Use Master Plan and that the Natural Resources and Historic and Cultural Chapters should have updated drafts within the next 30 days.

Mr. Walker asked what the timeline was for starting the proposed study. Ms. Saunders explained that this project is proposed for Fiscal Year 2025, which starts July 1, 2024.

C. Library

There were no Capital Improvement Projects to be presented by the Library Department.

VI. Other Business

Mr. Bruckner stated that he would like to know how each of the projects would be implemented if chosen to move forward.

Mr. Fitts stated his concern for the score totals being similar due to a smaller scale of only 1 - 5. And that this committee should look at funding. Ms. Saunders stated that the purpose of the CIP Committee is to not score based on funding, that the City Council will make ultimate decisions based on funds. Ms. Saunders likened this process to the difference between an RFP and an RFQ. This process is akin to an RFQ. A decision based on qualifications only (the 9 criteria) and not necessarily the proposal budget. Ms. Saunders stated that she felt that the total score would show enough ranking if the criteria are reviewed appropriately. Mr. Fitts reiterated his concern with the smaller scoring spread. Ms. Saunders stated that if the Committee felt it appropriate, the score range could be changed to a 1 – 10 range.

Mr. Walker agreed with Mr. Fitts and stated his concern for score ranges to calculate too close together.

Mr. Hamann reviewed the criteria and stated how the criteria would be scored based on different opinions. Ms. Saunders stated that the responsibility of the CIP Committee is to score based on how they feel the project meets the nine criteria.

Mr. Fitts asked for clarification on how projects will be presented. Ms. Saunders stated that the presentations will be given similarly across departments and without unnecessary visual aids to prevent swaying CIP Committee members.

Mr. Walker stated that there will be mandated projects and that he didn't feel they should be scored equally to other proposed projects. Ms. Saunders stated that the City Manager and City Council will review the weight of projects based on requirements.

Mr. Bruckner recommended that there be a separate section for mandated proposed projects.

Ms. Saunders stated that the Police and Fire Departments will be presenting at the next meeting, which will be held in City Council Chambers.

Ms. Colson asked when the members should be scoring. Ms. Saunders stated that it was up to the members when they wanted to score projects, that they can score after each week, or all at once in the end.

Mr. Healey stated how the different categories for projects would be reviewed and separated.

There were no further questions.

VII. Adjournment

A motion was made by Mr. Bruckner to adjourn the meeting at 6:48pm and seconded by Mr. Hamann. The motion carried unanimously.

Respectfully submitted,

Jaclyn Millard,
Administrative Assistant II

and

Shanna B. Saunders,
Director of Planning & Development