



City of Rochester, NH
Preamble for October 6, 2020 Public Hearing
and Regular City Council Meeting

Good Evening, as Chairperson of the City Council, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) **Public Input:** Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, when permitted, with the City Council (Public Hearing and/or Workshop settings) are encouraged to do so by the following methods:

- **Mail:** City Clerk/Public Input, 31 Wakefield Street, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- **email** PublicInput@rochesternh.net (*must be received no later than 4:00 pm of meeting date*)
- **Voicemail** 603-330-7107 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

In addition to the above listed public access information, the City Council will be allowing the public to enter Council Chambers and speak in person during the Public Input portion of this meeting. In an effort to adhere to CDC guidelines: enter only at the front Wakefield Street entrance and exit on the side closest to the police department and adhere to 6-foot social distancing while inside. Hand sanitizer and facemasks will be available at the Wakefield Street entrance. Participants will be admitted into Council Chambers one at a time to speak, and will exit directly thereafter. Please note; the seating in Council Chambers will not be available for the public during meetings.

At this time, I also welcome members of the public accessing this meeting by phone. The public can call-in to the below number using the conference code. This meeting will be set to allow the public to "listen-in" only, and there will be no public comment taken via conference line during the meeting.

Phone number: 857-444-0744 Conference code: 843095

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City Clerk's Office

b.) **Roll Call:** Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name (and/or ward), also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. (Additionally, Council members are required to state their name and ward each time they wish to speak.)

**City Council Public Hearing
October 6, 2020
Council Chambers
31 Wakefield Street
and remotely via Microsoft Teams
6:30 PM**

Agenda

- 1. Call to Order**
 - 2. Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) CIP Fund in the Amount of \$1,000,000.00 for the FY 2021 Paving Rehabilitation Program P. 11**
 - 3. Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) CIP Fund in the Amount of \$250,000.00 for the FY 2021 Sidewalk Replacement Program P. 17**
 - 4. Adjournment**
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**Regular City Council Meeting
October 6, 2020
Council Chambers
31 Wakefield Street
and remotely via Microsoft Teams
*Immediately following the public hearing***

Agenda

- 1. Call To Order**

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City Clerk's Office

2. Roll Call
3. Opening Prayer
4. Pledge of Allegiance
5. Roll Call
6. Acceptance of Minutes
 - 6.1 Regular City Council Meeting: September 1, 2020
consideration for approval P. 23
7. Communications from the City Manager
 - 7.1 City Manager's Report P. 39
8. Communications from the Mayor
 - 8.1 **Proclamation:** Elks Lodge Day, October 24th 2020 P. 69
 - 8.2 **Announcement:** November Regular City Council meeting date - Tuesday, November 10, 2020
9. Presentation of Petitions and Council Correspondence
10. Nominations, Appointments, Resignations, and Elections
11. Reports of Committees
 - 11.1 Codes & Ordinances Committee P. 71
 - 11.2 Fidelity Committee P. 75
 - 11.3 Finance Committee P. 79
 - 11.3.1 **Committee Recommendation:** To approve the creation of the "Assistant Director of Economic Development" position P. 80 & 83
 - 11.3.2 **Committee Recommendation:** To approve the creations of the "Deputy Chief Information Officer" and "Solutions Architect" positions P. 83

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City Clerk's Office

11.3.3 Resolution for Supplemental Appropriation of \$225,000 for 145 Airport Drive Land Purchase from Granite State Business Park TIF 162-K Retained Earnings *first reading and consideration for adoption* P. 103

11.4 Planning Board P. 107

11.5 Public Safety P. 121

11.5.1 *Committee Recommendation:* to recommend the 3 steps for the Old Dover Road/Tebbetts Road intersection as laid out by NH DOT in the road safety audit *consideration for acceptance* P. 123

11.6 Public Works P. 147

11.6.1 Resolution Authorizing Acceptance of Newly Realigned Rochester Neck Road *first reading and consideration for adoption* P. 173

12. Old Business

13. Consent Calendar

14. New Business

14.1 Resolution Approving Contract and Cost Items Associated With Proposed City Of Rochester School Department Multi-Year Collective Bargaining Agreement With Local 863 Of The American Federation Of State, County And Municipal Employees(AFSCME) *first reading and consideration for adoption* P. 175

14.2 Resolution Approving Contract and Cost Items Associated With Proposed City Of Rochester School Department Multi-Year Collective Bargaining Agreement With Rochester Federation Of Teachers-Paraprofessional Unit *first reading and consideration for adoption* P. 181

14.3 Resolution Establishing Polling Places and Times for the November 3, 2020 State General Election *first reading and consideration for adoption* P. 187

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City Clerk's Office

14.4 Motion to approve the move of the Granite State Lab COAST bus stop to the new proposed location *consideration for approval* P. 189

14.5 Resolution Authorizing Acceptance of check from HealthTrust to the Rochester Police Department in the amount of \$500 *first reading and consideration for adoption (resolution forthcoming)* P. 193

15. Other

16. Non-Public/Non-Meeting

16.1 Non-Public Session – Land, RSA 91-A:3, II (d)

17. Adjournment

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City Clerk's Office

**Resolution Authorizing Supplemental Appropriation to the
Department of Public Works (DPW) CIP Fund in the Amount of \$1,000,000.00 for the FY
2021 Paving Rehabilitation Program**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF
ROCHESTER:**

That the amount of One Million Dollars (\$1,000,000.00) is hereby appropriated as a supplemental appropriation to the DPW CIP Fund for the purpose of paying costs associated with the FY 2021 Paving Rehabilitation Program. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution.

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.

AGENDA SUBJECT

COUNCIL ACTION ITEM <input type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>

FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>

FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>

AGENDA DATE	
DEPT. HEAD SIGNATURE	
DATE SUBMITTED	
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

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SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

GF Water Sewer Arena

CIP Water CIP Sewer CIP Arena CIP

Special Revenue

Fund Type: Lapsing

Non-Lapsing

Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS #

CFDA #

Grant #

Grant Period: From
To

If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced

Funds will be returned

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City Clerk's Office

**Resolution Authorizing Supplemental Appropriation to the
Department of Public Works (DPW) CIP Fund in the Amount of \$250,000.00 for the FY
2021 Sidewalk Replacement Program**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF
ROCHESTER:**

That the amount of Two Hundred Fifty Thousand Dollars (\$250,000.00) is hereby appropriated as a supplemental appropriation to the DPW CIP Fund for the purpose of paying costs associated with the FY 2021 Sidewalk Replacement Program. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution.

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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COUNCIL ACTION ITEM <input type="checkbox"/>
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FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>

FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>

AGENDA DATE	
DEPT. HEAD SIGNATURE	
DATE SUBMITTED	
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

LEGAL AUTHORITY

SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

GF Water Sewer Arena

CIP Water CIP Sewer CIP Arena CIP

Special Revenue

Fund Type: Lapsing

Non-Lapsing

Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS #

CFDA #

Grant #

Grant Period: From
To

If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced

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City Clerk's Office

**Regular City Council Meeting
September 1, 2020
Meeting Conducted Remotely
6:30 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Belken
Councilor Bogan
Councilor Gray
Councilor Hailey
Councilor Hamann
Councilor Hutchinson
Councilor Lachapelle
Councilor Lachance
Councilor Rice
Councilor Walker
Deputy Mayor Lauterborn
Mayor McCarley

OTHERS PRESENT

Blaine Cox, City Manager
Katie Ambrose, Deputy City Manager
Terence O'Rourke, City Attorney
Peter Nourse, Director of City Services

Minutes

1. Call to Order

Mayor McCarley called the Regular City Council Meeting to order at 6:30 PM and read the following preamble:

Good Evening, as Chairperson of the City Council, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) **Providing public access to the meeting by telephone:** At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual

circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. Some meetings will allow live public input, however you must have pre-registered online, otherwise, the meeting will be set to allow the public to "listen-in" only, and there will be no public comment taken during the meeting. [Public Input Registration](#) (Please note: In order to notify the meeting host that you would like to speak, press 5* to be recognized and unmuted)

Phone number: 857-444-0744 Conference code: 843095

b.) **Public Access Troubleshooting:** If any member of the public has difficulty accessing the meeting by phone, please email PublicInput@RochesterNH.net or call 603-332-1167.

c.) **Public Input:** Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, when permitted, with the City Council (Public Hearing and/or Workshop settings) are encouraged to do so by the following methods:

- **Mail:** City Clerk/Public Input, 31 Wakefield Street, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- **email** PublicInput@rochesternh.net (*must be received no later than 4:00 pm of meeting date*)
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In addition to the above listed methods, the City Council will be allowing the public to come to City Hall and speak via video conferencing software for Public Input. In an effort to adhere to CDC guideline, please enter only at the front Wakefield Street entrance and exit on the side door closest to the Police Department. We ask that you adhere to 6-foot social distancing protocols while inside the building. Hand sanitizer and face masks will be available at the Wakefield Street entrance.

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

d.) **Roll Call:** Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name (and/or ward), also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. (Additionally, Council members are required to state their name and ward each time they wish to speak.)

Deputy City Clerk Cassie Givara took the roll. All Councilors stated they were present and alone in the location from which they were connecting to the meeting.

2. Opening Prayer

Mayor McCarley asked for all those present to observe a moment of silence.

3. Pledge of Allegiance

The Council stood for the pledge of allegiance.

4. Roll Call

Deputy City Clerk Cassie Givara had taken the roll call earlier in the meeting following the preamble. All Councilors were present.

5. Acceptance of Minutes

5.1 Regular City Council Meeting: August 4, 2020 *consideration for approval*

Councilor Lachapelle **MOVED** to **ACCEPT** the minutes of the August 4, 2020 regular meeting. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Rice, Belken, Abbott, Gray, Walker, Hutchinson, Bogan, Lachapelle, Lachance, Hailey, Hamann, Lauterborn and Mayor McCarley all voting in favor.

5.2 Special City Council Meeting: August 18, 2020 *consideration for approval*

Councilor Lachapelle **MOVED** to **ACCEPT** the minutes of the August 18, 2020 special meeting. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Abbott, Hutchinson,

Lauterborn, Hainey, Bogan, Rice, Hamann, Lachance, Belken, Lachapelle, Walker, Gray, and Mayor McCarley all voting in favor.

6. Communications from the City Manager

6.1 City Manager's Report

No discussion.

7. Communications from the Mayor

7.1. Proclamation: Shop Small

Mayor McCarley read the proclamation and encouraged residents to support small businesses and merchants throughout the year.

Mayor McCarley encouraged residents to visit the Farmer's Market which will be taking place every Tuesday from 3:00PM – 6:00 PM and has moved back to the Common from the Community Center.

8. Presentation of Petitions and Council Correspondence

8.1 Gudim Land Purchase

City Manager Cox said that Mr. Gudim is interested in purchasing a small piece of City-owned property adjacent to his property. The Gudim family has been doing maintenance on this piece of land for many years and per City staff, there is no use for this property as far as the City is concerned. Councilor Lachance **MOVED** that the council authorize the City Manager to negotiate a fair price for the parcel. Councilor Lachapelle seconded the motion. Councilor Lauterborn stated that the parcel in question appears to be part of a much larger parcel and asked if the City uses this land for anything currently. City Manager Cox answered that the City does not currently utilize this land. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Belken, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance, Abbott, Bogan, and Mayor McCarley all voting in favor.

9. Nominations, Appointments, Resignations, and Elections

No Discussion.

10. Reports of Committees

10.1 Appointments Committee

- 10.1.1 New Appointment: Trevon Scott – Recreation & Arena Commission, Regular Member – Term to expire 1/2/2021 *consideration for approval***
- 10.1.2 New Appointment: Lance Whitehill – Planning Board, Alternate Member – Term to Expire 1/2/2022 *consideration for approval***
- 10.1.3 New Appointment: Paul Giuliano – Planning Board, Alternate Member – Term to Expire 1/2/2021 *consideration for approval***
- 10.1.4 Appointment: Peter Bruckner – Planning Board, Elevate from alternate to regular member – Term to Expire 1/2/2021 *consideration for approval***
- 10.1.5 Re-Appointment: Nancy Carignan – Recreation & Arena Commission, Regular Member – Term to Expire 1/2/2023 *consideration for approval***

Councilor Bogan detailed the above listed appointments and reappointments and stated that the Appointments Committee had unanimously recommended each one of these appointments for the above listed expirations. Councilor Bogan **MOVED** to **APPROVE** all of the above listed appointments. Councilor Walker seconded the motion. Councilor Rice inquired why several of the appointments had terms which expired within 6 months. Mayor McCarley clarified that these people are filling open positions with pre-determined expirations; they will just need to be reappointed when their initial term expires. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Lachapelle, Rice, Walker, Hainey, Abbott, Bogan, Gray, Belken, Hamann, Lauterborn, Lachance, Hutchinson, and Mayor McCarley all voting favor.

10.2 Codes & Ordinances Committee

Councilor Lachapelle stated that there are no action items from the Codes & Ordinances Committee at this time. The next meeting is scheduled for Thursday, September 3. The committee will be starting the process of looking at the City Ordinances and cleaning up the outdated references and acronyms chapter by chapter.

10.3 Community Development

Councilor Lauterborn spoke about a proposal from Waypoint NH for a drop-in youth center to be established in Rochester. The organization provides services for homeless or at-risk youth to provide counseling, laundry and showers, etc. It would have paid staff on site which will be, in part, funded by a grant. They are currently looking at 38 Hanson Street as a potential property.

10.3.1 Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2021 Plan
first reading and consideration for adoption

Councilor Lauterborn **MOVED** to read the resolution for the first time by title only. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote with Councilors Hainey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley all voting in favor. Mayor McCarley read the resolution for the first time by title only as follows:

Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2021 Plan

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

WHEREAS, the City of Rochester has received additional Community Development Block Grant (CDBG) funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act eligible projects and has unallocated prior year CDBG funds;

WHEREAS, the Mayor and City Council of the City of Rochester desire to program these additional funds into other worthwhile activities;

WHEREAS, the Mayor and City Council passed an amended CDBG Block Grant Funds Plan for FY2021 to reflect the programming of the CARES Act funds;

WHEREAS, the Mayor and City Council recognize that funds must be allocated to planning and administrative activities related to the use of the CARES Act funds;

THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby adopt the following allocation: Twenty

Nine Thousand Nine Hundred Forty Two and 80/100 Dollars (\$29,942.80) or Twenty Percent (20%) of the CARES Act CDBG Grant to planning and administrative activities;

FURTHER, that the funds necessary to fund the above appropriation shall be drawn in their entirety from the above-mentioned CARES Act CDBG grant funds that the City of Rochester has received from the federal government; and

FURTHER STILL, to the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

Councilor Lauterborn **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Lauterborn clarified that this is part of the CARES act funding. She stated that when the original resolution was passed in August, the funding wasn't accounted for in the text and this action will clear up the financial side of the process. The **MOTION CARRIED** by a 12-1 voice vote with Councilors Belken, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Abbott, Bogan, and Mayor McCarley voting in favor and Councilor Lachance voting opposed.

10.4 Fidelity Committee

Councilor Hutchinson announced that the next Fidelity Committee meeting would take place on Thursday September 10, 2020 at 6:00 PM via Teams. There were no questions regarding the Fidelity minutes.

10.5 Finance Committee

10.5.1 Committee Recommendation: To upgrade part-time clerk typist position in tax collector's office to full-time *consideration for approval*

Councilor Lachapelle **MOVED** to approve the upgrade of the part-time clerk typist position in the tax office to a full time position. Councilor Walker seconded the motion. Mayor McCarley clarified that this had item had passed at the Finance committee, but not unanimously in part due to the discussion that the position upgrade was being requested so soon after the start of a new

budget adoption. She stated that this position has been needed for many years and feels it is now time to approve it.

Councilor Rice asked what the difference in salary would be if the position is upgraded. Finance Director Ambrose stated that the difference with benefits, salary and roll-ups would be \$44,000. This money would come from general overhead contingency.

Councilor Lauterborn questioned the connection between needing the full time typist position and COVID-19, as had been referenced in previous discussions. Mayor McCarley clarified that she did not intend to imply that the position was needed due to COVID-19, but rather the position had been removed from the approved city manager's budget early in the budget process due to the unknowns with the pandemic and potential revenue shortfalls anticipated with COVID-19. Councilor Rice asked if the Council approves this position, if there can be a stipulation stating that Council will reevaluate whether or not to extend or renew the position in the next budget cycle. City Manager Cox said that this position would be included in his budget next year, but Council can discuss whether or not to keep the position as-is, or reduce or eliminate it at that time. Councilor Lauterborn stated that it is not the norm that a position, once approved, would be removed from future budgets.

Councilor Gray asked if the City Manager has looked into any other options such as pulling staff from other departments to assist in the tax office. He also asked what the tax office has been doing in the time since the request for extra help was made. It was stated that the staff of the tax office has been working extra hours to accomplish their work. Deputy City Manager Ambrose stated that many of the tasks done by staff in tax office require certifications, and due to this, the City is not able to borrow staff from other departments to fill in.

10.6 Planning Board

Councilor Walker gave a brief overview of the items which the Planning Board had heard over the past month. There were no action items at this time.

10.7 Public Safety

10.7.1 *Committee Recommendation: to approve temporary and permanent "rules and regulations" sign for installation at Canoe and Kayak Launch consideration for approval*

Councilor Walker **MOVED** to approve. Councilor Lachapelle seconded the motion. Councilor Lachance asked for clarifications on why the motion is for both temporary and permanent signs. Councilor Hamann clarified that the signs in place currently are temporary and don't contain the full information and regulations. The permanent signs are being worked on currently and will be installed when complete. The **MOTION CARRIED** by a 12-0 with Councilors Hainey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken and Mayor McCarley all voting in favor. Councilor Lachance abstained from the vote due to the fact that he had been unable to review the signs in person prior to making a decision.

10.7.2 Committee Recommendation: To Install Caution/Tractor signs in each direction at 290-298 Chestnut Hill Road *consideration for approval*

Councilor Hamann **MOVED** to approve the installation of caution/tractor signs on Chestnut Hill Road as requested by a local resident. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote with Councilors Rice, Walker, Belken, Bogan, Lachapelle, Hamann, Lauterborn, Hainey, Abbott, Gray, Hutchinson, Lachance, and Mayor McCarley all voting in favor.

10.7.3 Committee Recommendation: To accept the signage and lighting placement per plan submitted by Waste Management for the newly relocated Rochester Neck Road *consideration for approval*

Councilor Hamann **MOVED** to **ACCEPT** the signage and lighting placement for the newly relocated Rochester Neck Road. Councilor Belken seconded the motion. Councilor Rice encouraged everyone to go take a look at the area and stated that WM has done a wonderful job with all the work which they've done in the area. The **MOTION CARRIED** by a unanimous voice vote with Councilors Belken, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance, Abbott, Bogan, and Mayor McCarley all voting in favor.

Councilor Hamann stated that the net Public Safety meeting will take place on Wednesday, September 16 at 6:00 PM.

10.8 Public Works

10.8.1 Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) CIP Fund in the Amount of \$1,000,000.00 for the FY 2021

Paving Rehabilitation Program *first reading and referral to public hearing*

Councilor Walker **MOVED** to read the resolution by title only and refer to a public hearing. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Rice, Walker, Belken, Bogan, Lachapelle, Hamann, Lauterborn, Hainey, Abbott, Gray, Hutchinson, Lachance, and Mayor McCarley all voting in favor. Mayor McCarley read the resolution for a first time by title only as follows:

Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) CIP Fund in the Amount of \$1,000,000.00 for the FY 2021 Paving Rehabilitation Program

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER:

That the amount of One Million Dollars (\$1,000,000.00) is hereby appropriated as a supplemental appropriation to the DPW CIP Fund for the purpose of paying costs associated with the FY 2021 Paving Rehabilitation Program. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution

10.8.2 Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) CIP Fund in the Amount of \$250,000.00 for the FY 2021 Sidewalk Replacement Program *first reading and referral to public hearing*

Councilor Walker **MOVED** to read the resolution by title only and refer to a public hearing. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Hainey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley all voting in favor. Mayor McCarley read the resolution for a first time by title only as follows:

Resolution Authorizing Supplemental Appropriation to the

Department of Public Works (DPW) CIP Fund in the Amount of \$250,000.00 for the FY 2021 Sidewalk Replacement Program

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER:

That the amount of Two Hundred Fifty Thousand Dollars (\$250,000.00) is hereby appropriated as a supplemental appropriation to the DPW CIP Fund for the purpose of paying costs associated with the FY 2021 Sidewalk Replacement Program. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution.

10.8.3 Committee recommendation: To approve Oak Street in Gonic for concrete sidewalk replacement consideration for approval

Councilor Walker **MOVED** to **APPROVE** the replacement of concrete sidewalk on Oak Street in Gonic. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Belken, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance, Abbott, Bogan, and Mayor McCarley all voting in favor.

Councilor Lachapelle asked if there was an estimate on how much the Oak Street sidewalk replacement would cost. Director Nourse said they are currently formulating cost estimates, but he estimated it would be upwards of a couple hundred thousand dollars.

11. Old Business

No Discussion.

12. Consent Calendar

No Discussion.

13. New Business

13.1 Resolution Accepting \$518.85 Forfeiture Funds from the State of New Hampshire and Supplemental Appropriation in Connection Therewith *first reading and consideration for adoption*

Councilor Lachapelle **MOVED** to read the resolution for the first time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Hamann, Walker, Hutchinson, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hailey, Lachapelle, Lauterborn, and Mayor McCarley all voting in favor. Mayor McCarley read the resolution for a first time by title only as follows:

Resolution Accepting \$518.85 Forfeiture Funds from the State of New Hampshire and Supplemental Appropriation in Connection Therewith

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER:

That the amount of Five Hundred Eighteen and 85/100 Dollars (\$518.85) in State of New Hampshire Forfeiture Funds is hereby accepted. Further, that the amount of Five Hundred Eighteen and 85/100 Dollars (\$518.85) is hereby appropriated as a supplemental appropriation to the Rochester Police Department Operating Budget and that the funding for this supplemental appropriation shall be derived in its entirety from the Forfeiture Funds.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Lachance asked from what the forfeiture money is being received. Mayor McCarley stated this is from drug money. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Hailey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley all voting in favor.

13.2 Resolution Accepting \$59,325.00 CARES Act Funds from the State of New Hampshire and Supplemental Appropriation in Connection Therewith *first reading and consideration for adoption*

Councilor Lachapelle **MOVED** to read the resolution for a first time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 12-1 roll call vote with Councilors Hamann, Walker, Hutchinson, Belken, Abbott, Gray, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voting in favor and Councilor Lachance voting opposed. Mayor McCarley read the resolution for a first time by title only as follows:

Resolution Accepting \$59,325.00 CARES Act Funds from the State of New Hampshire and Supplemental Appropriation in Connection Therewith

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER:

That the amount of Fifty Nine Thousand Three Hundred Twenty Five Dollars (\$59,325.00) in State of New Hampshire CARES Act Funds is hereby accepted. Further, that the amount of Fifty Nine Thousand Three Hundred Twenty Five Dollars (\$59,325.00) is hereby appropriated as a supplemental appropriation to the City Clerk's Operating Budget to pay for increased election costs associated with the response to the COVID-19 pandemic and that the funding for this supplemental appropriation shall be derived in its entirety from the CARES Act Funds.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Lachance stated that he would not support this motion because it uses borrowed money from the federal government which will ultimately have to be paid back by tax payers. He stated that he does not feel the City needs these funds to operate. The **MOTION CARRIED** by a 12-1 roll call vote with Councilors Belken, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Abbott, Bogan, and Mayor McCarley voting in favor and Councilor Lachance voting opposed.

13.3 Resolution Deauthorizing \$11,974.16 from Granite Shield Grant Funds *first reading and consideration for adoption*

Councilor Lachapelle **MOVED** to read the resolution for a first time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Lachapelle, Rice, Walker, Hainey, Abbott, Bogan, Gray, Belken, Hamann, Lauterborn, Lachance, Hutchinson, and Mayor McCarley all voting in favor. Mayor McCarley read the resolution for a first time by title only as follows

Resolution Deauthorizing \$11,974.16 from Granite Shield Grant Funds

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER:

That the amount of Eleven Thousand Nine Hundred Seventy Four and 16/100 Dollars (\$11,974.16) in previously accepted Granite Shield Grant Funds is hereby deauthorized. No funds will be returned, the Police Department will reduce its request under the Grant for reimbursement.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Rice asked where this money would go. Finance Director Ambrose stated that the money would be deauthorized and placed into the general fund. Councilor Belken asked if this was originally grant money. City Attorney O'Rourke said that this is not funding that the City currently has, but rather an amount that is reimbursed. The City will file for a smaller reimbursement due to less overtime being used. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Belken, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance, Abbott, Bogan, and Mayor McCarley all voting in favor.

14. Other

Councilor Rice stated that although he had voted against it in the past, he would like to change his vote regarding in-person meetings for both committees and council and would like to discuss this option. Councilor Rice **MOVED** to restart in-person meetings for both council and committees. Councilor Walker seconded the motion. Councilor Lachapelle reiterated that he would like to get back to in person meetings, but he suggested the council

wait until the technology which is being put in place is established and tested before they make the decision. Councilor Gray asked if social distancing and PPE requirements would be enacted as it is in the school system for students. He also mentioned that there is not an adequate venue available in order for the Council to maintain social distancing during meetings, which is not plausible in council chambers. Mayor McCarley said she is in favor of in-person meetings with the stipulation that there are provisions in place for social distancing and PPE while following CDC guidelines.

Councilor Hutchinson stated that the Governor has extended the state of emergency through October 1, 2020 and the City should take it into consideration. The Council should continue to model good public health policy regardless of what the school and other entities are doing currently. He reiterated that it is not only committee members meeting, but there is also city staff and others present at each meeting. Councilor Lachance suggested that the vote be tabled until the workshop meeting to reevaluate the technology at that time.

Councilor Lachance **MOVED** to **TABLE** the motion to meet in person until the September 18 workshop. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** to table the motion by a 7-6 roll call vote with Councilors Lachapelle, Abbott, Bogan, Gray, Belken, Lachance, and Hutchinson voting in favor and Councilors Rice, Walker, Hainey, Hamann, Lauterborn, and Mayor McCarley voting opposed.

Councilor Lauterborn **MOVED** that committees meet in person at the discretion of the chair. Councilor Walker seconded the motion. Councilor Bogan asked if a committee member chose not to meet in person, if they would be able to connect remotely. City Attorney O'Rourke clarified that any member of a committee is always welcome to connect remotely; but if a chair person decides to meet in person they are essentially declaring that a state of emergency no longer exists which would require a quorum to be present in person to carry out business. If the majority is not present in person, the meeting would have to be canceled. Councilor Hamann stated that he would be reluctant to make a decision as the chair of a committee to meet in person due to the amount of people who would potentially be present between city staff and committee members. Councilor Hutchinson stated that he felt there is no rush to get back to in-person business during a worldwide pandemic and that city business is still able to be carried out via remote meetings. The **MOTION FAILED** by a 7-6 roll call vote with Councilors Rice, Lauterborn, Hainey, Walker, Lachance, and Mayor McCarley voting in favor and Councilors Belken, Gray, Hamann, Lachapelle, Hutchinson, Abbott, and Bogan voting opposed.

15. Non-Public/Non-Meeting

15.1 Non-Public Session – Land, RSA 91-A:3, II (d)

15.2 Non-Public Session – Personnel, RSA 91-A:3, II (a)

Councilor Lauterborn **MOVED** to go into non-public session at 7:46 PM under RSA 91-A:3, II (d) for land and RSA 91-A:3, II (a) for personnel. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a 12-0 roll call vote with Councilors Hamann, Walker, Hutchinson, Belken, Abbott, Gray, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voting in favor. Councilor Lachance was not audible at the time of the vote.

Councilor Lauterborn **MOVED** to exit the non-public session at 9:43 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a 12-0 roll call vote with Councilors Hamann, Walker, Hutchinson, Belken, Lachance, Abbott, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voting in favor. Councilors Gray was not audible at the time of the vote.

Councilor Lauterborn **MOVED** to seal the minutes of the non-public session RSA 91-A:3, II (d) under land as disclosure could render the proposed action ineffective. Councilor Walker seconded the motion. The **MOTION CARRIED** with a unanimous roll call vote with Councilors Lachapelle, Rice, Walker, Hainey, Abbott, Bogan, Gray, Belken, Hamann, Lauterborn, Lachance, Hutchinson, and Mayor McCarley voting in favor of the motion.

16. Adjournment

Mayor McCarley **ADJOURNED** the meeting at 9:46 PM.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk



City of Rochester, New Hampshire

OFFICE OF THE CITY MANAGER

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

www.RochesterNH.net

CITY MANAGER'S REPORT

September 2020

Contracts and documents executed since last month:

- **Assessing**
 - Valuation Services Agreement – Valuation Research Counseling **P. 41**
- **City Clerk's Office**
 - Kelly Services Agreement **P. 42**
- **City Manager**
 - Melanson Audit Engagement Letter **P. 43**
- **Department of Public Works**
 - Construction Agreement & Notice to proceed – Ted Berry Company LLC **P. 44**
 - Construction Agreement & Notice to Proceed – Strategic Environmental Services, Inc. **P. 45**
 - Amendment – Four Rod Rd Culvert Project – HTA **P. 46**
 - Amendment – Portland St culvert replacement – HTA **P. 47**
 - Design Amendment – Rt 202A Water Main Ext/Water Storage Tank – Wright Pierce **P. 48**
 - Amendment – Wallace Street, Nobis Engineering **P. 49**
 - Groundwater withdrawal permit – Annual monitoring services – GZA GeoEnvironmental services **P. 50**
 - Scope of Services – Rt 11 Roadway Improvement Study – HTA **P. 51**
 - Scope of Services – 105 N. Main Pedestrian Signal/Beacon – Stantec **P. 52**
 - Change Order – Contract reduction – Hutter Construction **P. 53**
 - Estimate for North Main St Reconstruction – SUR Construction **P. 54**
 - Award of Bid #21-11 – Integrity Earthworks, LLC **P. 55**
 - Award of Bid #21-12 – Ted Berry Company, LLC **P. 56**
 - Work Change Order FY20 Sidewalk rehabilitation **P. 57**
 - NPDES small MS4 general permit – Year 2 annual report **P. 58**
- **Economic Development**
 - CDBG Environ. Reviews – CAP Weatherization plumbing repair P. 59
 - CDBG Environ. Reviews – CAP Weatherization plumbing/hot water heater P. 61
 - CDBG Environ. Reviews – CAP Weatherization Hope on Haven Hill P. 62
 - CDBG Environ. Reviews – CAP Full Weatherization installations P. 63
 - CDBG CV Contract – Dover Adult Learning Addendum P. 64
 - CDBG Environ. Reviews – CAP Weatherization electrical repair P. 65
- **IT**
 - Consulting proposal – Realistic Development P. 66

Other documents included for information:

The following standard reports have been enclosed:

- Monthly Overnight Travel Summary - none
- Permission & Permits Issued -none
- Personnel Action Report Summary **P. 67**

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left blank...*

City Clerk's Office



City of Rochester, New Hampshire

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917
(603) 335-7609 Fax (603) 332-7589

MEMO

TO: Blaine Cox

FROM: Katie Ambrose, Deputy City Manager/Director of Finance & Administration

DATE: September 24, 2020

RE: Valuation Research Counseling – Valuation Services Agreement

Attached please find a Real Estate Valuation Services Agreement with Valuation Research Counseling to conduct an Appraisal Review of HCA's properties. I have approved a bid waiver for this service given its specialized nature and recommend entering into this agreement. These services would be funded out of Assessors – Appraisals 11050070-534004 which contains \$5,000, with the remaining funding to be transferred from General Overhead – Contingency 11080050-584000.

Feel free to let me know if you have any questions.

*Kathryn L
Ambrose*

Digitally signed by Kathryn L. Ambrose
DN: C=US, OU=Deputy City Manager/Finance
Director, O=City of Rochester, CN=Kathryn L.
Ambrose, E=kathryn.ambrose@rochesternh.net
Reason: I am approving this document with my
legally binding signature
Date: 2020-09-24 14:57:17
Foxit PhantomPDF Version: 9.7.0

Katie Ambrose

Deputy City Manager/Director of Finance & Administration

Enclosures: Real Estate Valuation Services Agreement

Katie Ambrose

From: Diane Hoyt
Sent: Tuesday, September 15, 2020 10:11 AM
To: Kelly Walters
Cc: Katie Ambrose; Angie Gray
Subject: FW: Message from HR
Attachments: SHR20091510210.pdf

Attached is the executed Kelly Services agreement for services in the City Clerk's office.

Angie - The plan is 40/hours a week at \$28.00/hour for approx. 7 weeks.

Diane

From: hr@rochesternh.net <hr@rochesternh.net>
Sent: Tuesday, September 15, 2020 11:22 AM
To: Diane Hoyt <diane.hoyt@rochesternh.net>
Subject: Message from HR



City of Rochester, New Hampshire

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917

(603) 335-7609 Fax (603) 332-7589

Date: September 30, 2020

To: Blaine Cox, City Manager

From: Katie Ambrose, Deputy City Manager & Dir. of Finance & Admin.

RE: Melanson Audit Engagement Letter – FY20 Audit

Please find the attached engagement letter for the fiscal year 2020 audit between the City of Rochester and Melanson. The City is currently under agreement with Melanson for FY20 audit services, but new standards require updated formatting and language. I recommend that this engagement letter be signed, as it is compliant with the updated standards and reflects the fees under our current agreement and budget.

Thank you and please contact me if you have any questions.

*Kathryn L
Ambrose*

Digitally signed by Kathryn L. Ambrose
DN: C=US, OU=Deputy City Manager/Finance
Director, O=City of Rochester, CN=Kathryn L.
Ambrose, E=kathryn.ambrose@rochesternh.net
Reason: I am approving this document with my
legally binding signature
Date: 2020-09-30 15:33:39
Foxit Reader PDF Version: 9.7.0

Kathryn L. Ambrose, Deputy City Manager/Director of Finance & Administration

Enclosure: Melanson 2020 Engagement Letter



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867
(603) 332-4096 Fax (603) 335-4352

www.rochesternh.net

INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
Katie Ambrose, Deputy City Manager/Director of Finance & Administration

FROM: Michael Bezanson, PE, City Engineer *MSB*

DATE: September 22, 2020

SUBJECT: **Construction Agreement and Notice To Proceed
Four Rod Road Culvert Rehabilitation Project (#21-12)**

CC: Peter Nourse, PE, Director of City Services

Attached please find one (1) original of the Agreement between Ted Berry Company, LLC and the City of Rochester for the Four Rod Road Culvert Rehabilitation project. This project was publicly bid and awarded to Ted Berry Company, LLC on September 11, 2020.

Also attached is one (1) original of the Notice To Proceed to Ted Berry Company, LLC for the construction of the Four Rod Road Culvert Rehabilitation project stating that the contract time will commence to run on September 28, 2020.

Katie - If you have any questions, please let me know. If not, please sign below and pass the documents on to the City Manager for signature. The signed original Agreement and Notice To Proceed documents should be returned to me at DPW for distribution.

Signature _____

Katie Ambrose
Deputy City Manager/Director of Finance & Administration

Attachments: Agreement and Notice To Proceed for Bid No. 21-12



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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Fax (603) 335-4352

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INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
Katie Ambrose, Deputy City Manager/Director of Finance & Administration

FROM: Michael Bezanson, PE, City Engineer *MSB*

DATE: September 3, 2020

SUBJECT: **Construction Agreement and Notice To Proceed
Wallace Street Site Soil Remediation Project (#21-13)**

CC: Peter Nourse, PE, Director of City Services

Attached please find one (1) original of the Agreement between Strategic Environmental Services, Inc. and the City of Rochester for the Wallace Street Site Soil Remediation project. This project was publicly bid and awarded to Strategic Environmental Services, Inc. on August 19, 2020.

Also attached is one (1) original of the Notice To Proceed to Strategic Environmental Services, Inc. for the construction of the Wallace Street Site Soil Remediation project stating that the contract time will commence to run on September 3, 2020.

Katie - If you have any questions, please let me know. If not, please sign below and pass the documents on to the City Manager for signature. The signed original Agreement and Notice To Proceed documents should be returned to me at DPW for distribution.

Signature *Katie L. Ambrose*
Katie Ambrose
Deputy City Manager/Director of Finance & Administration

Attachments: Agreement and Notice To Proceed for Bid No. 21-13



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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www.rochesternh.net

INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
Katie Ambrose, Deputy City Manager/Director of Finance & Administration

FROM: Michael Bezanson, PE, City Engineer *MSB*

DATE: September 10, 2020

SUBJECT: Four Rod Road Culvert Rehabilitation Project
Engineering Contract Amendment for Construction Administration

CC: Peter Nourse, PE, Director of City Services

Attached is one (1) original Contract Amendment No. 2 for Construction Phase Engineering Professional Services for the above referenced project. This Contract Amendment is between the City and Hoyle, Tanner & Associates, Inc. for construction administration and related services in the amount of \$14,929.

Funds are available in the following Public Works General Fund CIP account lines for this Contract Amendment:

- Four Rod Road Culvert, 15013010-771000-17528
- FY20 Corrective Drainage, 15013010-771000-20529
- FY21 Corrective Drainage, 15013010-771000-21520

Katie - If you have any questions, please let me know. If not, please sign below and pass on to the City Manager for signature. The signed original Contract Amendment document should be returned to me at DPW for distribution.

*Kathryn L
Ambrose*

Digitally signed by Kathryn L. Ambrose
DN: C=US, OU=Deputy City Manager/Finance
Director, O=City of Rochester, CN=Kathryn L
Ambrose, E=kathryn.ambrose@rochesternh.net
Reason: I am approving this document with my
legally binding signature
Date: 2020-09-11 15:38:18
Foxit PhantomPDF Version: 9.7.0

Signature _____

Katie Ambrose
Deputy City Manager/Director of Finance & Administration

Attachment: HTA Contract Amendment for Construction Administration



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

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Fax (603) 335-4352

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INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
Katie Ambrose, Deputy City Manager/Director of Finance & Administration

FROM: Michael Bezanson, PE, City Engineer *MSB*

DATE: September 15, 2020

SUBJECT: Portland Street Culvert Replacement Project
Engineering Contract Amendment for Construction Administration

CC: Peter Nourse, PE, Director of City Services

Attached is one (1) original Contract Amendment No. 4 for Construction Phase Engineering Professional Services for the above referenced project. This Contract Amendment is between the City and Hoyle, Tanner & Associates, Inc. for construction administration and related services in the amount of \$20,119.

Funds are available in the following Public Works General Fund CIP account line for this Contract Amendment:

- FY21 Corrective Drainage, 15013010-771000-21520

Katie - If you have any questions, please let me know. If not, please sign below and pass on to the City Manager for signature. The signed original Contract Amendment document should be returned to me at DPW for distribution.

*Kathryn L
Ambrose*

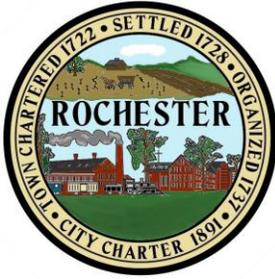
Digitally signed by Kathryn L Ambrose
DN: C=US, OU=Deputy City Manager/Finance
Director, O=City of Rochester, CN=Kathryn L
Ambrose, E=kathryn.ambrose@rochesternh.net
Reason: I am approving this document with my legally
binding signature
Date: 2020-09-16 16:46:20
Foxit PhantomPDF Version: 9.7.0

Signature _____

Katie Ambrose
Deputy City Manager/Director of Finance & Administration

Attachment: Portland St Task Order 10

10/01/2020



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
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INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER AND DIRECTOR OF FINANCE & ADMINISTRATION

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

DATE: SEPTEMBER 4, 2020

SUBJECT: Wright Pierce Engineers
Rt 202A Water Main & Water Storage Tank Design Amendment #2
\$125,100.00

CC: Michael S. Bezanson, PE City Engineer
Peter C. Nourse, PE, Director of City Services

Attached please find one copy of Wright Pierce Engineers Amendment # 2 for the Rt 202A Water Main Extension and Water Storage Tank Design. The additional cost are primarily related to the working with NHDOT and Highfield Commons.

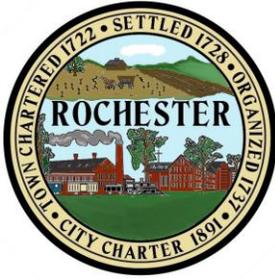
The funding is available in the Water Fund CIP RT202A Water Line Ext Project account as follows:

55016010-771000-19532 = \$125,100.00

If you have any question, please call, if not please sign electronically and pass on to the City Manager for signature. Once completed please return document to me at the DPW for Distribution

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)

10/01/2020



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net



INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER AND DIRECTOR OF FINANCE & ADMINISTRATION

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

DATE: SEPTEMBER 4, 2020

SUBJECT: NOBIS ENGINEER
Wallace Street – Soil Remediation Brownfield Grant Project
\$56,235.66

CC: Michael S. Bezanson, PE City Engineer
Peter C. Nourse, PE, Director of City Services

Attached please find (1) one copy of the Nobis Engineers Engineering Amendment #1 for Bidding and Construction Phase Engineering and Project Administration of the Wallace Street former Advance Recycling Brownfield Project. The amendment cost is \$56,235.66.

The funds will come from the Brownfields Grant remaining funds after contractor award and the Economic Development CIP Fund set up for this work: Account numbers and amounts as follows:

15013010771000-19568 = \$6,010.00
15011010-771000-09501 = \$50,225.66

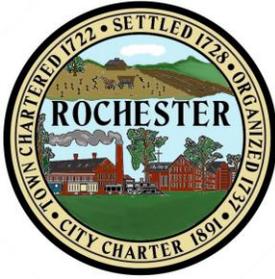
If you have any question, please call, if not please sign electronically and pass on to the City Manager for signature. Once completed please return document to me at the DPW for Distribution

Kathryn L Ambrose

Digitally signed by Kathryn L Ambrose
DN: C=US, OU=Deputy City Manager/Finance Director, O=City of Rochester, CN=Kathryn L
Ambrose, E=kathryn.ambrose@rochesternh.net
Reason: I am approving this document with my legally binding signature
Date: 2020-09-04 11:52:58
Foxit PhantomPDF Version: 9.7.0

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)

10/01/2020



City of Rochester, New Hampshire
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(603) 332-4096
www.RochesterNH.net



INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER AND DIRECTOR OF FINANCE & ADMINISTRATION

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR

DATE: SEPTEMBER 4, 2020

SUBJECT: GZA GeoEnvironmental Services
Large Groundwater Withdrawal Permit – Annual Required Monitoring Services
\$5,800.00

CC: Michael S. Bezanson, PE City Engineer
Peter C. Nourse, PE, Director of City Services

Attached please find one copy of the GZA Environmental Wetlands Monitoring Agreement. This professional service agreement is for the 2021 annual reporting monitoring at the Cocheco Well Site. GZA assisted the City to obtain this permit in 2006 and has been providing the monitoring and reporting service since that time. Their history and knowledge of this permit provides for consistent accurate reporting and assessments of potential impacts.

This work is as budgeted in the WTP O&M Account as follows:

51601073-533002 = \$5,800.0

If you have any question, please call, if not please sign electronically and pass on to the City Manager for signature. Once completed please return document to me at the DPW for Distribution

Kathryn L Ambrose

Digitally signed by Kathryn L. Ambrose
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(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)



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INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER AND DIRECTOR OF FINANCE & ADMINISTRATION

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR

DATE: SEPTEMBER 4, 2020 *LJC*

SUBJECT: Hoyle Tanner & Associates (HTA)
RT11 Roadway Improvement Study
\$24,998.00

CC: Michael S. Bezanson, PE City Engineer
Peter C. Nourse, PE, Director of City Services

Attached please find (1) one copy of the HTA Consulting Engineers Scope of Services related to RT.11 Roadway Improvement Study. The cost of this scope is \$24,998.00.

The funds will come from Granite Ridge TIF162K account set up for this work: Account number and amount as follows:

70303010-5332200 = \$24,998.00

If you have any question, please call, if not please sign electronically and pass on to the City Manager for signature. Once completed please return document to me at the DPW for Distribution

Kathryn L Ambrose

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10/01/2020



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INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER AND DIRECTOR OF FINANCE & ADMINISTRATION

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

DATE: SEPTEMBER 4, 2020

SUBJECT: Stantec Engineers Scope of Services
105 North Main Street – Pedestrian Signal/Beacon Project
\$12,435.62

CC: Michael S. Bezanson, PE City Engineer
Peter C. Nourse, PE, Director of City Services

Attached please find (1) one copy of the Stantec Engineers scope of services related to the Pedestrian Crossing Signal/Beacon Project on North Main Street. The cost of this scope for both task 1 & 2 is \$12,435.62. This includes construction plans as well as NHDOT & utility company coordination.

The funds will come from General Fund CIP account set up for this work: Account number and amount as follows:

15013010-771000-21538 = \$12,435.62

If you have any question, please call, if not please sign electronically and pass on to the City Manager for signature. Once completed please return document to me at the DPW for Distribution

Kathryn L Ambrose

Digitally signed by Kathryn L Ambrose
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CN=Kathryn L Ambrose, E=kathryn.ambrose@rochesternh.net
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INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER / DIRECTOR OF FINANCE & ADMIN

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

DATE: September 14, 2020

SUBJECT: Hutter Construction – New DPW Facility Contract
Change Order #3 – Contract Reduction of -\$15,454.14

CC: Michael S. Bezanson, PE City Engineer
Peter C. Nourse, PE, Director of City Services

Attached please find (1) one copy of the Hutter Construction Company Change Order #3 that results in a net change reduction in the amount of \$15,454.14

Change #3 reflects value engineered changes that include the following

Item #1 Elimination of Concrete Pad & associated structures & Increase excavation for underground lines related to natural gas change	Increase	\$6,258.11
Item #2 Modification to materials for infiltration basin #2	Decrease	-\$3,904.25
Item #3 Modification to under-slab insulation related to radiant heat floors	Decrease	-\$17,808.00
Total Decrease		- \$15,454.14

If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution

Kathryn L Ambrose

Digitally signed by Kathryn L. Ambrose
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E=kathryn.ambrose@rochesternh.net
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10/01/2020



INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER AND DIRECTOR OF FINANCE &
ADMINISTRATION

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

DATE: August 31, 2020

SUBJECT: SUR Construction
North Street Reconstruction
\$91,165.50

CC: Michael S. Bezanson, PE City Engineer
Peter C. Nourse, PE, Director of City Services

Attached please find (1) one copy of the SUR Construction Co, estimate for the drainage improvements and reconstruction of North Street. The pricing for this project is per bid pricing in Bid #17-30 "Equipment Rental and Construction Services". The pricing in the bid document is good through 12-31-2020.

The funds will come from the CIP Fund set up for this work in the following account:

15013010-771000-21522 = \$91,165.50

If you have any question, please call, if not please sign electronically and pass on to the City Manager for signature. Once completed please return document to me at the DPW for Distribution

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)



City of Rochester, New Hampshire

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INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
Katie Ambrose, Deputy City Manager/Director of Finance & Administration

FROM: Michael Bezanson, PE, City Engineer *MJB*

DATE: September 15, 2020

SUBJECT: Recommendation to Award Bid #21-11
Portland Street Culvert Replacement Project

CC: Peter Nourse, PE, Director of City Services

Based upon a review of the bids received for the above referenced project (engineering consultant's recommendation to award is attached), I am recommending Award of Bid #21-11 to Integrity Earthworks, LLC. Enclosed please find one (1) original Notice Of Award for signature.

The total award is for \$188,950.38. The funds are available in the following Public Works General Fund CIP account lines:

- Portland Street Culvert, 15013010-771000-20534
- FY21 Corrective Drainage, 15013010-771000-21520

Katie - If you have any questions, please let me know. If not, please sign below and pass on to the City Manager for signature. The signed original Notice Of Award document should be returned to me at DPW for distribution.

Signature *Katie Y. Ambrose*
Katie Ambrose
Deputy City Manager/Director of Finance & Administration

Attachment: Notice Of Award for Bid No. 21-11
HTA Recommendation to Award Bid No. 21-11



City of Rochester, New Hampshire

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INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
Katie Ambrose, Deputy City Manager/Director of Finance & Administration

FROM: Michael Bezanson, PE, City Engineer *MSB*

DATE: September 10, 2020

SUBJECT: Recommendation to Award Bid #21-12
Four Rod Road Culvert Rehabilitation Project

CC: Peter Nourse, PE, Director of City Services

Based upon a review of the bid received for the above referenced project (engineering consultant's recommendation to award is attached), I am recommending Award of Bid #21-12 to Ted Berry Company, LLC. Enclosed please find one (1) original Notice Of Award for signature.

The total award is for \$226,130.00. The funds are available in the following Public Works General Fund CIP account lines:

- Four Rod Road Culvert, 15013010-771000-20535
- FY20 Corrective Drainage, 15013010-771000-20529

Katie - If you have any questions, please let me know. If not, please sign below and pass on to the City Manager for signature. The signed original Notice Of Award document should be returned to me at DPW for distribution.

*Kathryn L
Ambrose*

Digitally signed by Kathryn L Ambrose
DN: C=US, OU=Deputy City Manager/Finance
Director, O=City of Rochester, CN=Kathryn L
Ambrose, E=kathryn.ambrose@rochesternh.net
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Signature _____

Katie Ambrose
Deputy City Manager/Director of Finance & Administration

Attachment: Notice Of Award for Bid No. 21-12
HTA Recommendation to Award Bid No. 21-12



City of Rochester, New Hampshire

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INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
Katie Ambrose, Deputy City Manager/ Director of Finance & Administration

FROM: Timothy S. Goldthwaite, PE, Assistant City Engineer

DATE: September 10, 2020

SUBJECT: **FY20 Sidewalk Rehabilitation Work Change Order (#19-14)
Portions of Portland Street and Mill Street**

CC: Michael S. Bezanson, PE, City Engineer
Peter C. Nourse, PE, Director of City Services

Attached please find one (1) copy of Change Order #2 to the City's Sidewalk Rehabilitation Contract (#19-14), including the Street Section Schedule - Attachment "A" and the Bid Schedule Itemization - Attachment "B". This work is a continuation of the FY19 Sidewalk Rehabilitation Contract and includes FY20 sidewalk work along portions of Portland Street and Mill Street. To accommodate the additional sidewalk work, the contract time is extended by this Change Order to November 30, 2020. The total net increased cost to the contract by this Change Order is \$212,151.00 and funds are available in the following account lines for this Change Order:

- FY19 General Fund CIP account line: 15013010-771000-19563 (\$71,505.16)
- FY20 General Fund CIP account line: 15013010-771000-20536 (\$140,645.84)

Katie - If you have any questions, please let me know. If not, please sign below and forward to the City Manager for signature. The signed original Change Order No. 2 should be returned to DPW for distribution.

*Kathryn L
Ambrose*

Digitally signed by Kathryn L Ambrose
DN: C=US, OU=Deputy City Manager/Finance
Director, O=City of Rochester, CN=Kathryn L
Ambrose, E=kathryn.ambrose@rochesternh.net
Reason: I am approving this document with my
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Date: 2020-09-11 15:17:30
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Signature _____

Katie Ambrose
Deputy City Manager/ Director of Finance & Administration

Attachment: Sidewalk Rehabilitation Contract 19-14, Change Order No. 2 with Attachments

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INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
FROM: Michael Bezanson, PE, City Engineer *MSB*
DATE: September 24, 2020
SUBJECT: **2017 NH NPDES Small MS4 General Permit -
Year 2 Annual Report (July 1, 2019 – June 30, 2020)**
CC: Peter Nourse, PE, Director of City Services

Attached please find one (1) original of the City's Year 2 Annual Report for the 2017 NH NPDES Small MS4 General Permit for stormwater discharges (reporting period July 1, 2019 – June 30, 2020).

Please sign the original document and return the Annual Report to me at Public Works.

This Annual Report will be submitted to both the NHDES and EPA (due date: September 28, 2020).

Please contact me with any questions. Thank you.

TO: Blaine Cox, City Manager

FROM: Julian Long, Community Development Coordinator

RE: FY 2021 Strafford CAP Weatherization Environmental Reviews

There are several environmental reviews for Community Action Partnership of Strafford County's weatherization program for the City Manager's review and signature. Most are for general weatherization retrofits for manufactured homes located in a variety of locations throughout the city. City Council approved funding for this activity at the May 5, 2020 City Council meeting.

Thank you very much, and please contact Julian with any questions or concerns.

Date: September 1, 2020

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2021 CDBG Environmental Review – CAP Weatherization

Please see attached the completed FY 2021 Community Development Block Grant (CDBG) environmental review for the plumbing repair in a stick-built home located in the northeastern region of the city, under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the May 5, 2020 City Council meeting.

The environmental review requires the signature of the City Manager as the authorized official for the City of Rochester. Thank you very much, and please contact Julian with any questions or concerns.

Date: September 2, 2020

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2021 CDBG Environmental Reviews – CAP Weatherization

Please see attached the completed FY 2021 Community Development Block Grant (CDBG) environmental reviews for plumbing repairs and hot water heater repairs in two manufactured homes, under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the May 5, 2020 City Council meeting.

The environmental reviews require the signature of the City Manager as the authorized official for the City of Rochester. Thank you very much, and please contact Julian with any questions or concerns.

Date: September 3, 2020

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2021 CDBG Environmental Reviews – CAP Weatherization

Please see attached the completed FY 2021 Community Development Block Grant (CDBG) environmental reviews for installation of an energy-saving vestibule at Hope on Haven Hill, under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the May 5, 2020 City Council meeting.

The environmental review requires the signature of the City Manager as the authorized official for the City of Rochester. Thank you very much, and please contact Julian with any questions or concerns.

Date: September 14, 2020

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2021 CDBG Environmental Reviews – CAP Weatherization

Please see attached the completed FY 2021 Community Development Block Grant (CDBG) environmental reviews for two full weatherization installations (heating system, insulation, CO2 detectors) in two manufactured homes, under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the May 5, 2020 City Council meeting.

The environmental reviews require the signature of the City Manager as the authorized official for the City of Rochester. Thank you very much, and please contact Julian with any questions or concerns.

Date: September 24, 2020

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2021 CDBG-CV Contract – Dover Adult Learning Center – Addendum

Please see attached the signed FY 2021 Community Development Block Grant (CDBG) CARES Act funding contract addendum between the City of Rochester and the Dover Adult Learning Center. City Council approved CARES Act CDBG funding for these activities at the July 7, 2020 City Council meeting. The addendum allows Dover Adult Learning Center to expend granted funds for technology purchases for remote learning.

The contract addendum requires the signature of the City Manager and the signature of a witness. Thank you very much. Please contact Julian with any questions or concerns.

Date: September 29, 2020

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2021 CDBG Environmental Reviews – CAP Weatherization

Please see attached the completed FY 2021 Community Development Block Grant (CDBG) environmental reviews for electrical repair work in a manufactured home located in Gonic, under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the May 5, 2020 City Council meeting.

The environmental review requires the signature of the City Manager as the authorized official for the City of Rochester. Thank you very much, and please contact Julian with any questions or concerns.



City of Rochester, New Hampshire
INFORMATION TECHNOLOGY SERVICES
31 Wakefield St • Rochester, NH 03867
www.rochesternh.net

INTEROFFICE MEMORANDUM

TO: Blaine City Manager
Katie Ambrose, Finance Director

FROM: Sonja Gonzalez, Chief Information Officer

DATE: September 14, 2020

SUBJECT: Realistic Development – Consulting - \$125/hr

CC:

Attached please find one copy of the IT consulting proposal. The work described in this scope of services is for assisting with the selection of Solutions Architect.

There is sufficient funding in the IT CONSULTING OTHER account 11020050-534006.

If you have any questions, please let me know. If not, please sign and pass on to the City Manager for signature. This document should be returned to Sonja Gonzalez for distribution.

Signature *Kathryn L. Ambrose*
Katie Ambrose, Finance Director

Digitally signed by Kathryn L. Ambrose
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o=City of Rochester, cn=Kathryn L. Ambrose,
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City Clerk's Office



City of Rochester, New Hampshire

OFFICE OF THE MAYOR

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**ROCHESTER ELKS LODGE DAY
PROCLAMATION**

WHEREAS, The Rochester, NH Lodge No. 1393 will celebrate its 100th Anniversary on Saturday, October 24th, 2020;

WHEREAS, Since its beginning in 1920, lodge members have volunteered their time and resources to help those in need in our community, and served in all areas of the local, state, and national levels of the Elks Organization; and

WHEREAS, In the past year alone, the Elk Members have contributed more than \$380,000k to the Greater Rochester community through volunteer hours, miles traveled, and various grants for multiple projects that support our local youth, veterans, individuals in recovery, and those in need.

WHEREAS, The Rochester, NH Lodge No. 1393 is one of the Benevolent and Protective Order of Elks that invest in their communities through programs that help children grow up healthy and drug-free, meet the needs of today's veterans, and improve our overall quality of life. The Rochester, NH Lodge was formally instituted on June 9, 1920.

WHEREAS, The first home of the Rochester, NH Lodge No. 1393 was once located in the Albert Wallace estate on South Main Street. In 1966 the Elks purchased land on Columbus Avenue behind their house and built their current building. The Lodge had always been active in the community and has steadily grown over the years and now numbers over 900 men and women.

NOW, THEREFORE, I, Caroline McCarley, Mayor, do hereby proclaim October 24th, 2020 as

ROCHESTER ELKS LODGE DAY

In Rochester, and encourage all our citizens to congratulate the Rochester, NH Lodge No. 1393 in celebrating their 100th Anniversary, and their good works for the community.

IN WITNESS WHEREOF I have hereunto set my hand and have caused the great seal of the City of Rochester to be affixed this 6th day of October, in the year of our Lord, Two Thousand Twenty.

Caroline McCarley
Mayor

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City Clerk's Office

Codes and Ordinances Committee

Councilor Peter Lachapelle, Chair
Councilor Elaine Lauterborn, Vice Chair
Councilor Tom Abbott
Councilor Chris Rice
Councilor Laura Hainey



Others Present

Terence O'Rourke, City Attorney
Jenn Marsh, Economic Development

CODES AND ORDINANCES COMMITTEE

Of the Rochester City Council

Thursday, September 3, 2020

31 Wakefield Street, Rochester, NH

Meeting conducted remotely

6:00 PM

Minutes

1. Call to Order

Councilor Lachapelle called the Codes & Ordinances meeting to order at 6:00 PM and read the following preamble:

Good Evening, as Chairperson of the Codes & Ordinances Committee I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) **Providing public access to the meeting by telephone:** At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. Some meetings will allow live public input, however you must have pre-registered online, otherwise, the meeting will be set to allow the public to "listen-in" only, and there will be no public comment taken during the meeting. [Public Input Registration](#) (Please note: In order to notify the meeting host that you would like to speak, press 5* to be recognized and unmuted)

Phone number: 857-444-0744 Conference code: 843095

b.) **Public Access Troubleshooting:** If any member of the public has difficulty accessing the meeting by phone, please email PublicInput@RochesterNH.net or call 603-332-1167.

c.) **Public Input:** Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, when permitted, with the City Council (Public Hearing and/or Workshop settings) are encouraged to do so by the following methods:

- **Mail:** City Clerk/Public Input, 31 Wakefield Street, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- **email** PublicInput@rochesternh.net (*must be received no later than 4:00 pm of meeting date*)
- **Voicemail** 603-330-7107 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

d.) **Roll Call:** Please note that all votes that are taken during this meeting shall be done by Roll Call vote. Let's start the meeting by taking a Roll Call attendance. When each member states their name (and/or ward), also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. (Additionally, Council members are required to state their name and ward each time they wish to speak.)

Deputy City Clerk Cassie Givara took the roll call. All Councilors were present and indicated that they were alone in the location from which they were connecting remotely.

2. Public Input

Deputy City Clerk Cassie Givara read an email* from Joe Boudreau regarding outdoor dining on North Main Street. (**correspondence added as an addendum to online packet*)

3. Acceptance of the Minutes

3.1 August 6, 2020 *motion to approve*

Councilor Hainey **MOVED** to **APPROVE** the minutes of the August 6, 2020 Codes & Ordinances Meeting. Councilor Rice seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Rice, Lauterborn, Hainey, Lachapelle, and Abbott all voting in favor.

4. **Update: Outdoor Dining Ordinance**

Jenn Marsh, Economic Development, stated that the departments will be meeting next Wednesday to review some draft changes to the dining ordinance and these changes will be coming

back to the Codes & Ordinances Committee at the October 1, 2020 meeting.

Councilor Lachapelle noted that there are two lanes which turn left off of Union Street onto North Main Street; these will need to be addressed if this section of the North Main Street is reduced to one lane to accommodate outdoor dining. Ms. Marsh stated that she would bring up the discussion on traffic at the upcoming meeting. Councilor Lauterborn asked if the establishments in downtown were feeling positive about the changes to the ordinance and whether or not the allowances for entertainment had been utilized. Ms. Marsh reported that the businesses downtown have reported that the outdoor dining changes have helped their numbers during COVID. Ms. Marsh reported that none of the establishments downtown have applied for a permit for outdoor entertainment as of this time. It was clarified that in order to have outdoor entertainment on City property, a business would need to apply for a special events permit and have the area inspected for safety and suitability.

Councilor Rice inquired about the lights which had been hung on a portion of North Main Street and asked if there was a plan to extend them down the street or look at examples of other lighting. Ms. Marsh stated that they were waiting for feedback on the current lighting and waiting to see how they held up to the elements. If all goes well, the plan is to extend the string lights down the entirety of the street on both sides. She stated that the City is still looking at affordable options for pole lights which are not holiday-specific, but they have not found anything yet.

5. Code of Ordinances – Proposed review plan

City Attorney Terence O'Rourke gave an overview of the proposed process which the committee will use to review the chapters and suggest amendments to the City ordinances. The Codes & Ordinances committee will decide on which chapters to review at each meeting(s), and the relevant departments will be consulted and their input solicited. The committee will then vote on any amendments to be presented to full council before moving on to other chapters. It was suggested that the committee focus on one chapter per meeting, and if the changes are minor or simply grammatical, additional chapters can be added.

Councilor Rice suggested starting with a department which only has a single chapter on the provided list, such as planning or fire. He cautioned against starting with City Clerk due to the workload generated by the November general election.

Councilor Lauterborn questioned whether or not this review of the City Ordinances would be considered essential business. She suggested waiting to start this project until the committees and boards were meeting in person again.

There was a discussion in committee regarding the schedule of chapters to be reviewed. It was decided that at the October 1, 2020 meeting, the review would start with chapters 16 and 75 for the Fire Department. If the fire chapters are completed, the committee would move onto chapters 28, 149, 167 and 254 for the police department in November, and potentially chapter 158 for Recreation and Arena in December.

6. Other

No Discussion.

7. Adjournment

Councilor Lachapelle **ADJOURNED** the Codes & Ordinances Committee meeting at 6:21 PM.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk



Fidelity Committee
of the
Tri-City Joint Mayors' Task Force on Homelessness
Meeting Conducted Remotely
September 17, 2020
6:00 PM

MAYORS

Mayor Caroline McCarley
 Mayor Robert Carrier
 Mayor Dana Hilliard

Rochester Members

Jeremy Hutchinson
(chairman)

Barbara Holstein

Dover Members

Charles Reynolds

Betsey Andrews Parker

Somersworth Members

Todd Marsh

Dina Gagnon

Others Present: Paige Farmer, Home For All. Tory Jennison, IDN.

MINUTES

1. Call to Order

Chairman Hutchinson called the remote meeting to order at 6:03 PM and read the following preamble:

Good Evening, as Chairperson of the Fidelity Committee, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code.

1-857-444-0744 conference code: 689461

(Please note: In order to notify the meeting host that you would like to speak, press 5* to be recognized and unmuted)

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Cassie Givara, Deputy City Clerk of Rochester, called the roll. The following members were present: Chairman Jeremy Hutchinson, Barbara Holstein, Vice Chair Todd Marsh, and Betsey Andrews Parker. Mayor Caroline McCarley, Mayor Bob Carrier and Mayor Dana Hilliard were also present. Charlie Reynolds and Dina Gagnon were absent.

2. Public Input

Paige Farmer, Home For All, reported that their organization recently received a grant from the United Way and, with this funding, will be launching an Affordable Housing Incentive program in October. This will offer financial incentives to try to encourage landlords and private rental properties owners to get creative in keeping rents affordable and accepting housing vouchers. Ms. Farmer stated that currently this is a pilot program designed to bring individuals and families already in place at their partner shelter into permanent housing. Ms. Farmer stated that she would provide more information to the committee on the proposal.

3. Communications from the Mayors

Mayor Hilliard reported that the Mayors and cities have been diligently working with the County to source a location for a seasonal shelter. He stated that there would be an official announcement coming in regards to a location which has been agreed upon. The details will be finalized within the next 48-72 hours and an official announcement will be made. Mayor Hilliard said he believes this location will meet the needs of the cities for the upcoming winter as well as accommodating the wrap-around services. Mayor McCarley added that she felt this was a good opportunity for the cities to learn how a permanent shelter could work moving forward and to gain experience.

Mayor McCarley reported that she had received a call from David Tilley, the regional administrator for HUD, inquiring what the Fidelity Committee was working on checking if there was anything HUD could do to be involved. HUD has been working within the state to move towards zero homelessness for veterans; in Nashua they are at almost 100% success in eliminating homelessness for veterans. Mr. Tilley wanted to see if the Fidelity Committee would be interested in encouraging the Tri-Cities to take on the challenge of eliminating homelessness for veterans. Mayor McCarley stated that HUD is willing to come in and discuss their work with the committee and assist with the process. Chairman Hutchinson committed to taking on this proposal and contacting Mr. Tilley to start the process. The topic will be discussed at the October Fidelity Committee meeting.

Mayor McCarley said that Rochester is engaging with landlords both locally and statewide through the landlords association to determine what landlords are seeing and dealing with as the COVID eviction moratorium comes to an end. She stated that they are making an effort to stay ahead of any potential evictions and avoiding tenant homelessness. Mayor McCarley stated that there is a meeting occurring within the next week and she stated she would report back to the committee next month with any findings.

Mayor Carrier expressed excitement over the upcoming announcement of a seasonal shelter. He reported that he had been in active discussions on the potential use of properties in Dover for temporary shelters, which hopefully will not need to be utilized if the seasonal shelter comes to fruition. Mayor McCarley clarified that the announcement would not be for a long-term, permanent fix and that the cities and the committee should continue working towards a more permanent solution for future years.

Mayor Hilliard expressed that the establishment of this seasonal shelter is in no small part due to the cooperative relationship which has been built between the 3 cities and the hard work carried out by the committee as well as the creation of the master plan.

4. Communications from the Chairs

Vice Chair Marsh reported on a virtual meeting he attended, held by the NH Welfare Association. He stated that the sense was that organizations are doing a good collaborative job at preventing homelessness; the challenge is that there is currently an increase in those experiencing homelessness and an increase in individuals living in homeless encampments. He spoke about the ongoing efforts of the committee and organizations to continue to combat this issue.

Chairman Hutchinson spoke about the current situation with COVID and speculated that the committee would continue to meet remotely for the foreseeable future in order to stay safe and model good public health during the pandemic.

5. **Update: Seasonal Shelter/Warming Center plan**

Betsey Andrews Parker stated that the upcoming announcement from the mayors would mean that there would not be a continued need for warming shelters rotating through the 3 cities as has happened in the previous two winters. Chairman Hutchinson suggested that the committee continue to maintain and research back-up plans. Ms. Andrews Parker briefly discussed the Plan B of a day shelter if the seasonal shelter plan fell through.

Ms. Andrews Parker spoke about the enormous amount of work and effort over the past several months which went into getting this seasonal shelter established; while there may have been a public perception that not enough was happening, there was significant work being done behind the scenes to get to this point. Mayor Hilliard agreed and stated that in government there is a reason things sometimes need to move slowly; to examine every angle and ensure that the plan is sustainable.

6. **Continued Review of Master Plan**

6.1 **Recovery Friendly Workplace recommendation for Tri-City Councils**

Chairman Hutchinson stated that he has drafted some language to be formalized, sent to the Tri City mayors, and then presented to their respective councils. Mayor Hilliard reported that he will be bringing this proposal forward to Somersworth's joint commission of the City Council and School Board. They intend to come up with a collective plan to bring this forward unilaterally to both the School department and the City Council. Chairman Hutchinson committed to developing a formal recommendation to go to each of the three councils.

7. **Other**

No discussion.

8. **Closing Public Input**

Tory Jennison, IDN, thanked all involved for the time, energy and effort they have put into making the seasonal shelter a reality.

9. **Adjournment**

Chairman Hutchinson **ADJOURNED** the meeting at 6:36 PM.

Respectfully Submitted,

Cassie Givara, Deputy City Clerk, Rochester

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Finance Committee
Meeting Minutes

Meeting Information

Date: September 15, 2020

Time: 6:00 P.M.

Location: Remote meeting via Microsoft Teams

Committee members present: Mayor McCarley, Deputy Mayor Lauterborn, Councilor Bogan, Councilor Gray, Councilor Hamann, Councilor Lachance, and Councilor Walker.

City staff present: City Manager Blaine Cox. Deputy City Manager Katie Ambrose. Deputy Finance Director Mark Sullivan. Director of Human Resources Diane Hoyt. Director of Economic Development Mike Scala.

Agenda & Minutes

1. Call to Order

Mayor McCarley called the finance committee meeting to order at 6:00 PM and read the following preamble:

Good Evening, as Chairperson of the Finance Committee, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name and ward, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Deputy City Clerk Cassie Givara took the roll call. The following Committee Members were present and stated that they were alone at the location from which they were connecting remotely: Councilors Bogan, Gray, Hamann, Lachance, Lauterborn, Walker, and Mayor McCarley.

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2. Public Input

Ray Barnett, resident, addressed the committee in regards to the agenda item for a proposed Assistant Director of Economic Development and the use of money from contingency fund. He also spoke about agenda item 4.2 for the LDI land purchase.

3. Unfinished Business-None

No discussion.

4. New Business-

4.1 Position Classifications

Councilor Walker inquired about the purpose of the new position of Assistant Director of Economic Development. Mike Scala, Director of Economic Development, stated that this is not a new position but rather a reclassification of the economic development specialist currently in place. He stated that the specialist position has morphed well beyond the original job description. The duties and responsibilities are more in line with an assistant director or deputy.

Councilor Lauterborn questioned the need for such a small department to have multiple directors. Director Scala said that the reclassification is more in line with the duties already performed by the specialist, and stated that in other municipalities specialists don't handle the broad array of responsibilities with which they are tasked in Rochester. City Manager Cox said that the role of specialist has turned into a higher level position, which is reflected in the title, description and pay grade of the new position. He clarified that the person currently in this position has already been a second in command within the department and has taken an active, visible role in the community and as a manager in the department.

City Manager Cox clarified that this will be a new position created, but it does not necessarily mean that there will be an existing employee promoted into the position. If the current specialist is promoted to assistant director, it will leave the specialist position open. He stated that the committee is only voting to create the position; in order to actually fill the position he will need to come back to council to show that the City has sourced \$15,000 to cover the difference in salaries between the two positions.

Councilor Gray inquired what percentage raise increase the \$15,000 would constitute. City Manager Cox stated he would get that information.

Councilor Walker stated that if he were to vote for the creation of the assistant director position, he would also vote to eliminate the specialist position to avoid that being filled in the future.

Councilor Lachance **MOVED** to send the creation of an Assistant Director of Economic Development position to the full Council. Councilor Hamann seconded the motion. Councilor Lachance asked for clarification on the reclassification of the position and whether or not it would effectively eliminate the specialist position. City Manager Cox stated that the term

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“reclassification” is being used incorrectly; the committee is voting to create a new position with associated job description and pay grade, but it would not eliminate the original specialist position. He stated that he could theoretically fill the specialist position if he had the budget available, but committed to not filling the position without Council approval. Diane Hoyt, Director of HR, clarified that the action being taken is to accept the position into the merit plan; it would be an unfunded position until someone is promoted or hired to fill the position. She also clarified that the specialist position could not be eliminated because it falls under the RMEA collective bargaining agreement. It would simply stay as an unfunded position. The **MOTION CARRIED** by a 4-3 roll call vote with Councilors Lachance, Bogan, Hamann, and Mayor McCarley voting in favor and Councilors Walker, Lauterborn, and Gray voting opposed.

Mayor McCarley asked for a motion to accept the Deputy Chief Information Officer and Solutions Architect positions and send them to full council. Councilor Lachance asked for more information on the positions. City Manager Cox said that these positions were already adopted by Council in the current budget and are already funded. They were part of the included “Issues & Options” approved by Council in this current fiscal year budget; this action would simply be to create the positions. Councilor Lachance **MOVED** to create the positions of Deputy Chief Information Officer and Solutions Architect. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Gray, Walker, Bogan, Hamann, Lauterborn, Lachance and Mayor McCarley all voting in favor.

42 LDI Project- Land Purchase Change of Funding

Deputy Finance Director Mark Sullivan gave an overview of the item. He stated that Council granted the authority to borrow \$3 million. The land purchase was then executed and charged to the \$3 million fund, but it turned out that the land purchase plus the contract for the project exceeded the \$3 million allotted. The City then resold the land and received \$150,000. Mr. Sullivan explained that the City can’t keep the land revenue for the sale because it’s a borrowing authority and the city is not borrowing that money. He suggested moving the land sale out of the account all together, which will make it appear there is a surplus. Mr. Sullivan stated that there has to be room left in case of change orders. If the money is moved completely, the deficit of \$75,000 needs to be reflected somewhere; either in general fund unassigned fund balance or the retained earnings of the Granite State Business Park TIF. He suggested having the TIF absorb it because they would receive the tax revenue from the property anyway.

Councilor Lachance **MOVED** to increase the REDC appropriation by \$225,000 from the GSBP TIF. Councilor Walker seconded the motion. The **MOTION CARRIED** by unanimous roll call vote with Councilors Lauterborn, Hamann, Gray, Lachance, Walker, Bogan, and Mayor McCarley all voting in favor.

5. Reports from Finance & Administration

5.1 Monthly Financial Report Summaries July 31, 2020

5.1 (a) August 31, 2020 Revenues

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5.1 (b) August 31, 2020 Expenses

Mark Sullivan stated that in the financial detail reports, the abatement line appears as though it is 100% expended. There was a bookkeeping clerical error; in the preliminary tax bill, veteran's credits are supposed to be posted as an offset to the tax revenue and not show up as abatements. This error has since been fixed.

6. Other

Mayor McCarley addressed the committee in regards to the school department which is being asked to do a reassessment of all IEPs to determine if there are any shortfalls in services which were provided in the remote learning period and currently. The assessments will be done over the next month or so, and there will be undoubtedly be funding shortfalls associated. The school department will likely be coming to the City by early December for a supplemental appropriation request to cover these expenses.

Councilor Lauterborn asked if upcoming federal funding would include school aid including special education costs due to COVID-19. Mayor McCarley said that while federal funding is a possibility, the schools are already seeing a shortfall in services and in turn a shortfall in funding for these required services which may need to be requested from the City in the near future.

Councilor Gray inquired what the preliminary number was where the school budget ended up at the close of June and the amount of money the School Department ended up turning back. Finance Director Ambrose stated that the school department estimates turning back \$1.9 million, but that is before fiscal year-end adjustments and before the audit.

Councilor Lauterborn asked if the City had approved a supplemental appropriation to the school department over the past fiscal year. Finance Director Ambrose confirmed that there had been a supplemental appropriation from unassigned fund balance of over \$1 million during the fall budget freeze.

Councilor Walker inquired about the purchase of PPE for school department and the discrepancies in prices noted by the finance committee. He asked for a report from Superintendent Repucci and suggested a discussion on the purchase and bidding process at the next finance committee meeting.

7. Adjournment

Mayor McCarley **ADJOURNED** the Finance Committee meeting at 6:42 PM.

Respectfully Submitted,

Cassie Givara, Deputy City Clerk

FINANCE COMMITTEE

Agenda Item

10/01/2020

Agenda Item Name: Position Classifications:

Assistant Director of Economic Development

Deputy Chief Information Officer

Solutions Architect

Date Submitted: 9-10-20

Name of Person Submitting Item: Deputy City Manager Ambrose

E-mail Address: kathryn.ambrose@rochesternh.net

Meeting Date Requested: 9-15-20

Issue Summary Statement: Review of position classifications

Recommended Action: Discussion

OFFICE OF THE CITY MANAGER
31 WAKEFIELD STREET
ROCHESTER NH 03867

LETTER OF TRANSMITTAL

TO: Mayor & Finance Committee
FROM: Blaine Cox, City Manager
DATE: September 3, 2020
NUMBER OF PAGES: 8 (including this cover page)
I am sending you: Attached Under Separate Cover

The following items:

1. **Personnel Advisory Board meeting minutes for September 1, 2020**
2. **Proposed Assistant Director of Economic Development job description**
3. **FY2021 Issues & Options form from FY21 budget process**

These are transmitted as checked below:

<input checked="" type="checkbox"/>	For Approval	<input type="checkbox"/>	For Your Use/Information
<input type="checkbox"/>	As Requested	<input type="checkbox"/>	For Review & Reply
<input type="checkbox"/>	Approved as Submitted	<input type="checkbox"/>	Approved as Noted
<input type="checkbox"/>	Returned for Corrections		
<input type="checkbox"/>	Re-submit <input type="checkbox"/> Copies for approval		
<input type="checkbox"/>	Submit <input type="checkbox"/> Copies for distribution		
<input type="checkbox"/>	<input type="checkbox"/>		

REMARKS:

- A. **An Issues & Options (I&O) proposal was presented during the fiscal year 2021 budget process detailing the request for the creation and funding of an Assistant Director of Economic Development.**
- B. **This is one of the I&O's that I had planned to include in my City Manager's Proposed FY2021 Budget that was ultimately removed due to COVID-19 revenue concerns.**
- C. **As you know, establishing a new position involves three steps: (1) creation of the job description and setting the pay grade (drafting description & grading pay, PAB review, CC approval), (2) funding the new position and (3) hiring or promoting an individual to fill the position.**
- D. **I am hereby seeking to achieve Step #1, outlined above, by securing a Finance Committee recommendation to the full City Council in support of approving the proposed job description and proposed pay grade.**

Personnel Advisory Board
September 1, 2020 – 4:00PM
City Hall Conference Room

Members present:

Joanne Sylvain
Thomas J. Jean
David Dubois

Members absent:

None

Others Present:

Diane Hoyt, Human Resource Manager
Michael Scala, Director of Economic Development
Sonja Gonzalez, Chief Information Officer

Review of classifications

1. **Assistant Director of Economic Development** – Thomas J. Jean **moved** to recommend pay grade 11. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.
2. Deputy Chief Information Officer – David Dubois **moved** to recommend pay grade 13. Thomas J. Jean **seconded** the motion. The **motion carried** by a unanimous vote.
3. Solutions Architect – David Dubois **moved** to recommend pay grade 12. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.

Meeting adjourned at 4:20 PM.

Assistant Director of Economic Development

Statement of Duties

Highly responsible administrative, organizational, technical and professional work in the development and implementation of economic development (commercial and industrial) plans, programs, and services. Duties and responsibilities include, but are not limited to, monitoring present business activities, assisting in efforts to promote retention and growth of current businesses and attracting new businesses to the City, assisting the Director of Economic Development and representing the department and City when required. Works closely with the Director to design and implement department goals and strategies; all other related work as required.

Supervision

Works under the general direction of the Director of Economic Development; Functions independently and establishes own work plan and priorities in accordance with established policies and standards; only unusual cases are referred to supervisor.

Job Environment

Work is performed under typical office conditions with frequent meetings at local business locations. Employee is required to attend numerous regular evening meetings with various city boards and committees. Some travel is required.

Operates a computer and general office equipment, such as calculator, copier, facsimile machine, and telephone; also operates an automobile.

Makes frequent contact with municipal officials and employees, the Rochester business community, real estate professionals, Chamber of Commerce, Rochester Main Street officials, Small Business Development Center, SBA lenders and financial institutions and with the general public. Acts as a resource person for small business owners and entrepreneurs. Contacts are in person, by phone, in writing and by e-mail and require explaining detailed and complex information.

Has access to department-related confidential information, such as personal and business financial and tax records.

Errors in planning procedures or the interpretation of state and local legislation could result in recommendations adversely affecting the local economy, as well as cause significant public relations damage to the city.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Administration

- Assumes the duties of the Director in his/her absence.
- Assists Director in developing and managing goals and updates of the City's strategic Economic Development plans.
- Assists Director in budget development and management.
- Provides support to the Rochester Economic Development Commission (REDC).

First-Stop for New Business or Expansion Prospects

- Liaison for new businesses and a constant point of contact for businesses in the development process.
- Guides new and expanding businesses and developers and their teams through the regulatory and permit processes involved in completing development projects in Rochester;
- Serves as a liaison to all City regulatory offices, Boards and Commissions;
- Serves as the representative of Economic Development on the Main Street Board of Directors
- Assists in solving problems which arise in the development process as well as other disputes/misunderstandings that may arise.

Responds to inquiries from property owners, finance professionals, real estate brokers, developers, business site planners, business representatives, etc., concerning specific development opportunities in Rochester; conducts site visits; provides guidance to assist with appropriate projects. Serves as a "broker" in recruiting and assisting businesses interested in locating in Rochester to identify suitable properties for their enterprises.

Encourage Business Retention and Expansion

Communicate and support retention and expansion of businesses in Rochester through:

- Communication and awareness of issues;
- Advocacy at Boards & Commissions;
- Encouraging Expansions & remodels;
- Business Retention & meeting challenges;
- Program involvement: JOB loan program, Sign & Façade program, RSA 79-E and other city and state incentive programs;

City of Rochester, N. H.
Assistant Director of Economic Development – Non-union/Grade 11
Adopted (date)

2

- Record keeping and data tracking;
- Business Resource packages;
- Disaster recovery.
- Chair of the Technical Review Group where staff reviews projects in preparation for the Planning Board.

Implement business retention strategies and coordinating resources to meet the needs of growing business and Industry. Conduct business and industry research, coordinate with regional, state and federal agencies.

Develop a program for visitation and regular communication with existing businesses to share important information and to keep lines of communication open.

Community Marketing

Share maintenance of the Department's a comprehensive inventory of available buildings and sites in the community for economic development purposes suitable for business. Performs various public relations activities, which may include development of promotional materials and press releases.

Coordinate communicating, developing and implementing financial resources for businesses, including overseeing the preparation of applications for the JOB Loan, Sign and Façade program, RSA 79-E and other city and state incentive programs. Be knowledgeable and informed about local, regional, state and federal programs.

Monitor local, state and federal legislation and regulations relating to economic development and report findings, trends and coordinate responses with appropriate staff.

Attends early morning and evening meetings where you will be asked to provide advice to a variety of boards, commissions and committees.

Performs similar or related work as required, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in Business or related field and five (5) years of experience in the financial aspect of public or private business; or an equivalent combination of education and experience. Public relations or marketing experience required.

Special Requirements

Valid motor vehicle operator's license is required

Knowledge, Ability, and Skill

Knowledge: Working knowledge of principles and practices of business, real estate and economic development. General knowledge of municipal government is helpful.

Ability: Ability to set goals and establish a plan of work, measure results. Ability to plan and organize reports, analyze problems and formulate recommendations, communicate effectively and identify new opportunities.

Skill: Strong organizational skills. Self-motivation and independent work skills required. Effective use of interpersonal and problem solving skills in a tactful, patient and courteous manner.

Physical Requirements

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. Moderate physical effort required when conducting field inspections. Ability to maneuver stairs and uneven terrain under various weather conditions. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit, talk, and hear. Specific vision requirements include close vision, distance vision, and the ability to adjust focus. Seldom lifts up to 10 lbs. Equipment operated includes office equipment and personal computers.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



Office of Finance & Administration
Budget Development
Issues & Options Form

This Issues & Options form is a tool to provide policy makers a quick, easy to read analysis of important policy issues pertaining to the budgeting process.

Department: Economic Development

1. Name of Issue: Economic Development Specialist - Reclassification

2. Description of the Issue – Define the issue or problem clearly & succinctly:

I would like to reclassify the Economic Development Specialist to Deputy Director or **Assistant Director of Economic Development**.

As the business needs and economic conditions around the city have changed, so have the responsibilities of the Economic Development Specialist position.

This position now involves an increased role in project development and management, business technical assistance, government affairs, and departmental efficiency, but most importantly, the Specialist will often find themselves representing the Director and/or the ED Department at events, staff meetings, presentations, and before the City Council.

These responsibilities go beyond the Specialist's stated Job Description and justify a reclassification of the position.

3. Costs – What monetary costs are associated with this issue? If Multi-year in impact, break down by fiscal year:

Wages: \$12,750.00

Benefits: \$2400.00

Total: \$15,150.00

4. Benefits Lost – What will the impact be to City services?:

None

- 5. Options – Outline a proposed solution along with the fiscal implications. If there are multiple options, break them out independently so that they can be considered and analyzed as separately:**

This reclassification would increase the ED budget by \$15,150.00 but would be offset by a savings of approximately \$18,000 from the previous Manager's and Executive Secretary's budgeted salaries from FY19/20.

- 6. Supplemental Information:**

None

- 7. Status: Not Included in City Manager's FY21 Proposed Budget**

**Personnel Advisory Board
September 1, 2020 – 4:00PM
City Hall Conference Room**

Members present:

Joanne Sylvain
Thomas J. Jean
David Dubois

Members absent:

None

Others Present:

Diane Hoyt, Human Resource Manager
Michael Scala, Director of Economic Development
Sonja Gonzalez, Chief Information Officer

Review of classifications

1. Assistant Director of Economic Development – Thomas J. Jean **moved** to recommend pay grade 11. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.
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Meeting adjourned at 4:20 PM.

Assistant Director of Economic Development

Statement of Duties

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Supervision

Works under the general direction of the Director of Economic Development; Functions independently and establishes own work plan and priorities in accordance with established policies and standards; only unusual cases are referred to supervisor.

Job Environment

Work is performed under typical office conditions with frequent meetings at local business locations. Employee is required to attend numerous regular evening meetings with various city boards and committees. Some travel is required.

Operates a computer and general office equipment, such as calculator, copier, facsimile machine, and telephone; also operates an automobile.

Makes frequent contact with municipal officials and employees, the Rochester business community, real estate professionals, Chamber of Commerce, Rochester Main Street officials, Small Business Development Center, SBA lenders and financial institutions and with the general public. Acts as a resource person for small business owners and entrepreneurs. Contacts are in person, by phone, in writing and by e-mail and require explaining detailed and complex information.

Has access to department-related confidential information, such as personal and business financial and tax records.

Errors in planning procedures or the interpretation of state and local legislation could result in recommendations adversely affecting the local economy, as well as cause significant public relations damage to the city.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Administration

- Assumes the duties of the Director in his/her absence.
- Assists Director in developing and managing goals and updates of the City's strategic Economic Development plans.
- Assists Director in budget development and management.
- Provides support to the Rochester Economic Development Commission (REDC).

First-Stop for New Business or Expansion Prospects

- Liaison for new businesses and a constant point of contact for businesses in the development process.
- Guides new and expanding businesses and developers and their teams through the regulatory and permit processes involved in completing development projects in Rochester;
- Serves as a liaison to all City regulatory offices, Boards and Commissions;
- Serves as the representative of Economic Development on the Main Street Board of Directors
- Assists in solving problems which arise in the development process as well as other disputes/misunderstandings that may arise.

Responds to inquiries from property owners, finance professionals, real estate brokers, developers, business site planners, business representatives, etc., concerning specific development opportunities in Rochester; conducts site visits; provides guidance to assist with appropriate projects. Serves as a "broker" in recruiting and assisting businesses interested in locating in Rochester to identify suitable properties for their enterprises.

Encourage Business Retention and Expansion

Communicate and support retention and expansion of businesses in Rochester through:

- Communication and awareness of issues;
- Advocacy at Boards & Commissions;
- Encouraging Expansions & remodels;
- Business Retention & meeting challenges;
- Program involvement: JOB loan program, Sign & Façade program, RSA 79-E and other city and state incentive programs;

City of Rochester, N. H.
Assistant Director of Economic Development – Non-union/Grade 11
Adopted (date)

2

- Record keeping and data tracking;
- Business Resource packages;
- Disaster recovery.
- Chair of the Technical Review Group where staff reviews projects in preparation for the Planning Board.

Implement business retention strategies and coordinating resources to meet the needs of growing business and Industry. Conduct business and industry research, coordinate with regional, state and federal agencies.

Develop a program for visitation and regular communication with existing businesses to share important information and to keep lines of communication open.

Community Marketing

Share maintenance of the Department's a comprehensive inventory of available buildings and sites in the community for economic development purposes suitable for business. Performs various public relations activities, which may include development of promotional materials and press releases.

Coordinate communicating, developing and implementing financial resources for businesses, including overseeing the preparation of applications for the JOB Loan, Sign and Façade program, RSA 79-E and other city and state incentive programs. Be knowledgeable and informed about local, regional, state and federal programs.

Monitor local, state and federal legislation and regulations relating to economic development and report findings, trends and coordinate responses with appropriate staff.

Attends early morning and evening meetings where you will be asked to provide advice to a variety of boards, commissions and committees.

Performs similar or related work as required, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in Business or related field and five (5) years of experience in the financial aspect of public or private business; or an equivalent combination of education and experience. Public relations or marketing experience required.

Special Requirements

Valid motor vehicle operator's license is required

Knowledge, Ability, and Skill

Knowledge: Working knowledge of principles and practices of business, real estate and economic development. General knowledge of municipal government is helpful.

Ability: Ability to set goals and establish a plan of work, measure results. Ability to plan and organize reports, analyze problems and formulate recommendations, communicate effectively and identify new opportunities.

Skill: Strong organizational skills. Self-motivation and independent work skills required. Effective use of interpersonal and problem solving skills in a tactful, patient and courteous manner.

Physical Requirements

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. Moderate physical effort required when conducting field inspections. Ability to maneuver stairs and uneven terrain under various weather conditions. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit, talk, and hear. Specific vision requirements include close vision, distance vision, and the ability to adjust focus. Seldom lifts up to 10 lbs. Equipment operated includes office equipment and personal computers.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

DEPUTY CHIEF INFORMATION OFFICER

Statement of Duties

Administrative, supervisory and technical responsibility for the design, selection, deployment, integration, support, maintenance and security of information systems infrastructure for the City. Assess needs, conduct analysis, make recommendations and implement improvements regarding information technology infrastructure for the City. Responsible to maintain the security of City data to appropriate industry standards. City information systems infrastructure includes LAN and WAN networks, client/server applications, cloud based solutions, server and desktop operating systems and platforms, and communications systems including telephony and video.

Works as a team member in the IT services group. Works to anticipate, meet and exceed City technology services expectations in a positive and professional manner. Provides direct support to the CIO to assist in the development and implementation of goals, objectives, policy recommendations, long and short-range planning, and priorities.

Supervision

Work is performed under the direction of the CIO, performing most work with a high degree of independence. The employee has personal responsibility for insuring efficient, cost effective and secure administration of the City's information technology. There is considerable latitude for independent judgement and action in making day-to-day administrative decisions within the area of assigned responsibility.

Incumbent demonstrates leadership and organizational skills to plan and direct the work of infrastructure IT staff; responsible for the supervision of infrastructure IT employees; responsible for the evaluation of employees and recommends hiring, firing, and discipline of employees to the CIO for final approval.

Job Environment

Work is performed under typical office conditions; may be required to attend evening meetings and work outside of normal business hours.

Work at this level requires extensive breadth and intensity of effort to be exerted, usually interconnecting highly technical factors requiring a high level of technical expertise and organizational skills and extensive knowledge of computer hardware and software platforms and solutions. System changes identified by departmental officials need to be analyzed, evaluated and prioritized. Work also consists of varied work assignments, some of which involve non-standardized tasks, procedures and

techniques, requiring evaluation and analysis on the part of the incumbent. Problem solving may require considerable effort on occasion. The incumbent's ability to perform work effectively significantly impacts the work performance of all City employees.

Incumbent has access to confidential information, such as bid proposals, contracts, personnel files, and other sensitive data.

Errors could result in delay or loss of service, monetary loss, and legal repercussions.

Essential Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Working with the IT Team, support the successful implementation of IT tools that help the City achieve its strategic goals.
- Research current technologies to make knowledgeable suggestions to the CIO for the purchase of new hardware and software solutions to meet City needs. Maintain awareness of information systems developments through professional reading and participation in appropriate meetings, workshops, training opportunities and conferences.
- Ensure that documentation to support the ongoing business continuity and cross training of information technology staff is maintained to a level that addresses the City's production needs. Produce reports as requested and as needed.
- Recommends citywide policy formation related to IT services. Manages adoption and implementation of industry standards around IT security.
- Recommend to the CIO escalation to contracted vendors in support of City services as needed to maintain excellence in services.
- Review business context for solutions to City challenges as well as define the vision and requirements for the solution, recommending potential options, (which may include RFIs, RFPs or prototype development), selection of the most optimal option, and the development of a roadmap for the selected solution.
- Directs the infrastructure IT team in all its capacity and can assume direct responsibility to perform all duties.
- Other duties as may be assigned.

Recommended Minimum Qualifications

Education and Experience

Bachelor's degree (B.S.) in Computer Science or closely related field plus five years' experience with computer networks, large information systems, and desktop support services, preferably in a municipal setting; or an equivalent combination of education and experience.

Knowledge, Skills and Abilities

Basic knowledge of network protocols and standard word processing, spreadsheet, and database management products required. The ideal candidate will have experience with VMWare, storage arrays, GIS, Microsoft solutions stack, cloud services management, WAN and LAN networks and related equipment, helpdesk support, communications solutions, and relational database solutions. Working knowledge of the organization and operation of City departments. Knowledge of computer applications and their uses in local government.

Physical and Mental Requirements

The incumbent works in an office setting and is required to stand, sit, reach with hands and arms, use hands, climb or balance, walk up to 1/3rd of the time; and talk and listen/hear more than 2/3rd of the time. Incumbent occasionally lifts up to 10 pounds, and seldom lifts up to 30 pounds. Work can be stressful at times and involve the threat of personal injury. Normal vision is required for reading. Equipment operated includes office machines, automobile, and computers.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirement of the job change.

SOLUTIONS ARCHITECT

Statement of Duties

Assume primary responsibility for the design, selection, deployment, integration, support, training and maintenance of data and business workflow applications for the City. Assess needs, conduct analysis, make recommendations and implement improvements regarding database applications and integrations. Responsible to identify deficiencies and implement solutions that maintain the security of departmental information to compliance and industry standards. City data solutions include all data and operational platforms, both cloud and premise based.

Works as a team member in the IT services group. Works to anticipate, meet and exceed City technology services expectations in a positive and professional manner. Provides direct support to the CIO to assist in the development and implementation of goals, objectives, policy recommendations, long and short-range planning, and priorities.

Supervision

Work is performed under the direction of the CIO, performing most work with a high degree of independence. The employee has personal responsibility for insuring efficient, cost effective and secure administration and configuration of the City's information technology. There is considerable latitude for independent judgement and action in making day-to-day administrative decisions within the area of assigned responsibility.

Job Environment

Work is performed under typical office conditions; may be required to attend evening meetings and work outside of normal business hours.

Work at this level requires extensive breadth and intensity of effort to be exerted, usually interconnecting highly technical factors requiring a high level of technical expertise and organizational skills and extensive knowledge of computer hardware and software platforms and solutions. System changes identified by departmental officials need to be analyzed, evaluated and prioritized. Work also consists of varied types of assignments, some of which involve non-standardized tasks, procedures and techniques, requiring evaluation and analysis on the part of the incumbent. Problem solving may require considerable effort on occasion. The incumbent's ability to perform work effectively significantly impacts the work performance of all City employees.

Incumbent has access to confidential information, such as bid proposals, contracts, personnel files, and other sensitive data.

Errors could result in delay or loss of service, monetary loss, and legal repercussions.

Essential Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Working with the IT Team, support the successful implementation of IT tools that help the City achieve its strategic goals.
- Establish and oversee application environments and technology infrastructure to build or procure, test and support software applications.
- Maintain documentation to support the ongoing business continuity and cross training of IT staff. Produce reports as requested and as needed. Evaluate business continuity and support enhancement of business processes with City departments.
- Recommend to the CIO escalation to contracted vendors in support of City services as needed to maintain excellence in services.
- Facilitate ongoing communication and partnership with departments to understand and satisfactorily deliver solutions which are responsive to needs and future growth objectives.
- Provide helpdesk support to City staff in a timely manner. Communicate effectively with users to keep them apprised of status of work being performed on ticket and set expectation of ticket completion date. Document ticket progress so that other team members can contribute to solving issues as needed.
- Maintain awareness of information systems developments through professional reading and participation in appropriate meetings, workshops, training opportunities and conferences. Use this knowledge to implement and suggest improvements to current practice at the City.
- In conjunction with the IT services team, maintain database and file servers to ensure availability and integrity. Support underlying database architectures including Microsoft SQL, Pervasive, and Microsoft Access.
- Review business context for solutions to City challenges as well as defining the vision and requirements for the solution, recommending potential options, (which may include RFIs, RFPs or prototype development), selecting the most optimal option, and the development of a roadmap for the selected solution.
- Champions a structured approach to business application solutions. Directly assists in the development of a solutions architecture program including departmental roadmaps and project portfolios for IT systems architecture. Assures solutions not only are a fit for the specific purpose but also closely align with the standards guidelines of technology solutions and which further reduce the percentage of time spent on reactive work.

- Security administration, as it relates to software and working in collaboration with the Infrastructure team.
- Support information security and business continuity efforts including risk assessment, disaster recovery, and backup. Participate as needed in EOC activities including tests and actual emergency situations.
- Other duties as may be assigned.

Recommended Minimum Qualifications

Education and Experience

Bachelor's degree (B.S.) in Computer Science, Information Systems or closely related field plus five years' experience with software development and integrations, large information systems, and cloud solutions, preferably in a municipal setting; or an equivalent combination of education and experience.

Knowledge, Skills and Abilities

Extensive knowledge of database and cloud platform management, configuration, and integration. Basic knowledge of software development, office and financial products. The ideal candidate will have experience with Microsoft SQL Server, Microsoft Office 365 cloud platform, and other components of the Microsoft cloud and premise solutions stack; GIS, website management, helpdesk support, and relational database solutions. Working knowledge of the organization and operation of City departments. Knowledge of computer applications and their uses in local government.

Physical and Mental Requirements

The incumbent works in an office setting and is required to stand, sit, reach with hands and arms, use hands, climb or balance, walk up to 1/3rd of the time; and talk and listen/hear more than 2/3rd of the time. Incumbent occasionally lifts up to 10 pounds, and seldom lifts up to 30 pounds. Work can be stressful at times and involve the threat of personal injury. Normal vision is required for reading. Equipment operated includes office machines, automobile, and computers.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirement of the job change.

Resolution for Supplemental Appropriation of \$225,000 for 145 Airport Drive Land Purchase from Granite State Business Park TIF 162-K Retained Earnings

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

WHEREAS, by virtue of a resolution adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the sum of Three Million Dollars (\$3,000,000) to the FY2020 REDC CIP Fund for the REDC-LDI construction project with funds to be borrowed from NH Business Finance Authority.

As part of this project the City purchased 145 Airport Drive for Two Hundred and Twenty Five Thousand Dollar (\$225,000) and included that expenditure as part of the total project costs to be borrowed by NH Business Finance Authority. The City and borrower, LDI, have agreed to different terms related to the land transfer, and LDI purchased the 145 Airport Rd parcel with their own cash.

WHEREAS, the Mayor and City Council of the City of Rochester have determined that the best interests of the City are served by expending the land purchase of Two Hundred Twenty Five Thousand Dollars (\$225,000) from the Granite State Business Park TIF 162-K, Fund 7028, retained earnings.

NOW THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby approve a supplemental appropriation of Two Hundred and Twenty Five Thousand (\$225,000) for the 145 Airport Drive land purchase from the Granite State Business Park TIF 162k, Fund 7028, retained earnings.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or designate such multi-year, non-lapsing accounts, and or account numbers as are necessary to implement the transactions contemplated by this Resolution.

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City Clerk's Office

FINANCE COMMITTEE

Agenda Item

10/01/2020

Agenda Item Name: REDC-LDI Land Purchase and Sale

Date Submitted: 9-15-20

Name of Person Submitting Item: Deputy Finance Director Mark Sullivan

E-mail Address: mark.sullivan@rochesternh.net

Meeting Date Requested: 9-15-20

Issue Summary Statement: City Council appropriated \$3 million dollars to the REDC-LDI construction project with funds to be borrowed from NH Business Finance Authority (NHBFA). As part of this project the City purchased 145 Airport Drive for \$225,000, and rather than include the 145 Airport Drive property transaction in the loan to be executed with NHBFA, the expense was charged to the REDC Fund and LDI paid \$150,000 cash for the property. Furthermore, a contractor has been secured for this project and is under contract for an amount \$2,837,000. This is the amount that will be borrowed from NHBFA, assuming no change orders occur that increases the project to the ceiling of \$3,000,000.

The \$225,000 land expense is reducing the available balance in the REDC fund to \$2,775,000, which is not enough to cover the \$2,837,000 construction budget. There is also a net deficit on the land transaction of \$75,000 (\$225,000 initial purchase less \$150,000 resale).

Below are two options that can remedy this situation.

- A. Increase the REDC appropriation by \$225,000 with funding source General Fund Unassigned Fund balance. The land transactions will flow through the General Fund, and General Fund will absorb the \$75,000 deficit.

B. Increase the REDC appropriation by \$225,000, with funding source Granite State Business Park 162k TIF. The land transaction will flow through the Granite State Business Park TIF, and TIF will absorb the \$75,000 deficit.

Recommended Action: Option B, the GSBP TIF has enough retained revenues to absorb the \$75,000. Moreover, the GSBP TIF will be retaining the property tax revenues generated from the LDI building.

City of Rochester Planning Board
Monday September 14, 2020
Virtual Teams Meeting 31 Wakefield Street, Rochester, NH 03867
(These minutes were approved on September 21, 2020)

Members Present

Nel Sylvain, *Chair*
Mark Collopy, *Vice Chair*
Peter Bruckner – arrived at 7:08p.m.
A. Terese Dwyer
Tim Fontneau
Robert May
Daniel Rines
Mark Sullivan
Dave Walker

Members Absent

Alternate Members Present

Paul Giuliano
Donald Hamann
Lance Whitehill

Staff: Shanna B. Saunders, *Director of Planning & Development*
Seth Creighton, *Chief Planner*
Crystal Galloway, *Planning Administrative Assistant II*

(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. It may be copied for a fee.)

Mr. Sylvain called the meeting to order at 7:00 p.m. and made the following statement:

Good Evening, as Chairperson of the Planning Board I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) Providing public access to the meeting by telephone: At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. This is currently set to allow the public to "listen-in" only, there will be no public comment taken during the meeting.

Phone number: 857-444-0744

Conference Code: 843095

b.) Public Access Troubleshooting: If any member of the public has difficulty accessing the meeting by phone, please email crystal.galloway@rochesternh.net or call 603-335-1338.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name and ward, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. Additionally, Planning Board members are required to state their name each time they wish to speak.

The Planning Secretary conducted the roll call. All Planning Board members were present. In addition, all Planning Board members indicated that they were alone in the location from which they were connecting remotely.

III. Seating of Alternates

Mr. Whitehill voted in place of Mr. Bruckner until his arrival at 7:08 p.m.

IV. Communications from the Chair

Mr. Sylvain introduced the two new alternate members Lance Whitehill and Paul Giuliano.

Mr. Sylvain told the Board Ms. Mears will be leaving the City this week to take the Directors position for the City of Somersworth.

V. Approval of Minutes

A motion was made by Mr. Walker and seconded by Mr. Collopy to approve the August 17, 2020 meeting minutes. The motion carried unanimously by a roll call vote.

VI. Consent Agenda**A. William Peavey, Jr., 14 Pink Street****B. Waste Management of NH, Rochester Neck Road & Turnkey Way**

A motion was made by Mr. Walker and seconded by Mr. Collopy to approve the consent agenda. The motion carried unanimously by a roll call vote.

VII. New Applications

A. Scott Gerry, 162 Autumn Street

Mr. Creighton explained to the Board that the applicant purchased a vacant parcel of land in East Rochester which is in the neighborhood mixed use zone and has a build-to area of 0 to 20 feet. He went on to explain the applicant is seeking a conditional use permit to build a single family home further than 20 feet from the front property line.

Mr. Sylvain opened the public hearing. Mr. Creighton read the following letter:

With regard to Scott Gerry's application, Map102 Lot 3

Parking has always been a problem in East Rochester. The parking problem has only become worse once the city put in curbs for a distinctive municipal parking lot. There by removing several usable parking spots. This application states the building size to be 20 x 44 which we can assume to be 2-3 bedroom home. The petitioner states that the project will allow for only one parking spot. This may be fine for his particular use, but down the road this will lead to more problems as most families are two car (or more) families. I currently pay \$150/ month for 2 parking spots in the area. My suggestion would be to open up that municipal lot which could allow for another 5 or 6 vehicles.

The intent of a conditional use is to safeguard the public interest and to avoid development that has significant adverse impacts. This conditional use does not allow for reasonable off-street parking now or in the future and will definitely put undue stress on the neighborhood parking situation. Where will friends and relatives park? Spouse? etc.?

Site plan regulations, page 58 clearly states 2 parking spaces minimum for residential development. I do not agree with this application in its current form.

Sincerely,
William Graham
Home 1st Rentals, LLC

There were no further comments from the public; Mr. Sylvain brought the discussion back to the Board.

Applicant Scott Gerry said his plan is to extend the driveway behind the house and will be able to park three cars or more in the driveway.

Mr. Fontneau said he is in favor of the application as he has spoken to several abutters who are excited the parcel developed. He said he doesn't see any issues with parking because of the construction of a single family home.

A motion was made by Mr. Walker and seconded by Mr. Collopy to close the public hearing. The motion carried unanimously by a roll call vote.

A motion was made by Mr. Walker and seconded by Mr. Collopy to accept the application as complete and approve the conditional use permit. The motion carried unanimously by a roll call vote.

B. Motor City Automotive Group, LLC, 154 Farmington Road

Scott Lawler of Norway Plains Associates presented the site plan and conditional use permit to construct a 30' x 30' building addition for vehicle service bays.

Mr. Lawler explained the parking lot will be reconfigured and said lighting will be updated to meet City requirements. He went on to explain site drainage and landscaping.

Mr. Lawler explained that the conditional use permit is to allow for bulk storage of petroleum items on site within the aquifer protection overlay. He said there will be a couple of barrels of oil on site that will be stored inside the facility in a double containment system.

Mr. Sylvain asked if there was any input for the public hearing. There was none; Mr. Sylvain brought the discussion back to the Board.

Mr. Creighton said Staff supports the conditional use permit.

Mr. Sylvain asked if there are any inspections for the stored used oil. Mr. Creighton said he doesn't believe so but it could be made a condition of approval if the Board feels it is necessary.

Applicant Ryan Eschbach explained they have a waste oil furnace, the used oil goes into the tank and is used to heat their building during the winter.

A motion was made by Mr. Collopy and seconded by Mr. Bruckner to close the public hearing. The motion carried unanimously by a roll call vote.

A motion was made by Mr. Walker and seconded by Mr. Rines to accept the application as complete and grant the conditional use permit. The motion carried unanimously by a roll call vote.

A motion was made by Mr. Collopy and seconded by Mr. Walker to approve the site plan. The motion carried unanimously by a roll call vote.

C. Bonfire Behavioral Health, LLC, 35 Industrial Way

Attorney Andrew Prolman presented modified application and conditional use permit to allow a substance abuse outpatient behavioral clinic. He explained they would lease the space in the corner of the office building and will have their own parking area.

Mr. Prolman explained the services Bonfire provides for substance abuse addiction. He said they believe they have found the perfect location for their services. Mr. Prolman said Amatus Health runs facilities up and down the east coast and have a good track record. He told the Board the concerns that Staff has expressed have not happened at either of the two other locations in Manchester and Concord.

Mr. Prolman explained to the Board how Bonfire operates and further explained their clients are to sign a contract for 45 to 60 days. He said the patients are picked up and brought to the facility and dropped off at home at the end of the day.

Mr. Prolman said they will not be administering drugs at the site; he went on to say this is an office use rather than anything else.

Mr. Sylvain opened the public hearing.

John Landry told the Board he is in recovery and is favor of Bonfire. He said there is a need in the area for quality services.

Ms. Saunders read the following two letters that were received:

I write this e-mail to voice our **opposition** to the above referenced case number, 230 – 21 – I – 20, to allow an outpatient behavioral clinic, at 35 Industrial Way, which our land abuts. We site the same concerns as we did when a methadone clinic was being discussed. Rochester has made great strides in bringing businesses into our city and the industrial park houses long term, reputable businesses, not to mention a day care at the Strafford County YMCA. Our understanding of a behavioral clinic is that it is for people who

need mental health care and counseling and we question if that type of facility should be in the same area as children, not to mention the businesses that are currently in the park. We would think that having this type of clinic in the park would deter business looking to come to Rochester's Industrial Park.

I noticed on the letter that was sent to us regarding this public hearing that it states, "This notice represents only a partial description of the proposal as submitted. The project is subject to change in the course of its review." I question what that means, but my thought is that the behavioral clinic may be the first step to a methadone clinic.

Please share our concerns with the Planning Board; the industrial park, off of Ten Rod Road, a very rural area, is NOT the place for a behavioral clinic!

Thank you,

Scott and Connie Brock
Rochester NH

Dear Members of the Board:

This letter is provided in opposition to the request of the above-referenced Applicant for approval to use the above-referenced Property for an outpatient behavioral clinic, including through the provision, treatment, counseling, and related Intensive Outpatient Services, Partial Hospitalization Programs, and other services for patients with drug, opioid and alcohol dependency issues (the "Proposed Use"). We strongly urge the Board to deny the Application for the reasons set forth below.

Eastern recently became aware of the agenda for tonight's meeting on Friday, September 11, 2020 as a result of outreach from an abutter that received the Notice of Public Hearing dated September 3, 2020. Eastern's headquarters are located at 28 Industrial Way, Rochester, NH, Map 230, Lot 20-1, which is owned by L.P. Gas Equipment, Inc. ("LP Gas"). Neither Eastern nor LP Gas received any notice from the City regarding the above-referenced Applicant. Nevertheless, we have reviewed and are familiar with the materials that were submitted by the Applicant in support of its Modification to Approved Project (the "Application"), which were marked as received by the Board on August 18, 2020.

Contrary to the Applicant's assertions, we believe that the Proposed Use would have a significant adverse impact on the public health, safety, and welfare of Rochester's corporate and natural citizens, including the operations and interests of the neighboring tenants on the Property and the other businesses on Industrial Way, and the community members that use the YMCA.

Of notable concern is the existing operation the Strafford County YMCA on the property. The application describes the YMCA as a "gym", when in fact it's so much more. The YMCA offers before and after school care, childcare for young children, swim programs, and other developmental activities, from the early morning hours until late at night on weeknights, and into the late afternoon on weekends. In addition, the City of Rochester uses Eastern's lot to park a fleet of its school buses, which usually make four (4) daily trips during the school year. The YMCA and the school transportation system would be impacted by patients that do not use any transportation that may be provided by the applicant.

There are no sidewalks along Industrial Way. Patients of the treatment facility may include unlicensed drivers or individuals without reliable means of personal transportation. These factors would be likely to result in loitering around the YMCA, our facility and other area businesses, which causes us to also be concerned about the safety of our employees, and the security of our facilities. Certainly if the Planning Board determines to approve the application, we would urge it to include a condition for approval that would require the applicant to obligate its patients to use transportation provided by the applicant as a condition to receiving treatment.

In further support of our position, approving the conditional use of the property for medical offices, including for the proposed use, is a significant departure from previous uses of the lot and other uses in the surrounding area. The application significantly understates the current uses of the lot. In addition to operating a gym, the YMCA operates childcare and other programming as described above. Other uses on the property and along Industrial Way include manufacturing, warehousing, general contracting, and general office use. The installation of a treatment facility would certainly be an intensification and a significant alteration from the characteristics of the property and the surrounding area.

Industrial Way is an uphill winding road, and the lot is at the top. In addition to school buses, regular traffic on Industrial Way includes delivery trucks and transport vehicles with visibility that is more limited than standards cars. In other words, traffic you would expect in an industrial zone. Driver and pedestrian safety would be adversely impacted by increased pedestrian traffic. Likewise, increased vehicular traffic resulting from the proposed use would create congestion issues for the school buses and the YMCA, and increase the need for adequate security. The increased need for adequate security would exist independent of the increased pedestrian and vehicular traffic, all of which would put an undue burden on the City's resources that could be avoided in the treatment facility was more centrally located to existing support service infrastructure. The applicant's stated goals are admirable but do not alleviate the increased demand on the City's resources that would exist if the application is approved.

In addition to the lack of infrastructure, the lot is extraordinarily isolated. The proximity of the lot to public health and safety resources, namely the police and hospitals, would be a detriment to clinic patients and area businesses alike. As noted in the applicant's materials, it is not proposing to operate a treatment facility that would be licensed or subject to the supervision of the Department of Health and Human Services. The extent of services that would be available to potential patients would be limited and may be insufficient in the event of an emergency.

For all of the foregoing reasons, we feel strongly that the application should be denied.

Respectfully, Eastern Propane Gas, Inc.
William Massey, Regional Manager

There were no further comments from the public; Mr. Sylvain brought the discussion back to the Board.

Mr. Creighton told the Board that he has just become aware that there was someone on the line but they are unable to get through to speak. He explained that he would keep working to get her to connect.

Moises Worthalter, Vice President of Amatus Health said all transporting of patients will be done by them, also they have been in contact with the YMCA and they are in support of Bonfire being located at 35 Industrial Way.

Applicant Chris Foster reiterated all transportation will be done by staff. He said the facility will not be a methadone clinic.

Mr. Foster said when the patients come to them they have gone through detox and are stable. He went on to explain how the program works and life lessons they teach the patients.

Ms. Saunders reviewed the 8-27-20 TRG Staff review and said the proposal does meet the use and master plan criteria however, a medical office isn't in keeping with the character of how the industrial park is being built out. She went on to explain that The use does not meet the Compatibility criteria. The adjacent use of the YMCA is a concern, as is the layout of the site in terms of traffic and pedestrian use with the lack of sidewalks and the location of the YMCA playground. This site is primarily light industrial and professional offices and has not moved in the direction of medical offices.

Finally, the proposal does not meet the Public Facilities criteria. The Police Department has voiced that this use tends to have a large percentage of walkers and bikers. Lack of sidewalks on this curvy road is an issue, as is the lack of public transportation. The closest COAST bus stop is on N. Main Street. An option, in order to alleviate the impact on Public Facilities would be to ask for an offsite improvement for sidewalks or a bus stop.

Ms. Saunders said that the City supports the need for a facility like this but feels this is not the best location. She went on to offer the services of the Economic Development Department to help find a more suitable location for this use closer to other medical uses.

Mr. Sylvain asked what the hours of operation would be. Mr. Foster said they would operate seven days a week 8:30 a.m. to 4:30 p.m.

Mr. Sylvain asked if there would be a counselor present during break times. Mr. Foster said yes, there would be a staff person present.

Mr. Fontneau said he is concerned with foot traffic and security. He said he would like to see language in the notice of decision that there is to be no pedestrian foot traffic on site that all patients are to be transported by Bonfire transportation. Mr. Fontneau went on to say there needs to be some type of security for the site.

Mr. May asked if future expansion would be possible. He went on to say he supports the project because there is a need for it.

Mr. Rines asked if other sites have been assessed for this use. Mr. Foster said they have looked at several properties in the area including Somersworth and Dover but they are looking for a spot that is centrally located away from residential zones.

Mr. Giuliano asked if the applicant is willing to work with the City to find an alternative location.

Mr. Sullivan asked what they have in place for security. Mr. Foster explained they have interior and exterior surveillance cameras.

Mr. Sylvain asked if staff was able to connect with the abutter who was trying to attend the virtual meeting. Staff explained that they cannot get her line to connect but that she has emailed and that her name is Kim Harty. She represents the YMCA and the YMCA has concerns they would like to express.

A motion was made by Mr. Walker and seconded by Mr. Collopy to continue the application to the September 21, 2020 workshop meeting in order to allow the abutter who could not access the meeting to have the ability. The motion carried unanimously by a roll call vote.

VIII. Other Business

A. Release of surety for REL Commons, LLC in the amount of \$1,977.65 plus interest, Map 114 Lot 1, 306 North Main Street

A motion was made by Mr. Collopy and seconded by Mr. Walker to approve the release of surety in the amount of \$1,977.65 plus interest. The motion carried unanimously by a roll call vote.

B. Other

Mr. Sylvain asked Ms. Saunders to check about using the Opera House to hold in-person meetings.

IX. Adjournment

A motion was made by Mr. Walker and seconded by Mr. Collopy to adjourn at 8:42 p.m. The motion carried unanimously by a roll call vote.

Respectfully submitted,

Crystal Galloway,
Planning Administrative Assistant II

City of Rochester Planning Board
Monday June 15, 2020
Virtual Meeting
31 Wakefield Street, Rochester, NH 03867
(These minutes were approved on July 6, 2020)

Members Present

Nel Sylvain, *Chair*
Mark Collopy, *Vice Chair*
Peter Bruckner
Terry Dwyer
Tim Fontneau
Robert May
Daniel Rines
Mark Sullivan
David Walker

Members Absent

Alternate Members Present

Paul Giuliano
Donald Hamann
Lance Whitehill

Staff: Shanna B. Saunders, *Director of Planning & Development*
Seth Creighton, *Chief Planner*
Crystal Galloway, *Planning Administrative Assistant II*

(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. It may be copied for a fee.)

Mr. Sylvain called the meeting to order at 7:00 p.m. and made the following statement:

Good Evening, as Chairperson of the Planning Board I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) Providing public access to the meeting by telephone: At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. This is currently set to allow the public to "listen-in" only, there will be no public comment taken during the meeting.

Phone number: 857-444-0744
Conference Code: 843095

b.) Public Access Troubleshooting: If any member of the public has difficulty accessing the meeting by phone, please email crystal.galloway@rochesternh.net or call 603-335-1338.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. Additionally, Planning Board members are required to state their name each time they wish to speak.

The Planning Secretary conducted the roll call. All Planning Board members were present with the. In addition, all Planning Board members indicated that they were alone in the location from which they were connecting remotely.

III. Seating of Alternates

No alternates were needed.

IV. Communications from the Chair

There were no communications from the Chair.

V. Opening Discussion/Comments

A. Public Comment

There was no one present on the line from the public to speak nor did anyone submit any written correspondence ahead of the meeting.

B. Discussion of general planning issues

There were no issues to be discussed.

VI. Approval of minutes

A motion was made by Mr. Walker and seconded by Mr. Collopy to approve the September 14, 2020 meeting minutes. The motion carried unanimously by a roll call vote.

VII. Continued Applications

A. Bonfire Behavioral Health, LLC, 35 Industrial Way

Mr. Sylvain opened the public hearing. Ms. Saunders read the following emails received by the Planning Department:

Dear Crystal,

Although we have already written one letter to the Board regarding the Bonfire behavioral clinic, which wants to locate at 35 Industrial Way, we feel it is necessary, after watching last week's meeting to write another. Our hope is that you will share our concerns with the Board.

Although Mr. Prolman said, that it is the perfect location for what they are trying to do, we still maintain that the industrial park is not the place for a behavioral clinic. In 2018 a methadone clinic was trying to establish itself at 36 Industrial Way, which I believe the Board rejected, for similar concerns that were discussed at the meeting regarding the behavioral clinic. We can't help but think that allowing the clinic into the Industrial Park would be the start to many similar facilities wanting to make the Industrial Park their new home.

Mr. Prolman said that all clients would be staff supervised at all times, which we find hard to believe; watching someone on a camera, which we noted was said at last week's meeting, is not the same as, "staff supervision."

The fact that there is a Day Care located in the same building should be reason enough to NOT approve this clinic, or any other similar facility that wants to set up shop in the Industrial Park. In addition, the Industrial Park abuts a residential area, which is where we live, not to mention the development next to us, Ebony Drive and the developments across from us, Thomas Street, Yvonne Street, and Capital Circle. I believe Mr. Foster said at the meeting that they wanted to find something that was centrally located and away from residential zones. The Industrial Park for the reason I just stated is not that place!

Thank you,
Scott & Connie Brock

Good morning Crystal,
We didn't put a letter together stating our stance as yet. Our CEO of the Granite YMCA and the Strafford County Associate Executive Director (has a background in recovery work) are visiting the Concord program of Bonfire Behavioral Health late this afternoon. For now we are using the below statement and I'm not sure if we'll have anything else for tonight. Two of us will be on the call.

"The YMCA of Strafford County strongly believes in creating a community where all are welcome and supporting a healthy lifestyle. Bonfire Behavior Health certainly speaks to that cause. We are in the process of learning about their business plan and proposal. Once we are able to do our due diligence and get a better understanding of their business proposal and intentions we will be prepared to communicate with the planning board and Bonfire Behavior Health."

Thanks for your help.
Kim Harty

Rob Riley, Associate Executive Director of the YMCA of Strafford County phoned into the meeting. He said the YMCA has done their due diligence and researched the proposal presented. Mr. Riley said after conducting their research they have concluded that Bonfire outpatient treatment center would be a benefit to the City of Rochester community. He went on to say they support their search for a home in Rochester no matter where that may be.

There were no further comments from the public; Mr. Sylvain brought the discussion back to the Board.

C:\Users\cassie.givara\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\OYJ6QU0K\20_09_21_PBMminutes.docx \\roch-fileshare\plan\$2020-PB-Info\20-pbmin\20_09_21-PBMminutes.docx \\roch-fileshare\plan\$2020-PB-Info\20-pbmin\20_09_21-PBMminutes.docx

Created on 9/22/2020 at 8:43am

The applicant's attorney Andrew Prolman said they had a very good meeting with the YMCA Executive Director. He said they toured the facility in Concord.

Mr. Prolman went on to speak about access into the proposed facility on Industrial Way. He said there are three separate driveway and they are proposing to use the first driveway into site, they would not use the driveway that goes by the YMCA play area.

Mr. Sylvain explained the access points of the industrial park.

Mr. Fontneau said based on the information given he is in support of the proposal. He went on to say there should be some conditions added to the notice of decision including hours of operation, and transportation of clients. Mr. Fontneau said he would like to add there shall be no pedestrian or bike traffic to and from the site to the notice of decision. He went on to say there should be supervision of clients while on site during breaks, and that if the use were ever to expand they must come back before the Board. .

Mr. Prolman clarified the hours of operation are 8:00am to 5:00pm.

Mr. Sylvain said he would like someone within the City, like the PD to conduct site inspections. Mr. Prolman said he doesn't have an issue with inspections.

Mr. Sylvain said the Board is looking for safety of the community and safety of the ~~facility's clients~~facility's clients.

Ms. Dwyer explained there are testing requirements the facility have to follow in order to keep their funding.

A motion was made by Mr. Walker and seconded by Ms. Dwyer to close the public hearing. The motion carried unanimously by a roll call vote.

A motion was made by Mr. Walker and seconded by Ms. Dwyer to grant the Conditional Use Permit. The motion carried unanimously by a roll call vote.

A motion was made by Mr. Walker and seconded by Ms. Dwyer to approve the site plan modification with the conditions as stated. The motion carried unanimously by a roll call vote.

VIII. Suggested Zoning Amendment – Murals

Ms. Saunders explained the purpose is to codify murals. She said staff has amended the draft ordinance to just allow them in the downtown commercial district which the Historic District Commission will review. Ms. Saunders said staff recommends a subcommittee of the Planning Board be formed to review the mural proposals as well.

Ms. Saunders went on to explain they have restricted the locations on the buildings where mural will be allowed.

Ms. Dwyer asked about temporary window murals. Ms. Saunders said the intent wasn't to look at temporary window murals. Ms. Dwyer asked for language to be added to clarify

Mr. Walker said there shouldn't be a subcommittee, review needs to be before the full Board.

Mr. May said he believes the city shouldn't limit murals.

Mr. Collopy asked if a variance could be sought in other zones. Ms. Saunders explained right now murals would fall under the sign ordinance.

A discussion ensued regarding where murals should be allowed and which Board or Commission should review them.

Mr. Bruckner told the Board the Historic District Commission has successfully worked with applicants on the current murals in town.

Mr. Fontneau said he's not sure they need to be regulated and they should be allowed in the highway commercial zone, the granite ridge district, and the neighborhood mixed use zone by a Conditional Use Permit.

Mr. Creighton told the Board there needs to be an ordinance because right now murals are viewed as a sign and are not allowed because they are too big.

There was a discussion regarding having a subcommittee. The consensus of the Board was to not have a subcommittee.

Mr. Sullivan asked if abutters would be notified of a proposed mural. Ms. Saunders no, abutters would not be notified.

Ms. Dwyer said East Rochester and Gonic should be included because they have small downtowns as well.

Mr. Sylvain asked Staff to re-write the draft ordinance to include all city wide commercial zones. He said if the proposed mural is inside the Historic District than the HDC would review the proposal and if the proposed mural ~~is mural is~~ outside the Historic ~~District then~~ District then the Planning Board would need to review the proposal.

Ms. Saunders said she will work on the revisions and bring it back to the Board at the October 5th meeting.

IX. Review of May 2020 Surety and Inspections

Ms. Saunders told the Board there are two bonds for Highfield Commons that have expired. She said she has reached out to the developer again and he has let her know he's working on getting a continuation letter from the bank.

Ms. Saunders told the Board there is one additional bond that will expire in October, that developer has received a letter indicating that but we have not received anything from the developer yet.

Mr. Sylvain asked for an update on the Kelmar development. Mr. Creighton explained he has been in contact with the developer's agent who said they have received the Alteration of Terrain permit. Mr. Creighton added there are a couple different developers looking at the site and are interested in purchasing it.

X. Other Business

The Board discussed holding in person meetings. Ms. Saunders clarified that anyone who isn't comfortable meeting in ~~person would~~ person would still be able to participate virtually.

Mr. Bruckner expressed his concern with air circulation in the Council Chambers.

Mr. Rines asked if masks would be required. Ms. Saunders said staff is still working on the details.

The Board conducted a roll call straw-vote of who would be in favor of meeting in person with 10 in favor of in person meetings and 2 opposed.

Mr. Sylvain asked if the Board's retreat meeting would be able to be moved to a different date. Ms. Saunders said she is still working with other Staff for an answer.

XI. Adjournment

A motion was made by Mr. Walker and seconded by Mr. Collopy to adjourn at 8:25 p.m. The motion carried unanimously by a roll call vote.

Respectfully submitted,

Crystal Galloway,
Planning Administrative Assistant II

DRAFT

**Public Safety Committee
Meeting Minutes
September 16, 2020
6:00 PM
Meeting Conducted Remotely**

Members Present

Councilor Don Hamann, Chair
Councilor Peter Lachapelle, Vice
Councilor Palana Belken

Members Absent

Councilor Jeremy Hutchinson
Councilor Chris Rice

OTHERS PRESENT

Michael Bezanson, PE, City Engineer
Dan Camara, GIS Asset Mgmt., Tech.
Deputy Chief Boudreau, PD
Tim Wilder, Fire Marshall
Michael Dugas, NHDOT

Councilor Hamann brought the Public Safety Committee meeting to order at 6:00PM and he read the following statement:

Good Evening, as Chairperson of the Public Safety Committee I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A: 2, III (b). Federal, State and Local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such this meeting will be conducted without a quorum of this body physically present in the same room.

For public access to the meeting by telephone: At this time, we welcome members of the public accessing this meeting remotely. In order for any public attendee to be allowed to comment during the public input portion of our meeting, you must have registered before the meeting with your name and the telephone number that you will use to call in. You may register now online [here](https://bit.ly/35Ru0Wu) or by copying or typing the following address into your browser: <https://bit.ly/35Ru0Wu>. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum do apply. Any person found to be disrupting this meeting will be asked to cease the disruption. If the disruptive behavior continues thereafter, that person will be removed from this meeting.

The public can call-in to listen at the below number using the conference code.

Phone Number: 857-444-0744

Conference Code: 843095

Public Access Troubleshooting: If any member of the public has difficulty accessing the meeting by phone, please email ronda.boisvert@rochesternh.net or call 603-332-4096.

Public Input: Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, are encouraged to do so by the following methods:

- **Mail:** Rochester Public Safety Committee, 45 Old Dover Road, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- **Email** – laura.miller@rochesternh.net (*must be received no later than 4:00 pm of meeting date*)
- **Voicemail** 603-335-7569 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

Roll Call: Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name and ward, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know Law. Additionally, Committee members are required to state their name and ward each time they wish to speak.

Councilor Lachapelle Ward #3 Present
 Councilor Belken Ward #2 Present
 Councilor Hamann Ward #5 Present

1. Public Input

Emmett Garland was on the line to speak about a request to put a speed bump on both Hillcrest and Sunset Drives; he said it was a real safety hazard to people in the neighborhood. People have been driving up to 60 miles an hours on Hillcrest and Sunset Drives and there are a lot of kids that like to play outside in this area. He wrote that they have put up a few signs, but the signs haven't done anything. Emmett Garland had a petition signed by area residents affected by this issue. Deputy Chief Boudreau stated that this was put on the list for the speed trailer and direct patrols. Emmett Garland said he does not think "No Thru Traffic" signs will work; vehicles will continue to cut through the neighborhood. Mr. Bezanson said he believes that this neighborhood has "No Thru Truck" signs installed already. Emmett Garland said there are "No Thru Truck" signs installed, but 18-wheelers still go

through. Councilor Lachapelle said that they do not put speed bumps on city streets; it raises havoc with the snow plows. Deputy Chief Boudreau said that the speed trailer is on Governors Road right now; and, there are 2 other streets it needs to go to first. It will be placed on Hillcrest and Sunset Drives in about 2 ½ weeks.

This request was kept in committee until next month for the data from the speed trailer. Councilor Hamann thanked Emmet Garland for taking responsibility for the safety of his neighborhood; not many kids his age would do that.

2. NHDOT Presentation: Old Dover Rd./Tebbetts Rd. Road Safety Audit

Michael Dugas, a state highway safety engineer for NH DOT, gave a presentation on the road safety audit conducted for the Old Dover Road and Tebbetts Road intersection. He started off the presentation explaining what he would be talking about.

- What is a road safety audit?
- Summary of existing conditions
- Key safety issues
- Improvement alternatives
- Recommended next steps

A road safety audit (RSA) is a formal safety performance evaluation conducted by a multi-disciplinary team. The objective is to identify and reach consensus on safety issues and possible countermeasures. It's a team of engineers and stakeholders.

For clarity, there are four legs to this intersection. The State owns Old Dover Road to Somersworth and the City owns the other 3 legs. Old Dover Road will be referred to in this presentation as north-south and Tebbetts Road as east-west. There are traffic control signs and beacons in the area. Tebbetts Road has about 4,300 vehicles per day and a posted speed limit of 30 mph. Old Dover Road gets approximately 8,000 vehicles per day and the speed limit is 35 mph. The Police Department reported that the speeds are pretty much in line with the speed limit. The crash history provided by the City for this RSA included in 11 ½ years 63 crashes, 1 fatal and 3 serious. 30 collisions southbound vs Tebbetts Road; 16 collisions northbound vs Tebbetts Road; 15 of the crashes occurred from 3 to 4pm. Some of the key safety issues are sight distance, and sun glare certain times of seasons and day. Driver behavior, it's very difficult to cross Tebbetts Road. Heavy trucks is another safety issue, they need to use both sides of the road to maneuver turns. Fixed objects are another issue, like trees and utility poles. Some of the possible improvements include;

- Clear roadside vegetation north of Tebbetts Road to improve sight lines
- Add southbound intersection warning signs with name plaque
- Relocate street name signs to make Tebbetts Road more visible
- Adjust signs and beacons for visibility: replace flashing beacons with LED signs
- Prohibit trucks from Tebbetts Road

Some of these options will be little cost to the City. These options would be done by

City staff. Some intermediate term measures would be to convert control to 4-way stop and eliminate redundant poles; relocate others. These options would require some investment, planning and wouldn't be able to be implemented immediately. Long term solutions would be traffic signal control. A roundabout is another option. There are 2 kinds of roundabouts, standard size and compact size. The small compact roundabout would be an 80-foot diameter. Councilor Hamann asked if a roundabout could be a Ten Year Plan project. Money and schedule is always one of the issues. Mr. Dugas said that the NHDOT recommends:

- Near term: City pursue clearing, sign improvements, truck prohibition
- Medium term: no feasible options
- Long term: DOT advance project via Highway Safety Improvement Program (HSIP)

Mr. Dugas said if the City chooses to go with an HSIP project that it would be part of the safety program and not a Ten Year Plan project. An HSIP project would be 90 percent federal funds and 10 percent municipal. HSIP funding would be for both engineering and construction. This project would allow deeper investigation of the intersection. They would have to discuss who manages the project; usually the NHDOT does, but the City owns 3 legs of the intersection. The timeframe for beginning the project could be as early as 2021. Councilor Lachapelle asked if there was a ballpark figure for this project. Mr. Dugas said the most expensive option would be the standard sized roundabout. It would be approximately 1.2 to 1.5 million total cost and add 20 to 30 percent for engineering. Councilor Lachapelle thought the signage came up before. He said long term he thinks the roundabout would be the way to go. Councilor Hamann asked Mr. Bezanson if this would be brought up at the Public Works Committee meeting. Mr. Bezanson said Mr. Nourse planned to bring it up at tomorrow night's Public Works & Buildings Committee meeting. Councilor Belken said that she has mixed feeling about the roundabout, a 4-way stop might be the way to go, maybe divert trucks so they take better routes. Mr. Dugas recommended that the City clear roadside vegetation north of Tebbetts Road, to improve sight lines, add southbound intersection warning sign with name plaque and relocated street name signs to make Tebbetts Road more visible.

Councilor Lachapelle made a motion to recommend to full council the 3 recommended steps for the Old Dover Road/Tebbetts Road Intersection. Councilor Belken seconded the motion. A Roll Call vote was taken on the motion.

Councilor Lachapelle Ward #3 Yes
Councilor Belken Ward #2 Yes
Councilor Hamann Ward #5 Yes

3. Gonic Road/Oak Street/Colby Street Intersection-Turning Movement Concerns

Councilor Hamman asked Mr. Dugas if he could stay on to discuss the Oak Street/Gonic Road traffic signal concern. A request came in from a resident of Oak Street. He stated he has been there for 32 years and he said the traffic signal on Route 125 at Oak Street is dangerous. He said he has seen numerous near

accidents. He said he sometimes rather than taking a left to head downtown, he will go straight onto Colby and down around the fire station. Mr. Dugas said one of the options was the lane extension markings, he said those are not really feasible as they get run over by vehicles. He said the DOT can look at the signal phase timing at this intersection; they will look at timing options to see if split-phasing would be feasible. Deputy Chief Boudreau said this intersection is extremely busy, especially Friday afternoons. Deputy Chief Boudreau said in 2018 there were 9 accidents in this area, in 2019 10 accidents and for 2020 year to day 3, the accidents weren't just from turning, but rear end as well. There were a total of 22 accidents over the last 3 years. Councilor Hamann asked Deputy Chief Boudreau what he thought would be a good solution. Deputy Chief Boudreau said he would like to see the split-phasing for Oak and Colby; he said most of the traffic coming from Oak Street wants to take a left onto Route 125. Councilor Belken said coming back from Concord she often takes Church to Pickering to avoid the traffic signals. **This agenda item was kept in committee pending a response from regarding split-phasing of the traffic signal.**

4. Speeding Concerns-Cemetery Road

A request came in regarding a concern over speeding on Cemetery Road. Vehicles go down Cemetery Road to bypass having to go to the traffic light on Route 125 at the Flagg Road intersection. Traffic flow is pretty consistent, one neighbor has put small roadside signs asking people to please go slow, but it has not helped. Councilor Lachapelle said Mr. Bezanson could send a letter to the State regarding a traffic signal at Route 125/Gear/Colonial. He said vehicles taking a left from Gear is very hard with the traffic volumes; going right is not a problem. Vehicles go down Cemetery to trip the signal at Flagg Road to make it easier to take a left and go northbound on Route 125. Councilor Hamann asked Deputy Chief Boudreau if the speed trailer has been out on Cemetery Road, he said no but it's on the list and he will bring back data to next month's meeting. Deputy Chief Boudreau said there will be truck traffic on the road because there is a state shed located on this road. **Kept in committee.**

5. Old Milton Road (backside of Dunkin Donuts)-Safety Concerns-(was held in committee)

Councilor Hamann summarized the issue. Mr. Bezanson said he met with the owners of the Dunkin Donuts on Milton Road about the concerns. He is looking to restrict traffic flow to the 2 ends of the large driveway cut on Old Milton Road, essentially creating 2 separate driveways. They discussed maybe placing planters in the area. The owners expressed concerns about snow plowing and deliveries in the area, as an 18-wheel truck accesses area for regular deliveries. Nothing was agreed to. Mr. Bezanson said that he was going to look at options for striping and wanted to talk further with the DPW Highway Supervisor and go back and talk to the owners. **Kept in committee.**

6. E911 update

Councilor Hamann summarized the issue. Deputy Chief Boudreau said there have been no committee meetings. Deputy City Manager Ambrose is going to be meeting with Planning and will discuss getting the E911 meetings back up in running; there are many streets to deal with. Fire Marshall Wilder said that, regarding the street number changes for Rochester Neck Road, he has all but one consent back. The Cemetery Association which is now 0 Rochester Neck Road has not yet given consent to the number change. Councilor Lachapelle asked whether the street renumbering needed to have a full City Council vote. Fire Chief Wilder said no because it was just renumbering.

7. Emergency Management Update

Councilor Hamann summarized the issue. Fire Chief Marshall there was nothing new to report, dealing with things as they come in; nothing major to report.

8. COVID-19 Statistics Update

Fire Marshall Wilder said since the COVID-19 pandemic started there have been 4,400 cases in New Hampshire. Deaths attributed to COVID-19 are 438, Strafford Count has had 37 cases. 400 people have been tested, 929 test are pending and 1,925 people of being monitor in the state. Councilor Hamann asked if he had any idea how many cases were from Rochester. Fire Chief Marshall said he didn't get the numbers for today but it has been at 0.

9. Other

Speed Trailer Updates

Deputy Chief Boudreau said the speed trailer was on Governors Road for 6 days with 4,000 vehicles average speed 34.24 mph and the posted speed was 30 mph. The 85th percentile was 38 mph. The general speed was within the 30 mph.

The speed trailer was placed on Washington Street for 8 days, there were 27,000 vehicles. The average speed was 41 mph. The speed trailer was set up where it changes to 45 mph. There was a couple of high speeds late at night. Deputy Chief Boudreau said they have to pay attention to this area.

William Allen School-Parking Granite/Charles Streets

Deputy Chief Boudreau said School has just started back up and there are already vehicles backing up onto Charles Street; there were 22 cars. The SRO has been out there dealing with this issue. Councilor Hamman asked how many minutes before school gets out have they been there. Deputy Chief Boudreau said about 10 minute before school is out. They will continue to monitor it. One of the first days

there was a call for service because a resident of Granite Street couldn't get into their driveway.

Ian's Way Speed Limit

Councilor Hamman asked Deputy Chief Boudreau, what the speed limit would be in a local neighborhood like Ian's Way. He said 30 mph; it's a closed-in residential area.

Councilor Hamann adjourned the meeting at 7:26 PM.

These minutes respectfully submitted by Laura J. Miller, Admin. Assistant II

Road Safety Audit

Rochester

Old Dover Rd at Tebbetts Rd

Presentation to Public Safety Committee
September 16, 2020

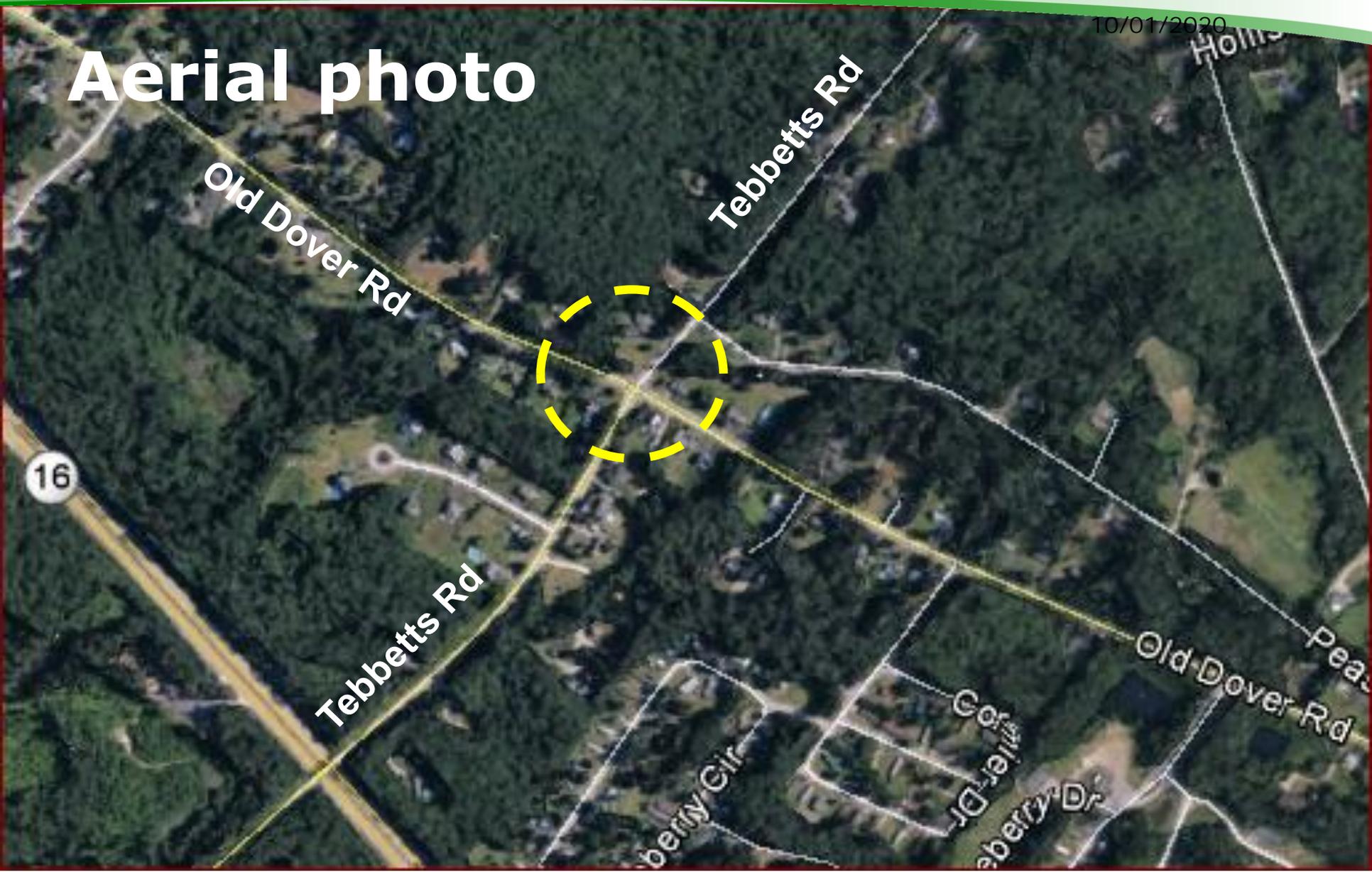
Agenda

- What is a Road Safety Audit?
- Summary of existing conditions
- Key safety issues
- Recommended improvements
- Next steps

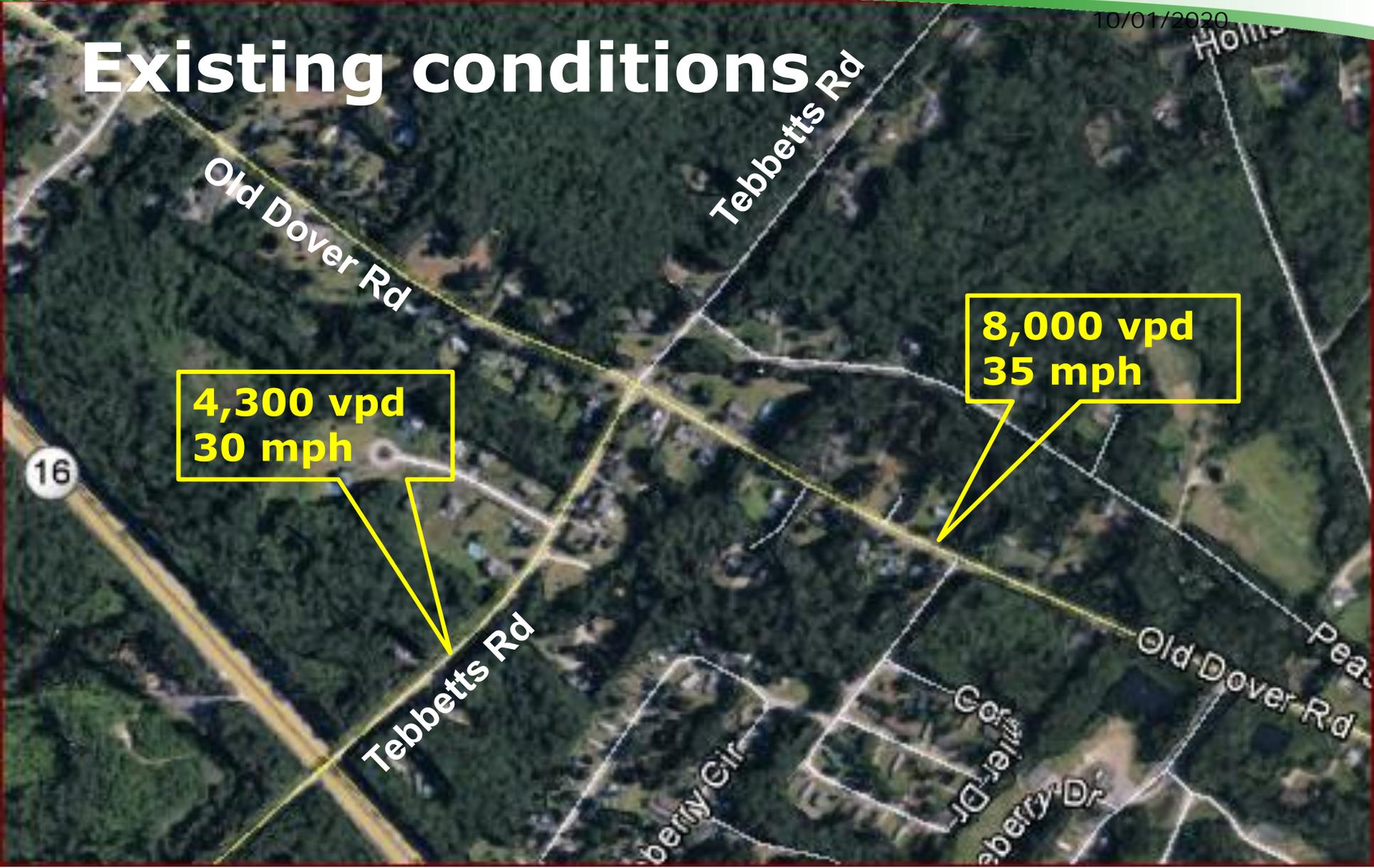
What is an RSA?

- A formal safety performance evaluation.
- **Conducted by multi-disciplinary team.**
- Objective is to identify and **reach consensus** on safety issues and possible countermeasures

Aerial photo



Existing conditions



Crash history

- 63 crashes in 11 1/2 years
 - 45 right angle collisions
 - 1 fatal, 3 serious injury crashes
- 30 collisions of SB vs Tebbetts
- 16 collisions of NB vs Tebbetts
- 15 crashes occurred from 3 to 4 PM

Key Safety Issues – sight distance

10/01/2020



Key Safety Issues – behavior



Key Safety Issues – trucks



Key Safety Issues – fixed objects



Improvement Alternatives

-- Near term measures --

1. Clear roadside vegetation north of Tebbetts Rd to improve sight lines
2. Add SB intersection warning sign with name plaque
3. Relocate street name signs to make Tebbetts Rd more visible

Improvement Alternatives

-- Near term measures --

4. Adjust signs and beacons for visibility;
replace flashing beacons with LED signs
5. Prohibit trucks from Tebbetts Rd

Improvement Alternatives

--Intermediate term measures --

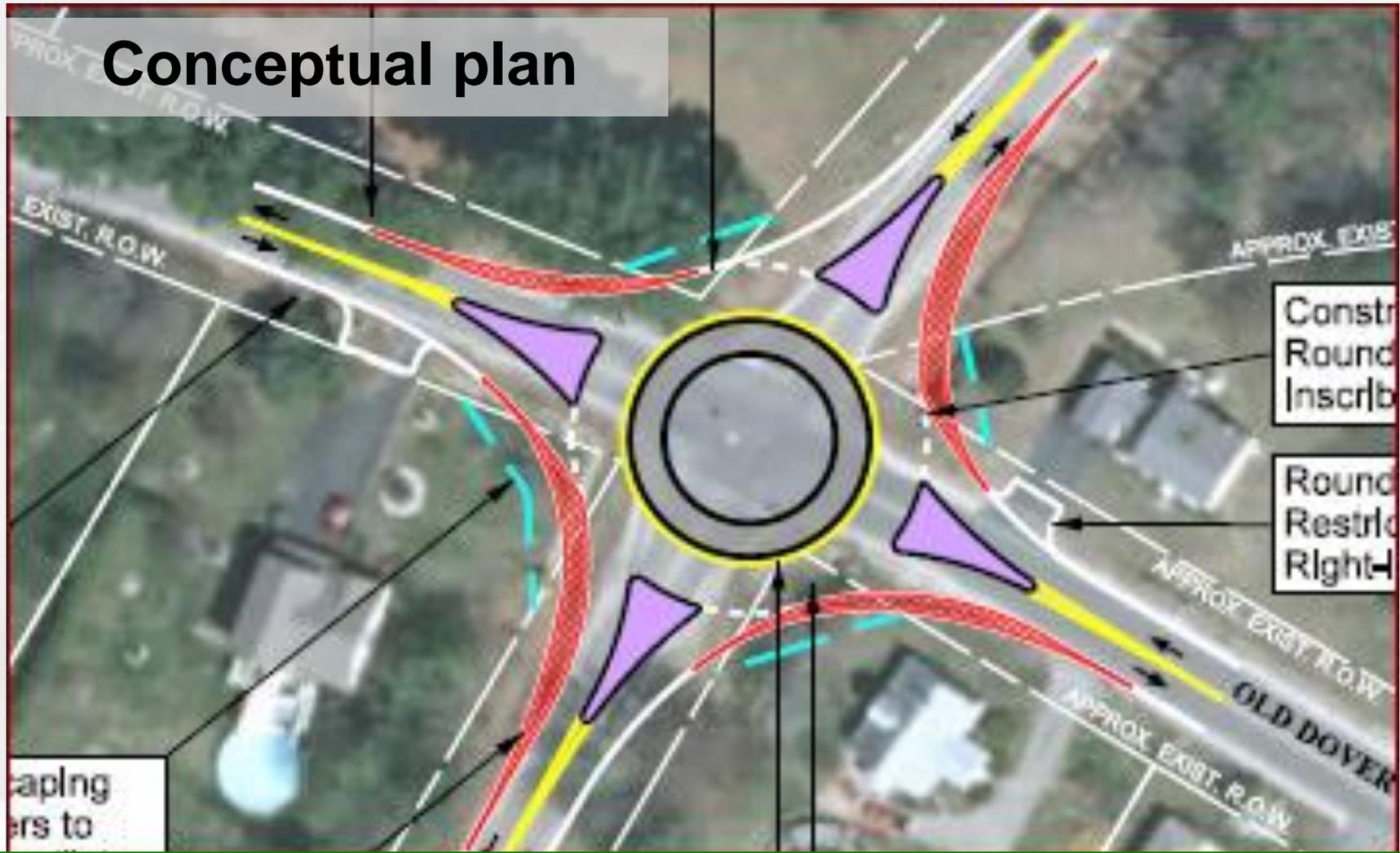
1. Convert control to 4-way stop
2. Eliminate redundant poles; relocate others

Improvement Alternatives

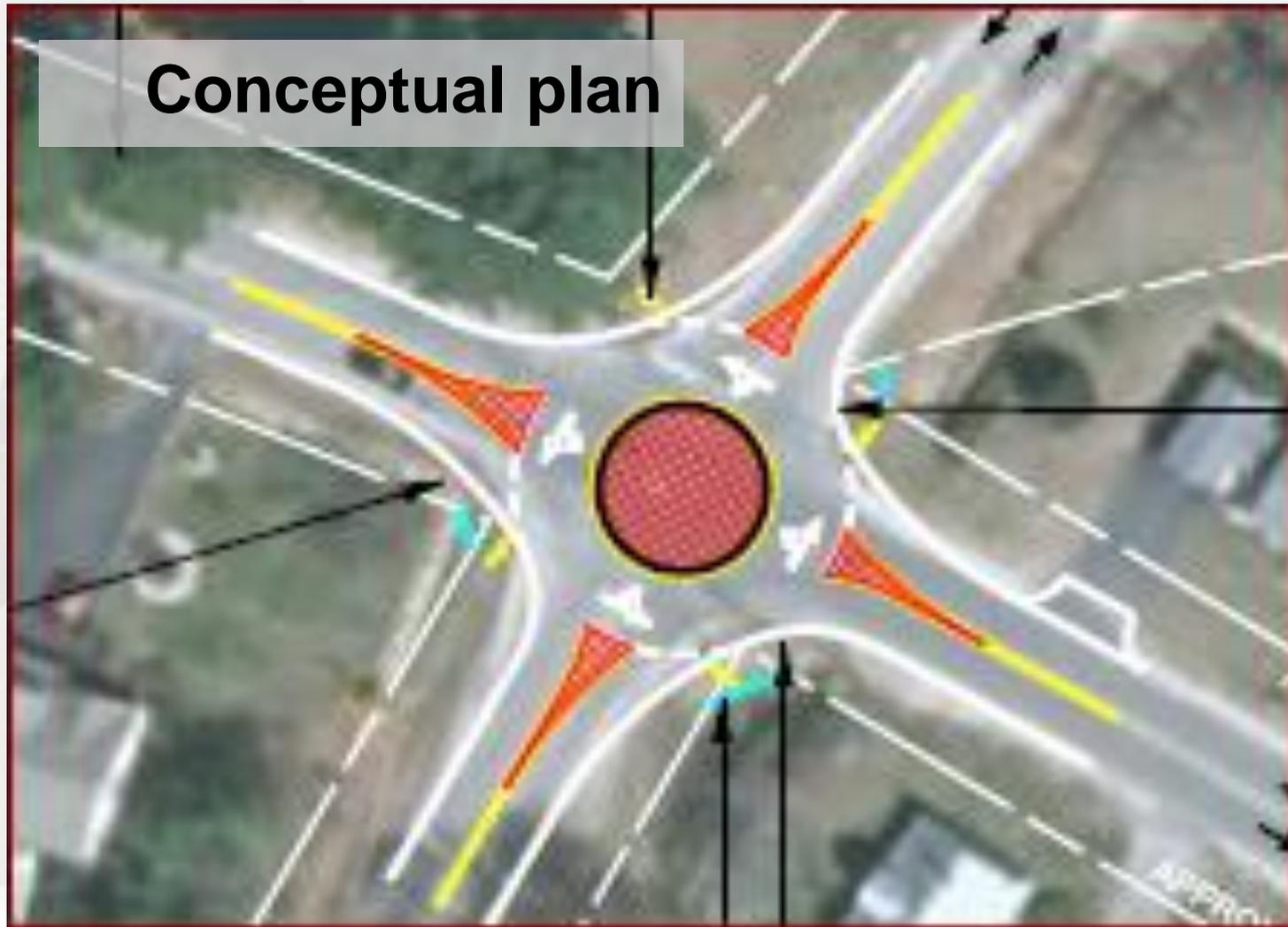
-- Long term measures --

1. Traffic signal
2. Roundabout
 - Standard size
 - Compact size

Roundabout - standard



Roundabout - compact



Conceptual plan

Recommended Next Steps

1. Near term: City pursue clearing, sign improvements, truck prohibition
2. Medium term: no feasible options
3. Long term: DOT advance project via Highway Safety Improvement Program

Questions?

Michael.Dugas@dot.nh.gov

603.271.2604

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left blank...*

City Clerk's Office

Public Works and Buildings Committee
Meeting Minutes
September 17, 2020
Meeting Conducted Remotely

MEMBERS PRESENT

Councilor David Walker, Chairman
Councilor Jim Gray- Vice Chairman
Councilor Don Hamann
Councilor Chris Rice (7:15PM)

MEMBERS ABSENT

Councilor Doug Lachance

OTHERS PRESENT

Blaine M. Cox, City Manager
Peter C. Nourse PE, Director of City Service
Daniel Camara, GIS / Asset Management
Ronda Boisvert, Admin DPW – Vast Broadcast Operator

MINUTES

Councilor Walker called the Public Works and Building Committee to order at 7PM and he read the following statement:

Good Evening, as Chairperson of the Public Works and Buildings Committee I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A: 2, III (b).

Federal, State and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As Such this meeting will be conducted without a quorum of this body physically present in the same room.

In addition to the following public access information, the Public Works and Buildings Committee will be allowing the public to come to City Hall and speak to the Committee via video conferencing software for the Public Input portion of this meeting. In an effort to adhere to CDC guidelines-enter only at the front Wakefield entrance and exit out the side closest the PD and adhere to 6 foot social distancing while inside. Hand sanitizer and face masks will be available at the Wakefield entrance.

For public access to the meeting by telephone: At this time, we welcome members of the public accessing this meeting remotely. In order for any public attendee to be allowed to

comment during the public input portion of our meeting, you must have registered before the meeting with your name and the telephone number that you will use to call in. You may register now online [here](#) or by copying or typing the following address into your browser: <https://bit.ly/35Ru0Wu>. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum do apply. Any person found to be disrupting this meeting will be asked to cease the disruption. If the disruptive behavior continues thereafter, that person will be removed from this meeting. The public can call-in to listen at the below number using the conference code.

Phone Number: 857-444-0744

Conference Code: 843095

Public Access Troubleshooting: If any member of the public has difficulty accessing the meeting by phone, please email ronda.boisvert@rochesternh.net or call 603-332-4096.

Public Input: Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, are encouraged to do so by the following methods:

- **Mail:** Rochester Public Works & Buildings Committee 45 Old Dover Road, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- **Email** – Lisa.Clark@rochesternh.net (*must be received no later than 4:00 pm of meeting date*)
- **Voicemail** 603-335-7572 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

Roll Call: Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When called, each member should state their name and ward, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. Additionally, Committee members are required to state their name and ward each time they wish to speak. “

The roll call:

<i>Councilor Hamann</i>	<i>Ward 5</i>	<i>Present</i>
<i>Councilor Gray</i>	<i>Ward 6</i>	<i>Present</i>
<i>Councilor Walker</i>	<i>Ward 5</i>	<i>Present</i>

Councilors Rice and Lachance not present.

1. **Public Input**

Councilor Walker asked Ms. Plaia if there were any members at City Hall waiting to speak to the Committee. Ms. Plaia stated there was not. Councilor Walker asked Ms. Boisvert if there were any members of the Public waiting in the virtual lobby that wanted

to speak to the Committee. Ms. Boisvert stated that there was not.

2. **DPW Facility**

Mr. Nourse stated that the New DPW was at 11% completed or stored, the concrete slab is being poured for the administration building and they are looking to complete all concrete work by end of October. He stated that the metal roof is going on at the salt shed and 90% of all underground utilities on site are completed. This includes water, electrical and gas lines. Mr. Nourse explained that the City is in the process of finalizing the Power Purchase Agreement (PPA) for the solar array. Mr. Camara displayed the aerial photos captured by an employee from the IT department. Mr. Nourse explained that the employee is a drone operator that has volunteered to take photos of the project along the way. Mr. Nourse stated that the DPW Facility Project has a 8% contingency budget of \$1,414,920.00. He explained that currently there are three approved change orders with a net total credit balance of \$-8,542.00. Mr. Nourse stated that of that number, there was \$6,258.00 for the onsite work required for the propane to natural gas conversion and the Unitil cost to run the natural gas down Chestnut Hill Road was \$175,820.00 for a total of \$182,078.00. He explained the annual expected cost savings of \$42,940.00 based on btu's. He stated that the payback period based on these figures is 4.14 years. Mr. Nourse stated that a late October site walk for the Committee is planned.

Councilor Rice joined the virtual meeting and apologized for being late.

3. **Rochester Neck Road Street Acceptance**

Mr. Nourse stated the Waste Management of NH has submitted the petition and documentation necessary for acceptance of the relocated Rochester Neck Road. He stated that Planning, Legal and Public Works Departments have reviewed documents including lot line adjustments, plans, deeds, easements, meets and bounds, and materials quality testing reports. Mr. Nourse stated that the staff and this Committee completed site walks. He stated all departments recommend acceptance of the roadway and note that it is completed with the exception of (2) cobra head lights and roadway striping. Mr. Nourse explained that the roadway striping is scheduled for 10/16/2020 which is after the scheduled acceptance of 10/6/2020. He explained that the roadway will open after striping is complete. Councilor Walker asked if the light fixtures would be up prior to the vote. Mr. Nourse stated that the City is in the process and will be working with Eversource to complete the light installation. He stated they would likely go up after the acceptance vote.

Councilor Hamann made a motion to recommend that the full City Council accept the newly located portion of Rochester Neck Road Councilor Rice seconded the motion. A roll call vote was taken

Councilor Rice	Ward 5	Yes
Councilor Hamann	Ward 6	Yes
Councilor Gray	Ward 5	Yes
Councilor Walker	Ward 4	Yes

4. Tebbetts Road / Old Dover Road Intersection-NHDOT Road Safety Audit

Mr. Nourse stated that this item was discussed the previous evening at the Public Safety Committee (PSC) and that there was a presentation by the NHDOT Engineer that included short term and long term recommendations. Mr. Nourse stated that the issue going forward would be both a Public Safety issue and a Public Works issue as there will likely be infrastructure work. Mr. Nourse summarized the previous night's presentation and intersection history. He recommended that the Committee watch the PSC video presentation on the City's website. (18 page PDF Presentation attached to these minutes) He stated that the PSC has motioned and approved the recommendation that the Full City Council approve the NHDOT short term recommendations. He stated that those near term recommendations include relocations and additions of signs, refresh stop bar painting, brush and tree trimming and truck prohibition and the long term recommendations include two roundabout options. He stated that there is an option of a 80/20 NHDOT cost participation through the Highway Safety Improvement Project program (HSIP). Mr. Nourse express his concern for truck prohibition as this is a major route for trucks that would then divert truck traffic into the downtown. Councilor Walker asked if any of the data showed trucks involved in accidents. Mr. Nourse stated that he did not see any data showing accidents with truck involvement. Councilor Hamann stated although their PSC motion recommended implementation of the near term NHDOT recommendations, the discussion at PSC was lengthy and when discussion is held at the City Council, the truck prohibition can be discussed and approved or not approved based on the City Council discussion. Councilor Gray suggested a double headed flashing beacon. Mr. Nourse stated he would look in to that and he noted that the department had made an adjustment to quicken the current flashing cycle of the beacon at the intersection.

5. North Main Street Crosswalk Project Update

Mr. Nourse stated that this project is underway and is currently in design. Mr. Camara displayed a picture of a similar crossing beacon that has been used in other communities (attached to minutes). Mr. Nourse stated that there is a NHDOT certification process required for these type of traffic control devices. He stated that it is not a lengthy process but it is required. Mr. Nourse stated that it is likely that we will be able to use the existing light structures to illuminate the crossings. Mr. Nourse stated the lead time for

ordering these devices is 8-10 weeks and we are expecting to be out to bid in October. He stated that the device should be operational by early next year.

6. **Other.**

Councilor Walker asked all Committee Members if they had any items to bring up for discussion.

Ian's Way - Councilor Hamann stated that he lives on this street and was approached by his neighbors, 34 & 40 Ian's Way, regarding DPW's work on this road. Councilor Hamann shared their concerns as follows: 1.) The crew arrived on site 2 days prior to scheduled date, and the residents had planned on being home and could not be. 2.) The culvert was installed without using the connectors that were provided with pipe and they wondered if that would be a problem. 3.) The culverts appear lower than the slope of the ditch line and they believe the water will sit in the pipe and not flow through. 4.) The ditches were not re-established as expected. The excavated area was only near the driveways and they wondered if the crew was coming back. Mr. Camara displayed the pictures that Councilor Haman had taken earlier in the day. Mr. Nourse stated that the crew would be back in the area the next day for hydro seeding the work area. He stated that the staff had looked at the pitch and took elevations every 5' in the area. He stated that they noted that the culvert at 40 Ian's way was pitched the wrong way and the newly installed culvert is pitched correctly. Councilor Hamann and Mr. Nourse were in agreement that the Director would stop in to meet with the homeowners.

Agenda Postings – Councilor Gray stated that it had been brought to his attention that the City Hall posting of agendas for the Public Works and Public Safety Committees were not done. He stated that he wanted to thank staff for quickly handling it and putting a plan in place for the future meetings.

Light at intersection of Brock and Old Gonic Road – Councilor Walker stated that he had someone call him regarding this light still be out after several calls to DPW.

Traffic Lights – Councilor Rice asked that the Director look at the timing of the Union Street light at North Main and at the North Main and Cumberland Farms entrance. Mr. Nourse stated he would look into the timings.

Four Rod Rd Culvert – Mr. Nourse stated that Councilor Gray had questioned if traffic detours and a full road closure would ensure better curing of the material to be sprayed on to the culvert surface for this project. Mr. Nourse stated that he had looked into it and the material has a quick set time so full road closures would not be needed.

Colonial Pines Project Update – Mr. Nourse stated that the project is nearing completion. He stated that there has been 85 tie-ins, 3 waivers and 3 homes were greater than 100' from the installed sewer line and do not require connection. He stated that the homeowner options that have been finance by the City total about \$400,000.

Councilor Hamann made a motion to adjourn at 7:50 pm. Councilor Rice seconded the motion.

A Roll Call Vote was taken:

Councilor Rice	Ward 5	Yes
Councilor Hamann	Ward 6	Yes
Councilor Gray	Ward 5	Yes
Councilor Walker	Ward 4	Yes

Minutes respectfully submitted by Lisa J. Clark, City of Rochester Administration and Utility Billing Supervisor.

Road Safety Audit

Rochester

Old Dover Rd at Tebbetts Rd

Presentation to Public Safety Committee
September 16, 2020

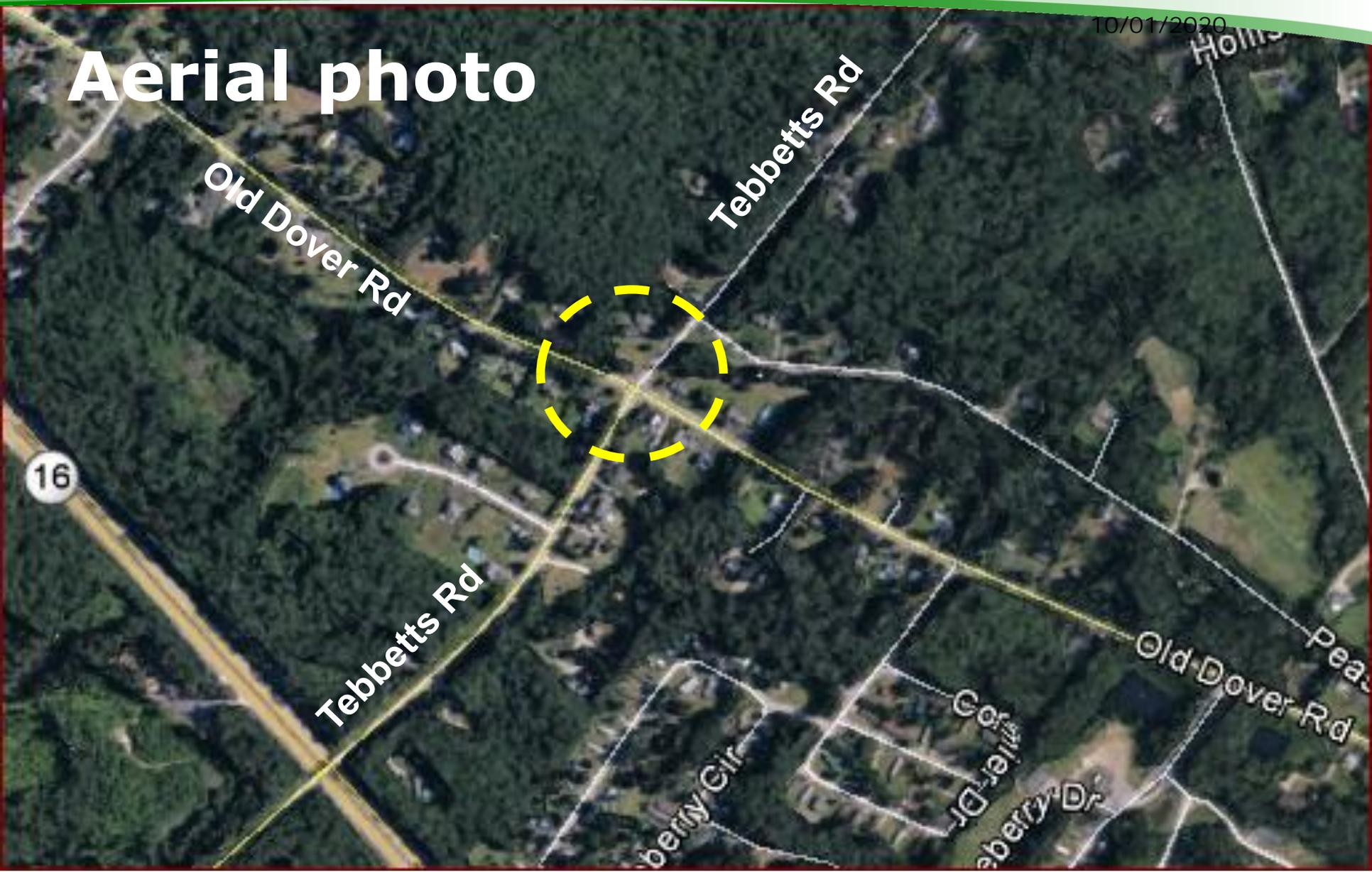
Agenda

- What is a Road Safety Audit?
- Summary of existing conditions
- Key safety issues
- Recommended improvements
- Next steps

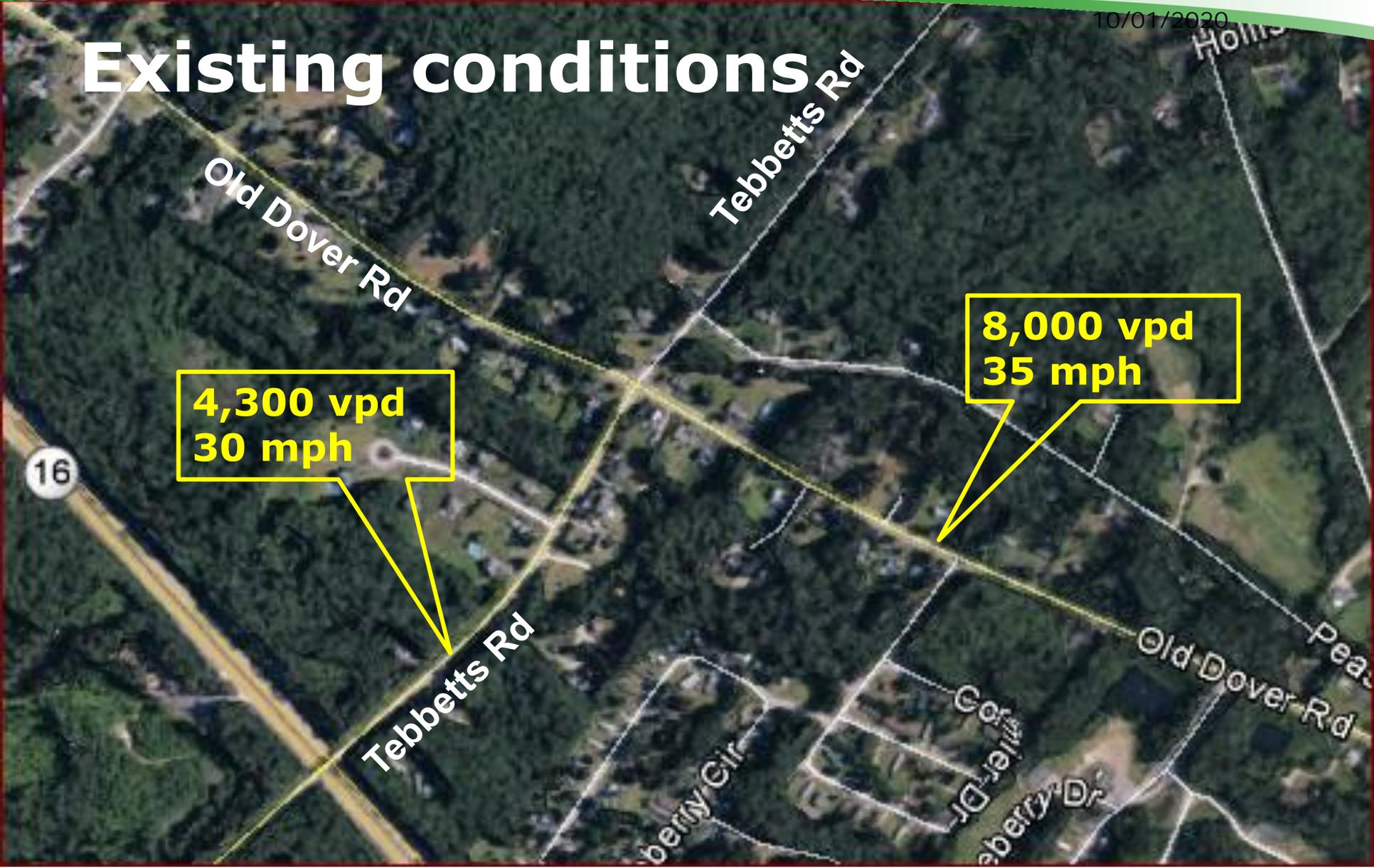
What is an RSA?

- A formal safety performance evaluation.
- **Conducted by multi-disciplinary team.**
- Objective is to identify and **reach consensus** on safety issues and possible countermeasures

Aerial photo



Existing conditions



Crash history

- 63 crashes in 11 1/2 years
 - 45 right angle collisions
 - 1 fatal, 3 serious injury crashes
- 30 collisions of SB vs Tebbetts
- 16 collisions of NB vs Tebbetts
- 15 crashes occurred from 3 to 4 PM

Key Safety Issues – sight distance

10/01/2020



Key Safety Issues – behavior



Key Safety Issues – trucks



Key Safety Issues – fixed objects



Improvement Alternatives

-- Near term measures --

1. Clear roadside vegetation north of Tebbetts Rd to improve sight lines
2. Add SB intersection warning sign with name plaque
3. Relocate street name signs to make Tebbetts Rd more visible

Improvement Alternatives

-- Near term measures --

4. Adjust signs and beacons for visibility;
replace flashing beacons with LED signs
5. Prohibit trucks from Tebbetts Rd

Improvement Alternatives

--Intermediate term measures --

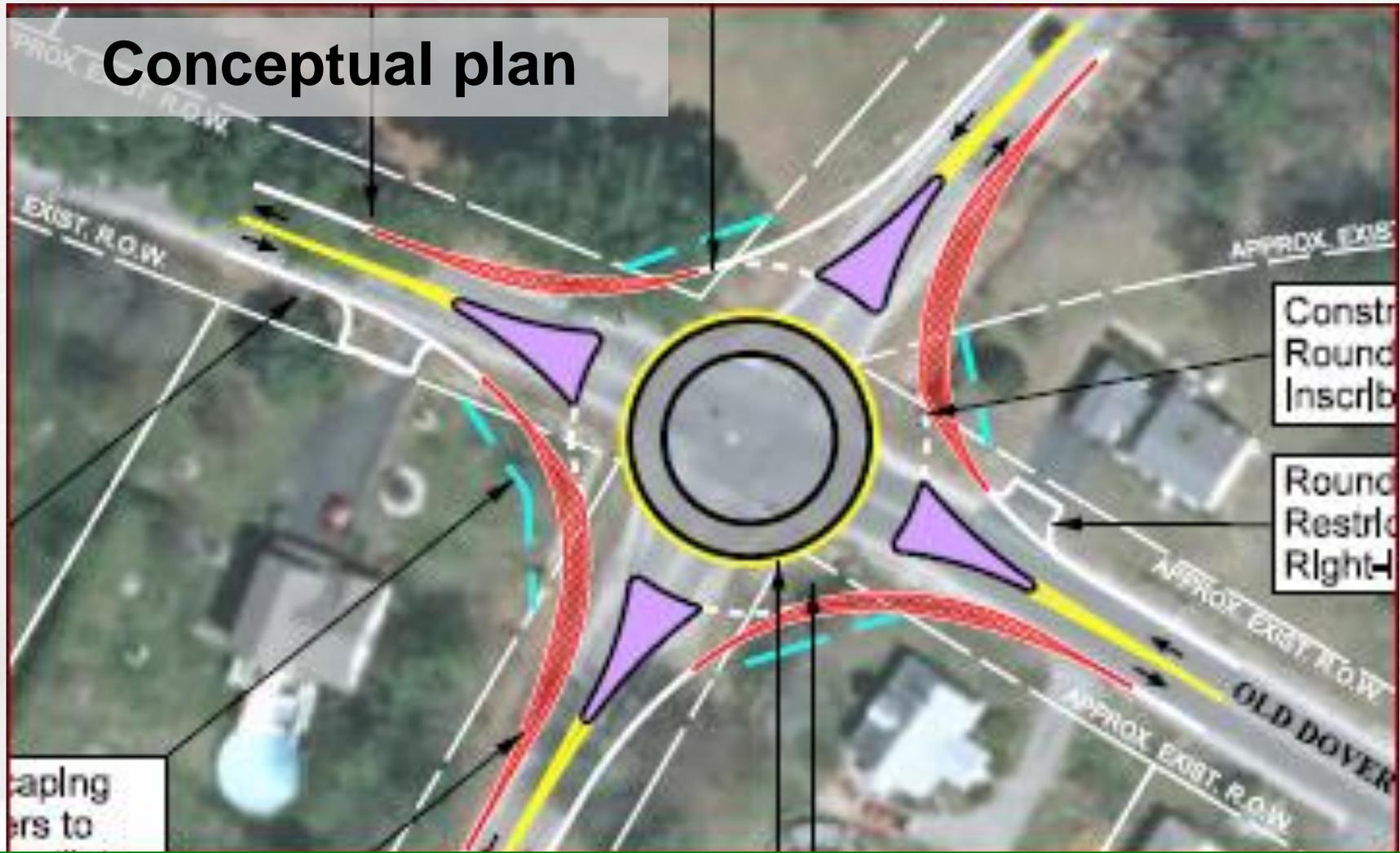
1. Convert control to 4-way stop
2. Eliminate redundant poles; relocate others

Improvement Alternatives

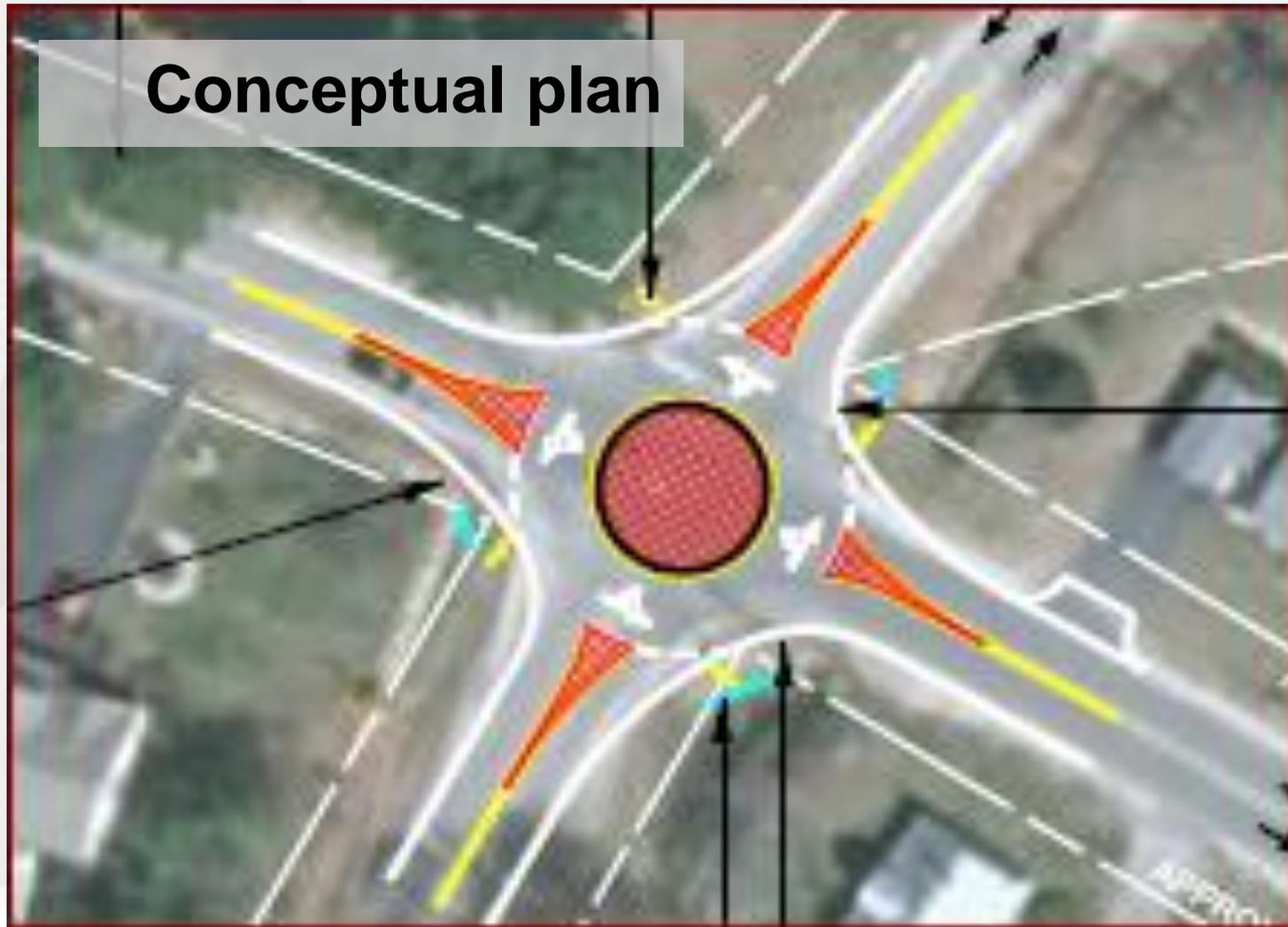
-- Long term measures --

1. Traffic signal
2. Roundabout
 - Standard size
 - Compact size

Roundabout - standard



Roundabout - compact



Recommended Next Steps

1. Near term: City pursue clearing, sign improvements, truck prohibition
2. Medium term: no feasible options
3. Long term: DOT advance project via Highway Safety Improvement Program

Questions?

Michael.Dugas@dot.nh.gov

603.271.2604



PUSH
BUTTON TO
TURN ON
WARNING
LIGHTS



1635

507
20
65
5

STAPCO

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City Clerk's Office

Resolution Authorizing Acceptance of Newly Realigned Rochester Neck Road

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That the City of Rochester hereby approves the Road Acceptance Petition submitted by Waste Management of New Hampshire and accepts the newly realigned Rochester Neck Road as a City road.

Further, the Mayor and City Council authorize the City Manager or his designee to execute all documents necessary to both accept the newly realigned Rochester Neck Road and to deed to Waste Management of New Hampshire certain City-owned property which previously made up portions of Rochester Neck Road as proposed in the aforementioned Road Acceptance Petition.

These amendments shall take effect upon passage.

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City Clerk's Office

**RESOLUTION APPROVING CONTRACT
AND COST ITEMS ASSOCIATED WITH PROPOSED
CITY OF ROCHESTER
SCHOOL DEPARTMENT
MULTI-YEAR COLLECTIVE BARGAINING
AGREEMENT WITH LOCAL 863 OF THE AMERICAN FEDERATION OF
STATE, COUNTY AND MUNICIPAL EMPLOYEES
(AFSCME)**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That pursuant to, and in accordance with, the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the multi-year year collective bargaining agreement between the City of Rochester and the American Federation of State, County and Municipal employee collective bargaining group, covering the period July 1, 2020 to June 30, 2023, as set forth in the proposed contract, a copy of which proposed contract has been made available to the Mayor and City Council, and with its financial impacts as more particularly detailed on the attached "**EXHIBIT A: AFSCME Tentative Agreement**", which includes a summary financial analysis of the annual costs of the contract to the City provided by the Superintendent of Schools, is hereby approved, including, specifically, the cost items associated therewith.

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City Clerk's Office

Exhibit A: AFSCME Tentative Agreement

	80/20	80/20	80/20	80/20
School Health Contribution				
Health Plan	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000
Projected Health Increase		FY 2021 Rates	5%	5%
MERIT				
	Current FY20	FY21	FY22	FY23
Wages				
Base Wage	\$ 1,389,251	\$ 1,465,087	\$ 1,503,567	\$ 1,563,709
Longevity	\$ 10,525	\$ (8,025)		
Stipends	\$ 11,325	\$ (11,325)		
Total Wages	\$ 1,411,101	\$ 1,445,737	\$ 1,503,567	\$ 1,563,709
Dollar Change		\$ 34,636	\$ 57,829	\$ 60,143
% Change		2.5%	4.0%	4.0%
Benefits				
FICA/Medicare	\$ 107,949	\$ 110,599	\$ 115,023	\$ 119,624
Health Insurance	\$ 342,374	\$ 365,313	\$ 383,579	\$ 402,758
Opt Out				
Dental	\$ 6,871	\$ 7,139	\$ 7,353	\$ 7,573
Total Rollups	\$ 457,194	\$ 483,051	\$ 505,954	\$ 529,955
Dollar Change				
% Change		5.7%	4.7%	4.7%
Totals				
Total Wages Benefits and Rollups	\$ 1,868,295	\$ 1,928,788	\$ 2,009,521	\$ 2,093,664
Dollar Change		\$ 60,493	\$ 80,733	\$ 84,143
% Change		3.2%	4.2%	4.2%

43 Total Employees



City of Rochester Formal Council Meeting

AGENDA BILL

NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.

AGENDA SUBJECT American Federation of State, County and Municipal Employees Collective Bargaining Unit Agreement (AFSCME)	
COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

AGENDA DATE	October 6, 2020		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	September 30, 2020		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	4	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	NA
SOURCE OF FUNDS	School FY 21 O&M
ACCOUNT NUMBER	Various
AMOUNT	TBD
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	As part of the FY 2021 Approved Budget

LEGAL AUTHORITY

RSA 273-A and City Charter

SUMMARY STATEMENT

School Superintendent Repucci has notified the City Manager that the Rochester School Board and AFSCME have reached tentative agreement on a collective bargaining agreement for school years 2020-2021 through 2022-2023. The contract has been ratified by the bargaining unit and approved by the School Board on October 10, 2020. The Superintendent requests approve of the contract by the legislative body, the City Council.

RECOMMENDED ACTION

Approval of the Cost items pertaining to the tentative agreement and resultant collective bargaining agreement.

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City Clerk's Office

**RESOLUTION APPROVING CONTRACT
AND COST ITEMS ASSOCIATED WITH PROPOSED
CITY OF ROCHESTER
SCHOOL DEPARTMENT
MULTI-YEAR COLLECTIVE BARGAINING
AGREEMENT WITH ROCHESTER FEDERATION OF TEACHERS-
PARAPROFESSIONAL UNIT**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That pursuant to, and in accordance with, the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the multi-year year collective bargaining agreement between the City of Rochester and the Rochester Federation of Teachers-Paraprofessional Unit collective bargaining group, covering the period July 1, 2020 to June 30, 2023, as set forth in the proposed contract, a copy of which proposed contract has been made available to the Mayor and City Council, and with its financial impacts as more particularly detailed on the attached "**EXHIBIT A: Paraeducator Tentative Agreement**", which includes a summary financial analysis of the annual costs of the contract to the City provided by the Superintendent of Schools, is hereby approved, including, specifically, the cost items associated therewith.

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City Clerk's Office

Exhibit A: Paraeducator Tentative Agreement

	80/20	80/20	80/20	80/20
School Health Contribution				
Health Plan	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000
Projected Health Increase		FY 2021 Rates	5%	5%
MERIT				
	Current FY20	FY21	FY22	FY23
Wages				
Base Wage	\$ 4,491,832	\$ 4,631,001	\$ 4,763,607	\$ 4,904,335
Longevity	\$ -	\$ -		
Stipends	\$ -	\$ -		
Total Wages	\$ 4,491,832	\$ 4,631,001	\$ 4,763,607	\$ 4,904,335
Dollar Change		\$ 139,169	\$ 132,606	\$ 140,728
% Change		3.1%	2.9%	3.0%
Benefits				
FICA/Medicare	\$ 343,625	\$ 354,272	\$ 364,416	\$ 375,182
Health Insurance	\$ 978,308	\$ 1,043,858	\$ 1,096,051	\$ 1,150,854
Opt Out				
Dental	\$ 13,741	\$ 14,290	\$ 14,862	\$ 15,456
Total Rollups	\$ 1,335,674	\$ 1,412,420	\$ 1,475,329	\$ 1,541,492
Dollar Change				
% Change		5.7%	4.5%	4.5%
Totals				
Total Wages Benefits and Rollups	\$ 5,827,506	\$ 6,043,421	\$ 6,238,935	\$ 6,445,827
Dollar Change		\$ 215,915	\$ 195,515	\$ 206,892
% Change		3.7%	3.2%	3.3%

243 Total Employees



City of Rochester Formal Council Meeting

AGENDA BILL

NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.

AGENDA SUBJECT Paraprofessional Collective Bargaining Unit Agreement

COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
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RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
--	--

AGENDA DATE	October 6, 2020		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	September 30, 2020		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	4	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	NA
SOURCE OF FUNDS	School FY 21 O&M
ACCOUNT NUMBER	Various
AMOUNT	TBD
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	As part of the FY 2021 Approved Budget

LEGAL AUTHORITY

RSA 273-A and City Charter

SUMMARY STATEMENT

School Superintendent Repucci has notified the City Manager that the Rochester School Board and Rochester Federation of Teachers-Paraprofessional Unit have reached tentative agreement on a collective bargaining agreement for school years 2020-2021 through 2022-2023. The contract has been ratified by the bargaining unit and approved by the School Board on August 6, 2020. The Superintendent requests approve of the contract by the legislative body, the City Council.

RECOMMENDED ACTION

Approval of the Cost items pertaining to the tentative agreement and resultant collective bargaining agreement.

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City Clerk's Office

**Resolution Establishing Polling Places and Times for the
November 3, 2020 State General Election**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:

That the following polling places are hereby established for the City of Rochester for the upcoming November 3, 2020 State General Election.

- WARD 1: East Rochester Elementary School**
773 Portland Street, East Rochester

- WARD 2: Chamberlain Street School**
65 Chamberlain Street, Rochester

- WARD 3: Gonic Elementary School**
10 Railroad Avenue, Rochester

- WARD 4: McClelland Elementary School**
59 Brock Street, Rochester

- WARD 5: Rochester Community Center**
150 Wakefield Street/Community Way, Rochester
NEW: *Main Entrance at front of building*

- WARD 6: Elks Lodge #1393**
295 Columbus Avenue, Rochester

Further, that in accordance with RSA 659:4, and Section 47 of the City Charter – All polling places shall be open from 8:00 A.M. to 7:00 P.M., on said Election Day.

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.

AGENDA SUBJECT

COUNCIL ACTION ITEM <input type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>

FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>

FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>

AGENDA DATE	
DEPT. HEAD SIGNATURE	
DATE SUBMITTED	
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

--

SUMMARY STATEMENT

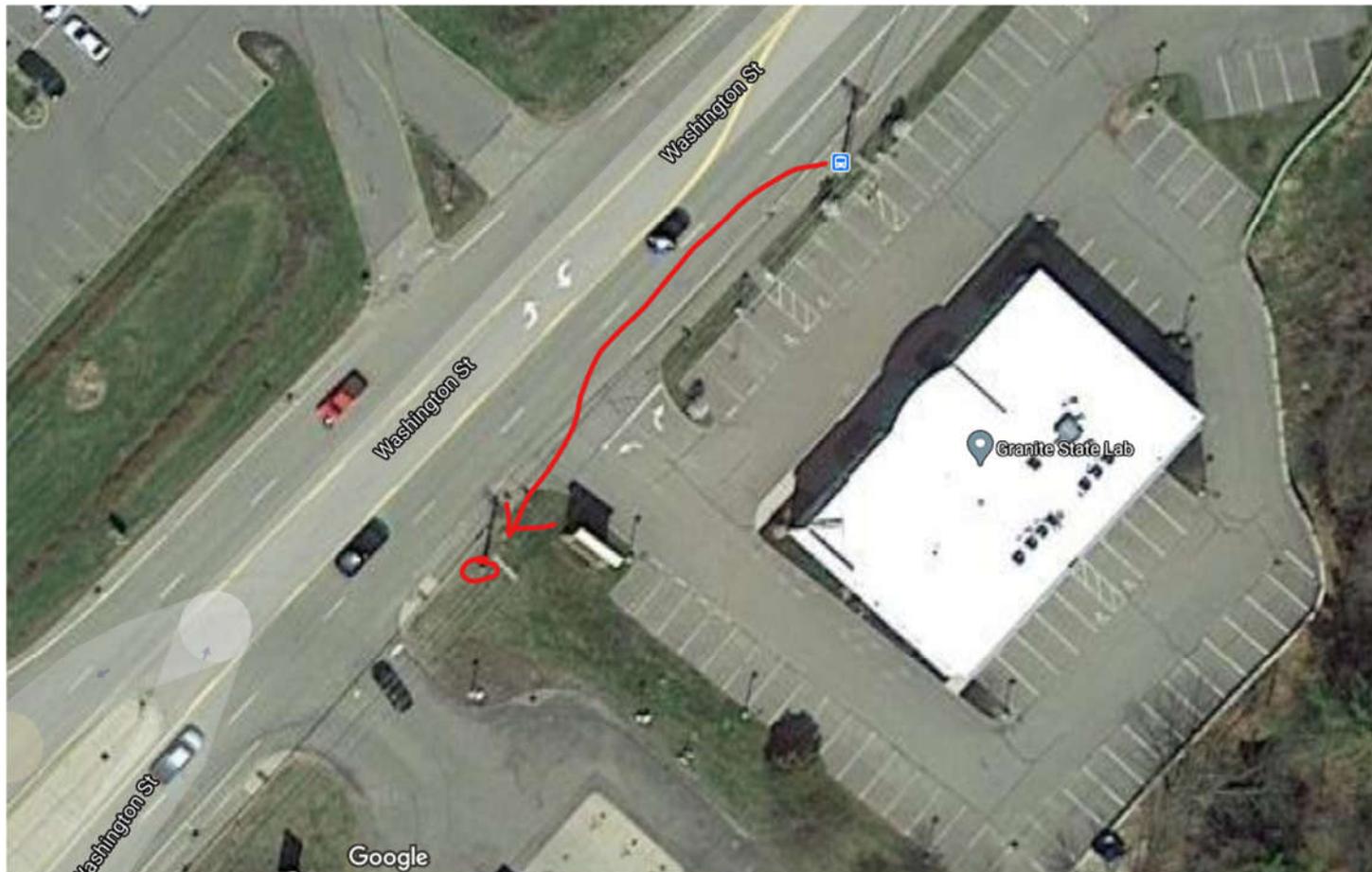
[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]

Washington Street Bus Stop Move Request

In June 2020, COAST added a new stop to Washington St. in front of the Granite State Lab building. The stop location was part of a bundle of new stops approved by the Rochester Community Development Committee in December 2019 and then City Council in January 2020. A concern has come up that the stop is too far forward in the turn lane. When leaving the stop, the bus has to cross the turn lane to get into the center lane with not much room before the light. COAST feels this concern could be alleviated by simply moving the stop back one telephone pole to be in between the gas station and the Granite State Lab building.



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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.

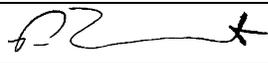
AGENDA SUBJECT

COUNCIL ACTION ITEM <input type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>

FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>

FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>

AGENDA DATE	
DEPT. HEAD SIGNATURE	
DATE SUBMITTED	
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

--

SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

GF Water Sewer Arena

CIP Water CIP Sewer CIP Arena CIP

Special Revenue

Fund Type: Lapsing

Non-Lapsing

Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS #

CFDA #

Grant #

Grant Period: From
To

If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced

Funds will be returned