



**City of Rochester, NH**  
**Preamble for the April 7, 2020 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.

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.

**+1 585-318-2007**

**Conference ID: 210 597 520#**

The public can call-in to the above number using the conference ID #. Please remember to use \*6 to mute your phones when signing into the meeting, as there will be no public input allowed during this particular meeting. If any member of the public has difficulty accessing the meeting by phone, please email [PublicInput@RochesterNH.net](mailto:PublicInput@RochesterNH.net) or call 603-332-1167.

**The April 7, 2020 Regular City Council Meeting can be found on the  
next page**

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City Clerk's Office

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**Regular City Council Meeting  
April 7, 2020  
Council Chambers  
7:00 PM**

**Agenda**

- 1. Call to Order**
- 2. Opening Prayer**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Acceptance of Minutes**
  - 5.1 Regular City Council Meeting: March 3, 2020  
*consideration for approval P. 11***
  - 5.2 City Council Special Meeting: March 31, 2020  
*consideration for approval P. 37***
- 6. Communications from the City Manager**
  - 6.1 Employee of the Month Award P. 39**
  - 6.2 City Manager's Report P. 41**
  - 6.3 COVID-19 City Staff Paid Leave**
- 7. Communications from the Mayor**
- 8. Presentation of Petitions and Council Correspondence**
- 9. Nominations, Appointments, Resignations, and Elections**
- 10. Reports of Committees**
  - 10.1 Codes & Ordinances Committee P. 73**

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- 10.1.1 Amendment to section 4.12 of the Council Rules of Order regarding suspending the rules for second readings ***consideration for approval*** P. 77
- 10.1.2 Amendment to section 1.1 of the Council Rules of Order regarding start time of Meeting ***consideration for approval*** P. 74
- 10.1.3 Amendment to Chapter 7.26 of the General Ordinances of the City of Rochester regarding Board of Health appointments ***consideration for approval*** P. 79
- 10.2 Community Development Committee P. 81
  - 10.2.1 Resolution Adopting a FY 2021 Rochester CDBG "Action Plan For The City Of Rochester, N.H." and Approving And Appropriating The FY 2021 Community Development Budget for The City Of Rochester [Click Here for Annual Action Plan](#) ***first reading and refer to public hearing*** P. 85
  - 10.2.2 Resolution Adopting a FY 2020-2025 CDBG "Consolidated Plan for The City Of Rochester, N.H." [Click Here for Consolidated Plan](#) ***first reading and refer to public hearing*** P. 89
- 10.3 Fidelity Committee P. 93
- 10.4 Finance Committee P. 97
  - 10.4.1 **Committee Recommendation:** To recommend the Utility Advisory Board's report as submitted for a water/sewer rate increase P. 101
  - 10.4.2 **Committee Recommendation:** To approve the request for an \$18,000 supplemental appropriation from the Economic Development Fund and to request that the City Manager provide further information in regards to an additional \$40,000 supplemental appropriation from the Economic Development Fund and determine if any funding could come from the TIF P. 109

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**10.4.3 Committee Recommendation:** To approve a \$50,000 supplemental appropriation from the Unassigned Fund Balance for the 103 North Main Street crosswalk lighting P. 103

**10.5 Public Safety – no March meeting**

**10.6 Public Works – no March meeting**

**11. Old Business**

**11.1 Wrestling Event *consideration to approve wrestling venue permit [American Legion] Motion to take off the Table for Council Action* P. 115**

**11.2 Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Temporary Use Shelters *second reading and consideration for adoption* P. 119**

**12. Consent Calendar**

**12.1 Donation of Emergency Supplies from A&D Plumbing estimated value \$3,500 *first reading, consideration for second reading and adoption* P. 127**

**13. New Business**

**13.1 90 Day Postponed Payment of Food Permit Fees *motion to approve* P. 129**

**13.2 Tentative Bargaining Agreement with School Administrators *motion to approve* P. 131**

**13.3 Supplemental # 3 Code updates (eCode) - *Motion to suspend the Rules of Order and consideration to approve* P. 135**

**13.4 Resolution Authorizing Transfer of Operating Funds into Multi-Year Funds in the amount of \$332,000.00 *first reading, consideration for second reading and adoption* P. 137**

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**13.5 Resolution Authorizing Supplemental Appropriation in the Amount of \$25,000.00 to the COVID-19 Donation Fund *first reading, consideration for second reading and adoption***  
**P. 143**

**14. Other**

**15. Non-Public/Non-Meeting**

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

**16. Adjournment**

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**Regular City Council Meeting  
March 3, 2020  
Council Chambers  
7:00 PM**

**COUNCILORS PRESENT**

Councilor Abbott  
Councilor Belken  
Councilor Bogan  
Councilor Gray  
Councilor Hainey  
Councilor Hamann  
Councilor Hutchinson  
Councilor Lachapelle  
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  
Fire Chief Klose  
Police Chief Toussaint  
Kyle Danie, Police Department

**COUNCILORS EXCUSED/ABSENT**

Councilor Lachance

**Minutes**

**1. Call to Order**

Mayor McCarley called the meeting to order at 7:00 PM.

**2. Opening Prayer**

Mayor McCarley called for a moment of silence.

**3. Pledge of Allegiance**

Mayor McCarley led the Pledge of Allegiance.

**4. Roll Call**

Kelly Walters, City Clerk, took a roll call. All Council members were present.

**5. Acceptance of Minutes**

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

Councilor Walker **MOVED** to **ACCEPT** the Regular City Council meeting minutes of February 4, 2020. Councilor Lachapelle seconded the motion. Councilor Hamann stated that his name was misspelled. Councilor Lauterborn stated that Councilor Abbott was present and his name should be removed from the list of "excused councilors". The **MOTION CARRIED** with those amendments by a unanimous voice vote.

## **6. Communications from the City Manager**

### **6.1 Employee of the Month Award**

City Manager Cox said the Employee of the Month Award would be delayed. See "other".

### **6.2 City Manager's Report**

City Manager Cox announced the following vacancies to the local City's Boards and Commissions:

- **Board of Health**
  - **City Physician/Regular Member**
- **Conservation Commission**
  - 1 Alternate Member
- **Historic District Commission**
  - 1 Alternate Position
- **Planning Board**
  - 1 Vacancy (Regular Member) *2 Pending Applicants*
  - 3 Alternate Vacancies
- **Recreation and Arena Commission**
  - 1 Vacancy
- **Strafford Regional Planning Commission**
  - 1 Vacancy
- **Trustees of the Trust Fund**
  - 2 Regular Positions
- **Zoning Board of Adjustment**
  - 1 Vacancy *Pending Applicants*



## 1 Alternate Vacancy

The City Manager's Report is as follows:

### **Contracts and Documents Executed Since Last Month:**

- Assessing Department
  - CAI Mapping – Tax Map Maintenance Proposal
- City Manager's Office
  - Connectivity Point – Equipment Replacement and Maintenance- updated quotes
  - Memorandum of Understanding - 36 Allen Street – snow dump
- Department of Public Works
  - Bio-solids Dewatering and Carbon Storage Facilities – Change Order 1
  - Pink Street Water Main Easement & Maintenance Agreement
  - Strafford Square – lot line revision – property exchange
  - Woodman Area Infrastructure Improvements Amendment #2
- Economic Development/Community Development
  - CDBG Environmental Review CAP Weatherization plumbing repair
  - CDBG Environmental Review CAP Weatherization retrofit
  - CDBG Environmental Review CAP Weatherization heating system replacement
  - Victims of Crime Act Assistance (VOCA) grant application – Part-time Victims Witness Advocate
- Finance Department
  - Bond Counsel Engagement Letter
  - Colonial Pines Engagement Letter
  - PFM Financial Advisors Engagement Letter
- Fire Department
  - Ladder 1 Repairs information
- Information Technology
  - Atlantic Broadband – Dark Fiber IRU Addendum One
  - Atlantic Broadband – Static IP for WWTP Headworks
- Planning
  - Certified Local Government Grant –Historic Survey Downtown Commercial Overlay

### **Standard Reports:**

- Monthly Overnight Travel Summary
- Permission & Permits Issued
- Personnel Action Report Summary

City Manager Cox informed the City Council that the Leadership Team will be meeting on a weekly basis regarding preparedness for the Coronavirus and setting policy for City staff. He said information will be compiled and distributed to local businesses and especially restaurant owners of what precautions should be taken regarding the Coronavirus. He added that the Superintendent of Schools attended the Leadership Team meeting and there will be close communications between the City and the School Department. The City will be following the CDC guidelines for dealing with the coronavirus.

City Manager Cox informed the public that Hanson Pines and the Rochester Common playgrounds will be closed to the public in order to install new playground equipment. The park will be closed from March 16<sup>th</sup> through April 30<sup>th</sup>.

### **6.3 No-Fee ID Waiver and Policy**

City Manager Cox informed the City Council that the proposed No-Fee ID Waiver Policy could be found in the Council packet.

Councilor Walker asked what a person would need to provide to the City Clerk's office as identification in order to obtain a vital record. City Manager Cox reviewed the process of obtaining a vital record without a valid Photo ID. He referred to a "Document Evidence Required" Form provided by the Division of Vital Records Administration which regulates what can be accepted in the absence of a Photo ID. City Manager Cox added that the individual would also be signing their name under perjury.

Councilor Hainey questioned if the utility bills being provided must be within the last thirty days. City Clerk Walters stated that the City Clerk staff deals with these documents on a case-by-case basis and if the Clerk's office does not feel there is enough evidence provided by an individual the Clerk staff would seek guidance through the State agencies.

Mayor McCarley recalled that the City Council had been in agreement with the idea of setting this new policy; however, several Councilors had requested that the proposed policy be presented prior to implementation. Now that a policy is being presented, and there are no objections, this policy will be implemented.

## **7. Communications from the Mayor**

### **7.1 2020 Census Information**

Mayor McCarley emphasized that it is important to respond to the 2020 Census for several reasons. She said the census reporting is used to redraw legislative districts lines and it is used to distribute over \$675 billion dollars each year to communities nationwide. It is critically important that everyone makes every effort to be counted. She said the census questionnaire does not include requirements for reporting of any social security numbers or banking information. There will be an informational session held at the Rochester Public Library on March 18 from 3:30 PM to 7:30 PM.

Mayor McCarley announced that she received a letter from the New Hampshire Air National Guard regarding twelve new KC- 46 refueling tankers. She said they would like to name one of them "The Lilac City Refueler". She said they were open to other names if the City did not like this one. There will be a ceremony held on May 16, 2020 and the City Council is invited to attend. More information will be provided in the Councilors mailboxes and she encouraged the Council to RSVP.

Mayor McCarley announced that Matt Pappas, School Board/Vice Chair, invited the City Council and School Board to attend this year's Spaulding High School Drama presentation "The Music Man". Tickets will be available for \$7 each. It would be nice if the School Board and City Council gathered on March 20<sup>th</sup> to watch the performance.

## **8. Presentation of Petitions and Council Correspondence**

### **8.1 Amendment to Chapter 223.15 of the General Ordinances of the City of Rochester**

Mayor McCarley said that this petition originated from some of our Spaulding High School students. She said if there were no objections, she would request that the City Attorney visit Spaulding High School to give a talk about the process of submitting a petition or initiating an ordinance change through the City Council.

## **9. Nominations, Appointments, Resignations, and Elections**

### **9.1. Appointment: Jennifer Mutolo – Supervisor of the Checklist Ward 2**

Mayor McCarley nominated Jennifer Mutolo as the Supervisor of the Checklist for Ward 2. Councilor Lachapelle seconded the motion. Councilor Lachapelle **MOVED** that nominations cease. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley called for a vote to appoint Ms. Mutolo as Supervisor of the Checklist for Ward 2.

The MOTION CARRIED by a roll call vote of 13 to 0. Councilors Hainey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, and Mayor McCarley voted in favor of the motion.

## **9.2. Appointment: Thomas G. Evans – Selectman Ward 3**

Mayor McCarley nominated Thomas Evans to serve as a Selectman of Ward 3. Councilor Lachapelle seconded the motion. Councilor Walker **MOVED** that nominations cease. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Evans will be appointed as a Selectman for Ward Three by a roll call vote of 13 to 0. Councilors Hamann, Walker, Hutchinson, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion.

## **10. Reports of Committees**

### **10.1 Appointments Committee**

#### **10.1.1 Appointment: Jamie Kinsley – Arts & Culture Commission (new member) term to expire 7/1/2020**

Councilor Bogan reviewed the Committee recommendation for Jamie Kinsley. Mayor McCarley nominated Ms. Kinsley to be appointed as a Regular Member to the Arts and Culture Commission, with a term to expire as stated above. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nominations cease and that the Clerk cast one ballot for Ms. Kinsley. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Ms. Kinsley has been appointed by a unanimous voice vote.

#### **10.1.2 Appointment: Peter Bruckner – Planning Board Alternate (new member) term to expire 1/2/2022**

Councilor Bogan reviewed the Committee recommendation for Peter Bruckner. Mayor McCarley nominated Mr. Bruckner to be appointed as an Alternate Member of the Planning Board, with a term to expire as stated above. Councilor Lachapelle seconded the nomination. Councilor Walker **MOVED** that nominations cease and that the Clerk cast one ballot for Mr. Bruckner. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Bruckner has been appointed by a unanimous voice vote.

**10.1.3      Appointment: Sarah Elizabeth Duclus – Arts & Culture Commission (new member) term to expire 7/1/2020**

Councilor Bogan reviewed the Committee recommendation for Sarah Elizabeth Duclus. Mayor McCarley nominated Ms. Duclus to be appointed as a Regular Member to the Arts and Culture Commission, with a term to expire as stated above. Councilor Lachapelle seconded the nomination. Councilor Walker **MOVED** that nominations cease and that the Clerk cast one ballot for Ms. Duclus. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Ms. Duclus has been appointed by a unanimous voice vote.

Councilor Bogan reviewed the Committee's recommendation for a number of re-appointments. Mayor McCarley nominated the following individuals to serve on the boards/commissions as listed below:

**10.1.4      Reappointment: Whitney Belton – Rochester Economic Development Commission term to expire 1/2/2023**

**10.1.5      Reappointment: Daniel Nickerson – Conservation Commission, term to expire 1/2/2023**

**10.1.6      Reappointment: Pamela Hubbard – Library Trustee Ward 5, term to expire 1/2/2023**

**10.1.7      Reappointment: Paul T. Roberts – Recreation & Arena Commission, term to expire 1/2/2023**

**10.1.8      Reappointment: Joan C. Strogon – Recreation & Arena Commission, term to expire 1/2/2023**

**10.1.9      Reappointment: Mark Collopy – Planning Board, term to expire 1/2/2023**

Councilor Lachapelle seconded the nomination(s). Councilor Walker **MOVED** that nominations cease and that the Clerk cast one ballot for each of the individuals, boards/commissions, and expiration dates as listed above. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a

unanimous voice vote. Mayor McCarley announced that all of the individuals listed above has been appointed.

## **10.2 Community Development Committee**

Councilor Lauterborn said there were no action items coming out of Committee this month. She said the Committee has been meeting with social service agencies regarding their requests for funding through the CDBG Block Grant and or City funds.

Councilor Lauterborn announced that the new meeting time will be 6:00 PM; however, the next meeting will be an exception, because the meeting will begin at 5:15 PM at a potential 79-E Application property located at 28 North Main Street.

## **10.3 Fidelity Committee**

Councilor Hutchinson said there is nothing new to report. He said the next meeting will take place next Thursday, March 12, 2020 at the Somersworth Middle School.

## **10.4 Finance Committee**

### **10.4.1 Resolution Authorizing Waiver of Municipal Registration Fees for Applicants Qualifying under RSA 261:86 Special Number Plates for Certain Veterans *first reading, consideration for second reading and 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 voice vote. Mayor McCarley read the resolution by title only as follows:

### **Resolution Authorizing Waiver of Municipal Registration Fees for Applicants Qualifying Under RSA 261:86 Special Number Plates for Certain Veterans**

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

That the City of Rochester shall waive the municipal portion of the motor vehicle registration fee for any applicant who qualifies for Special Plates under RSA 261:86, I (a)-(e).

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution for a second time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for a second time by title only.

Councilor Walker **MOVED** to **ADOPT** the resolution. Councilor Hutchinson seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.4.2 Committee Recommendation: To use ~~Unexpected~~ Unexpended Appropriations in the Police Department FY 20 budget for purchase of office furnishings in the Detective Division in an amount of \$51,000 *motion to approve***

Councilor Lachapelle **MOVED** to **APPROVE** the recommendation to use unexpended appropriations in the Police Department FY 20 budget for the purchase of office furnishings in the Detective Division in an amount of \$51,000. Councilor Walker seconded the motion. Councilor Rice said it seems that this funding would be coming from the salaries line item due to the shortage of police officers. He questioned if this action would cause the overtime salaries line item to be over expended. Chief Toussaint said the overtime line item would likely be exceeded; however, the overall budget would not be over expended. The **MOTION CARRIED** by a unanimous voice vote. *City Manager said the title should be corrected from "unexpected" to "unexpended".*

**10.4.3 Resolution Authorizing Supplemental Appropriation in the Amount of \$100,000 to the Assessing Department's FY20 Operating Budget for the Purchase of Assessing Software *first reading and refer to public hearing***

Councilor Lachapelle **MOVED** to read the resolution for a first time by title only and refer the matter to a public hearing. Councilor Walker seconded the motion. The City Council briefly discussed the matter. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution by title only as follows:

**Resolution Authorizing Supplemental Appropriation in the Amount of \$100,000.00 to the Assessing Department's FY20 Operating Budget for the Purchase of Assessing Software**

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

The Mayor and City Council authorize a supplemental appropriation to the Assessing FY20 Operating Budget in the amount of One Hundred Thousand Dollars (\$100,000.00) to fund costs associated with the replacement and upgrade of CAMA software. The entire amount of the supplemental appropriation shall be derived 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 accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

**10.5 Public Safety**

**10.5.1 Committee Recommendation: To install 2 "chevron" signs at the corner near the driveway of 161 Chesley Hill Road at the discretion of DPW *consideration for approval***

Councilor Hamann gave a brief overview of the Committee's recommendation to resolve issues with the driveway of 161 Chesley Hill Road. It seems the driveway is lined up directly with the curve in the road which causes cars to miss the turn and drive into the driveway. He **MOVED** to install 2 "chevron" signs at the corner near the driveway of 161 Chesley Hill Road at the discretion of DPW. Councilor Lachapelle seconded the motion.

**10.5.2 Committee Recommendation: To place a "left turn yield on green" sign on the mast arm facing Old Dover Road *consideration for approval***

Councilor Hamann briefed the City Council about the Committee's recommendation. He **MOVED** to place a "left turn yield on green" sign on the mast arm facing Old Dover Road. Councilor Lachapelle seconded the motion.



The **MOTION CARRIED** by a unanimous voice vote.

**10.5.3 Committee Recommendation: To install overhead streetlights and crosswalk signs with rectangular rapid flashing beacons at the North Main Street Crosswalk in an amount of \$50,000 *consideration for approval***

Councilor Hamann said the crosswalk near 103 North Main Street has been a safety concern for some time. He **MOVED** that the City install overhead streetlights and crosswalk signs with rectangular rapid flashing beacons at the North Main Street crosswalk which would cost approximately \$50,000. Councilor Lachapelle seconded the motion. Councilor Lachapelle referred to the diagram of this project in the City Council packet. He said the lights would need to fit with aesthetics of North Main Street. Councilor Walker **MOVED** to send the item to the Finance Committee. Mayor McCarley called for a vote on the motion to approve the project and send the matter to the Finance Committee to find the proper funding source. The **MOTION CARRIED** by a unanimous voice vote.

**10.5.4 Committee Recommendation: To place a “no parking here to corner” sign at the corner of South Main Street in front of the China Palace at the discretion of DPW *consideration for approval***

Councilor Hamann **MOVED** to place a “no parking here to corner” sign at the corner of South Main Street in front of the China Palace at the discretion of DPW. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.6 Public Works**

Councilor Walker said there were no action items and asked if there were any questions.

Mayor McCarley said that she has communicated with Councilor Hamann about representing the City Council at all of the meetings relative to the new facility for the Department of Public Works project. This would go beyond the Public Works Committee meetings and it would include the day to day meetings occurring, especially with the funding aspect of the project, for the new facility.

## 11. Old Business

### 11.1 Resolution Authorizing the Rochester Police Department (RPD) to accept a \$27,693.00 United States Department of Justice (USDOJ) Justice Assistance Grant (JAG) *first reading, consideration for second reading and adoption*

Councilor Lachapelle **MOVED** to read the resolution for a second time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for the second time by title only as follows:

#### **Resolution Authorizing the Rochester Police Department (RPD) to accept a \$27,693.00 United States Department of Justice (USDOJ) Justice Assistance Grant (JAG)**

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

That the RPD is hereby authorized to accept a Twenty Seven Thousand Six Hundred Ninety Three Dollars (\$27,693.00) USDOJ JAG Grant which the Council had previously authorized the RPD to apply for.

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

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution for a second time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

## 12. Consent Calendar

### 12.1 Resolution Deauthorizing \$8,841.90 in funding related to the FY2020 Granite Shield Grant Funds *first reading, consideration for second reading and adoption*

Councilor Lachapelle **MOVED** to **ACCEPT** the Consent Calendar. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. The Consent item(s) are as follows:

**Resolution Deauthorizing \$8,841.90 in funding related  
to the FY2020 Granite Shield Grant Funds**

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

That the amount of Eight Thousand Eight Hundred Forty One and 90/100 Dollars (\$8,841.90) appropriated as part of the FY2020 Granite Shield Grant is hereby deauthorized. The total amount of the deauthorization is grant reimbursement which will not be sought from Strafford County Sheriff's Department.

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

**13. New Business**

**13.1 Resolution Granting Community Revitalization Tax Relief to the Property Located at 28 North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project *first reading and refer to public hearing***

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 voice vote. Mayor McCarley read the resolution for the first time by title only as follows:

**Resolution Granting Community Revitalization Tax Relief to the  
Property Located at 28 North Main Street Under the Provisions of  
RSA 79-E in Connection with a Proposed Rehabilitation Project**

**Be it Resolved by the Mayor and City Council of the City of Rochester, as follows:**

**Whereas**, in an effort to stimulate local economic development and enhance City downtowns and Town centers, the New Hampshire Legislature has enacted RSA Chapter 79-E, entitled "Community Revitalization Tax Relief

Incentive”; and

**Whereas,** the City of Rochester adopted the provisions of such Community Revitalization Tax Relief Incentive Program pursuant to RSA Chapter 79-E by Resolution of the City Council on October 7, 2008; and

**Whereas,** Ventina, LLC, owner of the so-called 28 North Main Street in downtown Rochester, is desirous of making use of the benefits of RSA Chapter 79-E and it has, therefore, proposed a substantial rehabilitation project with respect to the structure located upon the so-called 28 North Main Street; and

**Whereas,** RSA Chapter 79-E requires that the governing body of the City of Rochester make certain findings and determinations with regard to a proposed substantial rehabilitation project in order for the structure to qualify for the RSA Chapter 79-E Community Revitalization Tax Relief Incentive;

**Now, Therefore,** the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby make the following findings and determinations with respect to the proposed substantial rehabilitation proposal for the so-called 28 North Main Street property contemplated by the owner’s Community Revitalization Tax Relief Application dated February 19, 2020, to wit:

(1) Any tax relief under the provisions of RSA Chapter 79-E or this resolution that is to be accorded with respect to the so-called 28 North Main Street property project shall be accorded only after the property owner grants to the City a covenant pursuant to the provisions of RSA 79-E:8 ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and in accordance with the requirements of RSA 79-E:8; and

(2) The Mayor and City Council find public benefits under RSA 79-E:7 in the proposed revitalization project proposed with respect to the so-called 28 North Main Street property project; and

(3) The proposed substantial rehabilitation project with respect to the aforesaid 28 North Main Street provides the following public benefits to downtown Rochester:

- I. It enhances the economic vitality of the downtown;
- II. It enhances and improves a structure that is culturally and historically important on a local level, within the context of the City’s Historic District and the City center in which the building is located;

III. It promotes development of downtown Rochester, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B;

(4) The specific public benefit is preserved through a covenant under RSA 79-E:8 if the project is implemented consistent with (a) the aforementioned application; (b) the terms of this resolution; and (c) any other applicable requirements of Chapter 79-E; and

(5) The Mayor and City Council find that the proposed use is consistent with the City's Master Plan and development regulations.

Furthermore, as a result of making such determinations and findings, and subject to the owner's compliance therewith, and with the provisions of RSA Chapter 79-E, the Mayor and City Council hereby grant the requested tax relief for a period of seven (7) years beginning with the completion of the substantial rehabilitation of the structure upon the so-called 28 North Main Street property.

**13.2 Resolution Authorizing Acceptance of Granite Shield 2020 Substance Abuse Reduction Initiative Grant in the amount of \$15,000.00 and Supplemental Appropriation in Connection Therewith *first reading, consideration for second reading and 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 voice vote. Mayor McCarley read the resolution for the first time by title only as follows:

**Resolution Authorizing Acceptance of Granite Shield 2020 Substance Abuse Reduction Initiative Grant in the amount of \$15,000.00 and Supplemental Appropriation in Connection Therewith**

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

**WHEREAS**, that the Granite Shield 2020 Substance Abuse Reduction Initiative Grant in the amount of Fifteen Thousand Dollars (\$15,000.00) awarded to the City of Rochester is hereby accepted by the City of Rochester;

**FURTHER**, that the sum of Fifteen Thousand Dollars (\$15,000.00) be, and hereby is, appropriated to the Police Department operating budget with the entirety of the supplemental appropriation being derived from the forfeiture; and

**FURTHER**, 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 account(s) as necessary to which said sums shall be recorded.

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution by title only for a second time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for a second time by title only.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**13.3 Resolution Authorization Supplemental Appropriation in the Amount of \$10,000.00 to the Recreation Department General Donation Fund *first reading, consideration for second reading and 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 voice vote. Mayor McCarley read the resolution for the first time by title only as follows:

**Resolution Authorizing Supplemental Appropriation in the Amount of \$10,000.00 to the Recreation Department General Donation Fund**

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

The Mayor and City Council authorize a supplemental appropriation to the Recreation and Arena Department General Donation Fund in the amount of Ten Thousand Dollars (\$10,000.00). The entire amount of the supplemental appropriation shall be derived from the donations received by the Recreation Department.

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

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution by title only for a second time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for a second time by title only.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**13.4 Resolution Accepting Donation from St. Anselm College to the Recreation and Arena Department and Supplemental Appropriation in the Amount of \$500.00 *first reading, consideration for second reading and 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 voice vote. Mayor McCarley read the resolution for the first time by title only as follows:

**Resolution Accepting Donation from St. Anselm's College to the Recreation and Arena Department and Supplemental Appropriation in the Amount of \$500.00**

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

That a donation in the amount of Five Hundred Dollars (\$500.00) to the Recreation and Arena Department from the St. Anselm's College Road for Hope charity walk is hereby accepted.

Further, the Mayor and City Council authorize a supplemental appropriation to the Recreation and Arena Department Fiscal Year 2020 operating budget in the amount of Five Hundred Dollars (\$500.00). The entire amount of the supplemental appropriation shall be derived from the donation from St. Anselm's College.

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

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution by title only for a second time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for a second time by title only.

Councilor Walker **MOVED** to **ADOPT** the resolution. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**13.5 Resolution Authorizing the Acceptance of a \$5,500 Grant by the Rochester Police Department (RPD) and Supplemental Appropriation in Connection Therewith *first reading, consideration for second reading and 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 voice vote. Mayor McCarley read the resolution for the first time by title only as follows:

**Resolution Authorizing the Acceptance of a \$5,500 Grant by the Rochester Police Department (RPD) and Supplemental Appropriation in Connection Therewith**

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

That a Five Thousand Five Hundred Dollars (\$5,500.00) State Governor's Commission on Alcohol Fund Grant is hereby accepted by the City on behalf of the RPD.

Further, the City Council authorizes a supplemental appropriation to the RPD operating budget in the amount of Five Thousand Five Hundred Dollars (\$5,500.00) with the entirety of the supplemental appropriation being derived from said Grant.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such accounts and



or account numbers as are necessary to implement the transactions contemplated in this Resolution and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution by title only for a second time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for a second time by title only.

Councilor Walker **MOVED** to **ADOPT** the resolution. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**13.6 Authorizing Acceptance and Appropriation of Victims of Crime Act (VOCA) Grant Award for FY 2021 *first reading, consideration for second reading and 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 voice vote. Mayor McCarley read the resolution for the first time by title only as follows:

**RESOLUTION AUTHORIZING ACCEPTANCE AND APPROPRIATION OF VICTIMS OF CRIME ACT (VOCA) GRANT AWARD FOR FY 2021**

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

**WHEREAS**, that a Victims of Crime Act (VOCA) grant in the amount of Twenty-Five Thousand Eight Hundred and Thirty-Six Dollars (\$25,836.00) awarded to the City of Rochester's Legal Department is hereby accepted by the City of Rochester;

**WHEREAS**, the aforesaid grant requires a 20% cash match by the City of Rochester in the amount of Six Thousand Four Hundred Fifty Nine Dollars (\$6,459.00), to the Victims of Crime Act (VOCA) grant by City of Rochester's Legal Department;

**FURTHER**, that the sum of Twenty-Five Thousand Eight Hundred and Thirty-Six Dollars (\$25,836.00) be, and hereby is, appropriated to a non-lapsing Special Revenue Fund to be created for the purpose of carrying out the purposes of the Victims of Crime Act grant;

**FURTHER**, that the transfer of Six Thousand Four Hundred Fifty Nine Dollars (\$6,459.00) from the FY 2021 Legal Department Operating Budget to the non-lapsing Special Revenue fund stipulated above is hereby authorized;

**FURTHER**, that the City Manager is authorized to enter into a grant agreement and any other contracts with the New Hampshire Department of Justice that are necessary to receive and administer the grant funds detailed above; and

**FURTHER**, 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.

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution by title only for a second time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for a second time by title only.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Hailey asked what is the amount of the grant. City Attorney O'Rourke replied that the amount of the grant is \$25,836.00. The **MOTION CARRIED** by a unanimous voice vote.

**13.7 Resolution Authorizing Transfer from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund in the amount of \$1,664,787.00 *first reading and refer to a public hearing***

Councilor Lachapelle **MOVED** to read the resolution for a first time by title only and refer the matter to a Public Hearing. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for the first time by title only as follows:

**Resolution Authorizing Transfer from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund in the amount of \$1,664,787.00**

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

Pursuant to New Hampshire RSA Chapter 34, that One Million Six Hundred Sixty Four Thousand Seven Hundred Eighty Seven Dollars (\$1,664,787.00) be, and hereby is, transferred from the General Fund

Unassigned Fund Balance to the School Building Capital Reserve Fund, which was created by the City Council by way of Resolution on December 15, 2015.

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.

**13.8 Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Sewer Capital Improvements Plan (CIP) Fund for NPDES Permit Technical and Legal Assistance in an amount not to exceed \$300,000 *first reading and refer to public hearing***

Councilor Lachapelle **MOVED** to read the resolution for a first time by title only and refer the matter to a Public Hearing. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for the first time by title only as follows:

**Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Sewer Capital Improvements Plan (CIP) Fund for NPDES Permit Technical and Legal Assistance in an amount not to exceed \$300,000.00**

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

That the Mayor and City Council of the City of Rochester hereby appropriate an amount not to exceed Three Hundred Thousand Dollars (\$300,000.00) to the DPW Sewer CIP Fund for the purpose of paying costs associated with procuring technical and legal assistance related to the NPDES Permit, and further;

In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby is authorized to borrow the sum of Three Hundred Thousand Dollars (\$300,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section

45 of the Rochester City Charter to the extent required, necessary and/or appropriate

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.

**13.9 Resolution Authorizing the Issuance of Refunding Bonds in Accordance with RSA 33:3-d *first reading and refer to public hearing***

Councilor Lachapelle indicated that a revised version of this resolution has been distributed prior to the meeting. He **MOVED** to read the resolution for a first time by title only and refer the matter to a Public Hearing. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for the first time by title only as follows:

**Resolution Authorizing the Issuance  
of Refunding Bonds in accordance  
with RSA 33:3-d**

**WHEREAS**, the City of Rochester, New Hampshire (the "City") has issued certain \$9,263,000 General Obligation Bonds dated January 15, 2010 (the "2010 Bonds"), which 2010 Bonds that mature on January 15 of the years 2021 through 2030, inclusive, currently outstanding in the aggregate principal amount of Three Million Four Hundred Fifty Thousand Dollars (\$3,450,000.00) are eligible to be refunded at par on any interest payment date on or after January 15, 2020 (the "Refunded Bonds"); and

**WHEREAS**, it appears likely that bonds issued today would have a net interest cost less than the net interest cost on the Refunded Bonds; and

**WHEREAS**, the City may be able to realize debt service savings by issuing certain refunding bonds (the "Refunding Bonds"), the proceeds of which would be utilized to current refund the Refunded Bonds and to pay certain other costs relating thereto;

**NOW THEREFORE, BE IT RESOLVED** that the City, acting by and through its Mayor and City Council, hereby authorizes the issuance of Refunding Bonds pursuant to the provisions of RSA 33:3-d, the proceeds of which shall be utilized to current refund the Refunded Bonds, to pay

the redemption premium, if any, applicable thereto, any principal and interest coming due on the Refunded Bonds prior to any redemption date, and to pay the costs of issuance of the Refunding Bonds, including any costs of credit enhancement; provided, however, that such refunding is only authorized to the extent that the same will achieve a net present value debt service savings in an amount equal to at least three percent (3%) of the outstanding principal amount of the Refunded Bonds; and

**IT IS FURTHER RESOLVED** that the City Treasurer, with the approval of the City Manager, is hereby authorized to issue the aforesaid Refunding Bonds by entering into a Bond Purchase Contract with such bond purchaser or underwriter as they may deem appropriate in connection with the issuance of the Refunding Bonds to evidence the City's approval of the terms and conditions of the Refunding Bonds; and

**IT IS FURTHER RESOLVED** that an Escrow Contract and such other documents as shall be required in connection with the issuance of the Refunding Bonds shall be signed on behalf of the City by the aforementioned individuals, or such other individuals as may be required by state law or as may be specified by bond counsel; and engage such other professionals (including a Municipal Advisor, Escrow Agent, Verification Agent and Paying Agent), and to do such other things as are necessary to consummate the aforesaid refunding; and

**IT IS FURTHER RESOLVED** that all actions heretofore taken by the City consistent with the foregoing are hereby confirmed, ratified and approved.

**13.10 Amendment to City of Rochester Employment Policy Handbook regarding Private Duty Assignment Compensation for Exempt Police Personnel *motion to approve***

Councilor Lachapelle **MOVED** to **APPROVE** the Amendment to the City of Rochester Employment Policy regarding Compensation for Exempt Police Personnel. Mayor McCarley invited Chief Toussaint to come forward and address the City Council about the proposed change.

Chief Toussaint said that he is requesting a change to the Employee Handbook which currently states that "exempt" employees of the Rochester Police Department, specifically lieutenants and captains, are not permitted to work any outside details for any additional compensation. The handbook indicates that they can work outside detail; however, because they are salaried employees they are not compensated. He said by implementing this change it would allow the three lieutenants and two captains to work outside

detail on occasion. He said they would not be compensated through City funds; however, they would be paid directly through whichever company is requesting the outside detail services. He added that it should be noted that any time a vendor requests our services, the City includes the cost of retirement and benefit cost with the bill for such services.

Chief Toussaint said the problem with not compensating the lieutenants and/or captains for outside detail is that it lessens the interest for promotions through the Police Department. He said staff sergeants (hourly position) have spoken openly about not seeking to be promoted to lieutenant or captain (salary position) because they would no longer be permitted to earn overtime. He gave reasons why this has become an issue within the department. Councilor Walker asked if this would be straight pay or time and a half pay. Chief Toussaint explained that it is an outside detail rate established by the union contract and it is paid by the vendor not the City. The pay is a flat rate, meaning it does not matter the rank for any particular officer, all are paid the same.

Councilor Rice said that the Chief indicated that the retirement cost is factored into the final bill submitted to a vendor for outside detail; however, the New Hampshire Retirement System does not allow for outside detail earnings to be included in an individual's retirement fund. Chief Toussaint agreed; however, there are some individuals which would be grandfathered and the earnings would be included.

Councilor Hainey questioned if the hourly positions would be offered the outside detail before any salary position officers. Chief Toussaint replied yes, and that would be stipulated in the union contract as well. He said the only exception to this process would be made for emergency situations.

Councilor Rice asked what safeguards would be in place so that lieutenants and captains would not simply call out of normal workhours to work outside detail. Chief Toussaint said any changes to their normal weekly schedule would need to be preapproved by himself or the Deputy Chief. Chief Toussaint gave a brief overview of how the salary positions would be allowed to work occasional outside detail. He reiterated that it is not an overtime rate and that it is a flat rate for all ranks of employees.

Councilor Rice wished to confirm that this change would only apply for the lieutenants and captains and would not include the Police Chief or Deputy Chief. Chief Toussaint replied that is correct.

Mayor McCarley called for a vote on the motion to approve the request. The **MOTION CARRIED** by a unanimous voice vote.

## 14. Other

Councilor Lachapelle announced that the City Council that there would be a Codes and Ordinances Committee meeting this coming Thursday, March 5, 2020, at 6:00 PM in the City Council Chambers.

City Manager Cox indicated that the Employee of the Month has arrived at the meeting. He invited Chief Toussaint and Kyle Danie of the Rochester Police Department to come forward. City Manager Cox read portions of the nomination letter for Kyle Danie. City Manager Cox said Officer Danie has been selected as the Employee of the Month for March.

## 15. Non-Public/Non-Meeting

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

Councilor Lauterborn **MOVED** to enter the Non-Public Session under Land, RSA 91-A:3,II (d) at 7:45 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous roll call. Councilors Belken, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Abbott, Bogan, and Mayor McCarley voted in favor of the motion.

## 16. Adjournment

Councilor Lauterborn **MOVED** to exit the Non-Public Session at 8:58 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Lauterborn **MOVED** to seal the minutes because disclosure would render the proposed action ineffective. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous roll call. Councilors Rice, Walker, Belken, Bogan, Lachapelle, Hamann, Lauterborn, Hainey, Abbott, Gray, Hutchinson, and Mayor McCarley voted in favor of the motion.

Councilor Walker **MOVED** to **ADJOURN** the Regular City Council meeting at 9:00 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC  
City Clerk

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City Clerk's Office

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***Forthcoming:***  
*March 31, 2020*  
*Special Meeting*  
*Minutes*

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City Clerk's Office

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City Clerk's Office

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**From:** jeffreynh <[jeffreynh@aol.com](mailto:jeffreynh@aol.com)>  
**Sent:** Sunday, September 22, 2019 6:37 PM  
**To:** Jennifer Marsh <[jennifer.marsh@rochesternh.net](mailto:jennifer.marsh@rochesternh.net)>  
**Subject:** [External] RE: employee of the month?

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jenn,

I don't know if he can be put in for it or not, but if possible can i recommend Jim Grant as Employee of the Month?

Rochester Rise Up, would like to thank Jim Grant for his help and insight. He has been instrumental in helping to complete the cleanup we did this weekend. By taking the time to help locate current property owners, coming to planning meetings on his own time as well as volunteering at the cleanup, we feel he should be recognized as an exemplary city employee.

Thanks

Jeff

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left blank...*

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City Clerk's Office

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## *City of Rochester, New Hampshire*

OFFICE OF THE CITY MANAGER  
31 Wakefield Street • Rochester, NH 03867  
(603) 332-1167  
[www.RochesterNH.net](http://www.RochesterNH.net)

### **CITY MANAGER'S REPORT April 7, 2020**

The Employee of the Month is: Jim Grant - Building, Zoning & Licensing Services Department  
Contracts and documents executed since last month:

- Department of Public Works
  - Colonial Pines Phase II – Change Order #4
  - Portland Street culvert
- Economic Development/Community Development
  - CDBG Environmental Review CAP Weatherization – emergency electrical repair
  - CDBG Environmental Review CAP Weatherization – emergency replacement water heater
  - CDBG Environmental Review CAP Weatherization – Briar Ridge home
  - CDBG Environmental Review CAP Weatherization – heating system replacement
  - CDBG Environmental Review CAP Weatherization – central region home
  - CDBG Environmental Review CAP Weatherization – Briar Ridge retrofit
  - Discharge of Promissory Note – Autumn Street
  - Purchase & Sales Agreement Chinburg
  - Victims of Crime Act Assistance (VOCA) grant award acceptance
- Finance Department
  - Authorization to Write Off Taxes – 17 Quaker Lane
  - Claim for Abandoned Property
  - PFM Financial Advisors Engagement Letter – Including Refunding Bonds
- Information Technology
  - VMFirmware Fusion Licensing
- Legal
  - 374 Pond Hill Road Easement
  - Aubert Corrective Quitclaim Deed
- Police
  - JAG Grant Acceptance

The following computer lease/purchase or tuition reimbursement requests have been included for information:

- Tuition reimbursement – Parker-Wright – Library

The following standard reports have been enclosed:

- Monthly Overnight Travel Summary - none
- Permission & Permits Issued
- Personnel Action Report Summary



# 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](http://www.rochesternh.net)

RECEIVED

MAR 9 2020

City Manager's Office  
City of Rochester

### INTEROFFICE MEMORANDUM

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

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

**DATE:** March 3, 2020

**SUBJECT:** Colonial Pines Sewer Extension – Phase 2  
Change Order No. 4

**CC:** Peter Nourse, PE, Director of City Services

Attached are six (6) originals of Change Order No. 4 for the Colonial Pines Sewer Extension – Phase 2 project. This change order document reflects additional work for drainage improvements throughout the project area. This change order represents a \$1,006,682.75 cost increase to the total contract price, and it extends the overall contract time by 120 days. Funds are available in the following account lines for this change order:

- General Fund CIP account line: 15013010-771000-20572 (\$823,249.50)
- Sewer Fund CIP account line: 55026020-771000-20549 (\$183,433.25)

Katie - If you have any questions, please let me know. If not, please sign below and pass on to the City Manager for signature. All six signed originals of Change Order No. 4 should be returned to DPW for distribution. Thank you.

Signature

*Katie L. Ambrose*

Katie Ambrose

Deputy City Manager/ Director of Finance & Administration

Attachment: Colonial Pines Sewer Ext. – Ph. 2, Change Order No. 4 (6 copies)



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



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## INTEROFFICE MEMORANDUM

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

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

**DATE:** March 26, 2020

**SUBJECT:** HTA – Portland Street Culvert Project  
Engineering Amendment -2  
Amount \$7,800.00

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

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Attached please 1 copy Hoyle Tanner Associates (HTA) engineering amendment #2 in the amount of \$7,800.00. This amendment is for work on right of way services to include easement plan and document preparation and coordination with abutters. This project is in the permitting phase with NHDES. This phase requires easement work to be completed prior to the issuance of the Wetlands Permit and we are approaching the deadline for rejection of the submitted permit application and loss of already paid fees. This twin culvert is at the end of its life and needs replacement prior to roadway collapse.

The Funds are available in the following CIP Account lines

15013010-771000-20534 = \$7,800.00

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  
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: 2020-03-30 10:57:38  
Foxit PhantomPDF Version: 9.7.0

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

March 3, 2020

Mr. Michael Bezanson, PE  
City of Rochester  
45 Old Dover Road  
Rochester, NH 03867



Pease International Tradeport  
100 International Drive, Suite 360  
Portsmouth, New Hampshire 03801  
603-431-2520  
603-431-8067 fax  
www.hoyletanner.com

RE: Amendment No. 2  
City of Rochester On-Call Agreement  
Task Order No. 10 – Portland Street Culvert Over Unnamed Stream  
City of Rochester P.O. No. 00002785-00  
Hoyle, Tanner Project No. 903908.10

Dear Mr. Bezanson:

The purpose of this letter is to request an amendment to our scope of services for our contract for the above-referenced project to include right-of-way services. The services included in this amendment incorporate easement plan and document preparation and coordination with abutters.

Enclosed you will find Hoyle, Tanner's standard Contract Amendment Form which summarizes the additional professional engineering services, and Attachment A – Scope of Services for Amendment No. 2. Please sign and date this form where indicated and return it to us. You should make a copy of the signed form for your records.

We look forward to the opportunity to provide additional professional engineering services to you on this project. Please do not hesitate to call us if you have any questions or comments on this amendment.

Very truly yours,  
**HOYLE, TANNER & ASSOCIATES, INC.**

A handwritten signature in cursive script, reading "Aaron Lachance".

Aaron M. Lachance, PE  
Associate  
Project Manager



**CONTRACT AMENDMENT FORM**

HOYLE, TANNER PROJECT NO. 903908.10 AMENDMENT NO. 2  
 PROJECT: Task Order 10 – Portland St. Culvert Over Unnamed Stream DATE: March 3, 2020  
 CLIENT: City of Rochester, 45 Old Dover Road, Rochester, NH 03867

**CHANGE IN CONTRACT SCOPE**

Hoyle, Tanner will amend its scope of services for the above described project:

CHANGE IN SCOPE OF SERVICES	FEE ADJUSTMENT
1. Easement document preparation and easement coordination assistance (see Attachment A)	\$7,800.00
TOTAL FEE ADJUSTMENT, THIS AMENDMENT	\$7,800.00
ORIGINAL CONTRACT FEE AMOUNT	\$23,000.00
AMENDMENT #1	\$3,500
NEW TOTAL CONTRACT FEE AMOUNT	\$34,300.00

**CHANGE IN CONTRACT TIME**

Original or latest contract completion date: N/A  
 New contract completion date: N/A

**AUTHORIZATION**

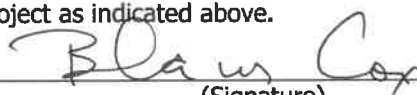
Original contract dated September 10, 2019 is hereby amended as indicated on this form.

- ☐ Verbal authorization given on N/A by N/A. No signature authorization required by the client.
- ☒ Client to authorize amendment by signing form below.

For City of Rochester

For HOYLE, TANNER & ASSOCIATES, INC.

Please amend the contract and proceed with the project as indicated above.

  
 (Signature)

Blaine M. Cox  
 (Printed Name and Title)

3-30-2020  
 (Date)

  
 (Signature)

Aaron M. Lachance, PE – Associate  
 (Printed Name and Title)

March 3, 2020  
 (Date)

**Attachment A**  
**Scope of Services – Amendment No. 2**  
**Addition of Right-of-Way Phase Engineering Services**  
**Hoyle, Tanner Project 903908.10**  
**Portland Street Culvert Over Unnamed Stream**

---

The following tasks are additional Design Phase services for the Portland Street Culvert Over Unnamed Stream project:

**Right-of-Way Phase**

Consultant shall complete the following tasks associated with the procurement of temporary and permanent easements for Tax Map 118, Lots 19 and 20.

- R-1. Prepare an Easement Plan in a format that is recordable at the Strafford County Registry of Deeds.
- R-2. Coordinate with the owners of Tax Map 118, Lots 19 and 20 for permanent and temporary easements required for the Portland Street Culvert. Conduct one-on-one meetings with each abutter consisting of an initial onsite meeting to present the proposed Easement Plan and discuss the project and a follow-up meeting to present the easement offers. A total of 5 meetings are assumed; 2 meetings with the residential property owner and 3 meetings with Eversource. Additional coordination time for telephone, email and/or teleconference coordination with Eversource is also included in this task (4 labor hours, in addition to efforts for the 3 assumed Eversource meetings).
- R-3. Perform deed research, prepare temporary and permanent easement documents, and obtain signatures from the abutters. Permanent easements will be prepared in a format recordable at the Strafford County Registry of Deeds. Recording of easements at the registry will be performed by the City.

TO: Blaine Cox, City Manager

FROM: Julian Long, Community Development Coordinator

RE: FY 20 Environmental Review for CAP Weatherization Project Site

---

RECEIVED  
MAR 19 2020  
City Manager's Office  
City of Rochester

Please find attached an environmental review completed for an emergency electrical repair on a manufactured home located in Briar Ridge Estates, under the Community Action Partnership of Strafford County's weatherization assistance program. City Council approved funding for this activity at the May 7, 2019 City Council meeting.

The environmental review requires the signature of the City Manager as the authorized entity official. Please contact Julian with any questions or concerns. Thank you.

**CONFIDENTIAL**

Mobile home, in park, owner occupied  
Built about 1978

Workscope: Troubleshoot and repair electric panel  
Budget: \$1000  
CDBG funding: \$1000

Outside changes: None  
Inside changes: None  
Ground Disturbance: None

Statute, Authority, Executive Order Cited at 24 CFR 58.5	A	B	Compliance Finding	Source Documentation
1. 58.5(a) - Historic Properties [36 CFR 800]	X		The project site is under 50 years old and is not located in the historic district. The project will not involve ground disturbance or exterior changes. Project work falls under the City of Rochester's Programmatic Agreement with the NH Division of Historical Resources.	Please see SHPO Programmatic Agreement in the environmental review file.
10. 58.5(i)(1) – Noise Control and Abatement [24 CFR 51B]	X		The project site is not within 3,000 feet of railroad tracks. It is within 1,000 feet of a major road and within 15 miles of an airport, but noise calculations indicate noise levels below 65 dB.	Please see maps, DNL calculations, and airport noise worksheet in the environmental review file.
11. 58.5(i)(1) – Explosive and Flammable Operations [24 CFR 51C]	X		The project site is located within 1 mile of one current aboveground storage tank of more than 100 gallon capacity, containing common liquid industrial fuels. The project site is located at an Acceptable Separation Distance from this storage tank.	Please see environmental report, NH DES records, and ASD calculations in the environmental review file.

**MITIGATION MEASURES AND CONDITIONS FOR PROJECT APPROVAL:** (If Box B is checked, provide details regarding further consultation, mitigation, permit requirements or approvals required to be incorporated into public notices and project requirements such as contracts, grants, loan conditions, etc., as described in the Statutory Worksheet.) Ensure required measures are included in 7015.15 Project Description Section.

N/A. No additional requirements.

PREPARER:

Julian Long, Community Development Coordinator

19 Mar 2020

Date

AUTHORIZED RESPONSIBLE ENTITY OFFICIAL:

  
Blaine Cox, City Manager

3.19.2020  
Date

DATE: March 24, 2020

TO: Blaine Cox, City Manager

FROM: Julian Long, Community Development Coordinator

RE: FY 20 Environmental Review for CAP Weatherization Project Site

---

Please find attached an environmental review completed for an emergency replacement of a ruptured DHW heater in a stick-built home located in the western section of the city, under the Community Action Partnership of Strafford County's weatherization assistance program. City Council approved funding for this activity at the May 7, 2019 City Council meeting.

The environmental review requires the signature of the City Manager as the authorized entity official. Please contact Julian with any questions or concerns. Thank you.

RECEIVED  
MAR 17 2020  
City Manager's Office  
City of Rochester

Date: March 17, 2020  
To: Blaine Cox  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2020 CDBG Environmental Review – CAP Weatherization

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental review for the weatherization retrofit, insulation, bath fan replacement, air sealing, and heating system and water heater replacement for a manufactured home located in Briar Ridge Estates, 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 7, 2019 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: February 27, 2020

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

RECEIVED  
FEB 27 2020  
City Manager's Office  
City of Rochester

Re: FY 2020 CDBG Environmental Review – CAP Weatherization

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental review for the heating system replacement in a manufactured home located in the northeastern part 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 7, 2019 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: March 13, 2020

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

**RECEIVED**  
**MAR 16 2020**  
City Manager's Office  
City of Rochester

Re: FY 2020 CDBG Environmental Review – CAP Weatherization

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental review for the heater replacement, water supply repair, and furnace replacement in a stick-built home located in the central 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 7, 2019 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.

04/03/2020  
**RECEIVED**  
MAR 13 2020  
City Manager's Office  
City of Rochester

Date: March 12, 2020

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2020 CDBG Environmental Review – CAP Weatherization

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental review for the weatherization retrofit, insulation, bath fan replacement, air sealing and heating system replacement in a manufactured home located in Briar Ridge Estates, 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 7, 2019 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**  
*Office of Economic Development*

RECEIVED

MAR 19 2020

City Manager's Office  
City of Rochester

# MEMO

---

**DATE:** Wednesday, March 18, 2020  
**TO:** Blaine Cox, City Manager  
**FROM:** Julia Libby  
**RE:** Request for Signature on Discharge for a Promissory Note

---

Please see attached the unsigned release for a Note dated September 1989.

Main Street Title Services was seeking information regarding an outstanding loan for a property that is being sold (110 Autumn St, previously 35 Autumn St). The loan was in the amount of \$3,000 for previous owners Luis and Susan Donovan.

We do not have any corresponding documentation as the loan is from 1989, but do not have any reason to believe that the obligations of the Note have not been met. The Planning Department has agreed that the documents should be discharged.

If you have any questions or concerns please feel free to contact me.

Respectfully,

Julia Libby  
Executive Secretary  
Economic Development Department



*City of Rochester, New Hampshire*  
OFFICE OF THE CITY ATTORNEY  
31 Wakefield Street • Rochester, NH 03867  
(603) 335-7599  
[www.RochesterNH.net](http://www.RochesterNH.net)

# Memorandum

To: Blaine Cox, Deputy City Manager  
From: Terence O'Rourke, City Attorney *mo*  
Date: March 4, 2020  
Re: Purchase and Sales Agreement/Development Agreement between the  
City and Chinburg Development, LLC

---

In a Non-Public Meeting on March 3, 2020, the City Council voted unanimously to authorize the City Manager to enter into a Purchase and Sales Agreement/Development Agreement with Chinburg Development, LLC to transfer and redevelop properties currently owned by the City at 10 and 12/14 North Main Street. In order to fulfill the City Council's directive, the City Manager must sign the two Agreements.

Date: March 4, 2020

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager



Re: Award Acceptance Documents for Victims of Crime Act (VOCA) Assistance Grant

Please see attached the completed award acceptance documents that will be submitted to the New Hampshire Department of Justice for the awarded VOCA Grant. City Council voted to approve acceptance of the awarded grant at the March 3, 2020 City Council meeting.

The grant award acceptance requires the signature of the City Manager *before a notary* before submittal. Please sign the attached acceptance *before a notary* as the authorized official and return the signed documents to Julian. The attachments to the grant award acceptance also require the signature of the City Manager as the authorized official but do not require notarization. ***Please also initial and date all pages of the grant acceptance package.***

Thank you very much. Please contact Julian with any questions or concerns.



## *City of Rochester, New Hampshire*

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917

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

Date: March 4, 2020

To: Doreen Jones, Tax Collector  
Roland Connors, Deputy Finance Director

From: Kathryn Ambrose, Deputy City Manager

RE: Authorization to Write-off Taxes – 17 Quaker Lane

Based on a determination by the City of Rochester Legal department, please write off all unpaid taxes, fees, and accrued interest for 17 Quaker Lane (parcel id 0141-0042-0000). The City of Rochester is unable to establish the true ownership of this property and therefore the Assessor was directed on January 6, 2020 to change the previous owner of record to "unknown owner" in the property record card. A statement of unpaid taxes in the amount of \$240,214.67 is affixed to this memo for the record.

The Legal department has on file any related documentation for future reference.

Kathryn Ambrose, Deputy City Manager

cc. Terence O'Rourke, City Attorney  
Blaine Cox, City Manager

03/03/2020 15:18  
doreen.jonesCITY OF ROCHESTER  
Real Estate Tax StatementP 1  
txtaxstm

PARCEL: 0141-0042-0000

LOCATION: 17 QUAKER LN

OWNER:  
UNKNOWN OWNER  
19 WAKEFIELD ST  
ROCHESTER NH 03867STATUS:  
TOTAL ACRES 8.330  
DEFERRED ACRES .000  
LAND VALUATION 77,600  
BUILDING VALUATION 0  
EXEMPTIONS 0  
TAXABLE VALUATION 77,600  
INTEREST PER DIEM 32.71

LEGAL DESCRIPTION:

DEED DATE:

BOOK/PAGE: 1456-131

INT DATE: 03/03/2020

YEAR	TYPE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
2019	RE-R	8739				
1	REAL ESTAT		1,068.00	1,068.00	55.24	1,123.24
			1,068.00	1,068.00	55.24	1,123.24
2	REAL ESTAT		864.00	864.00	6.82	870.82
			864.00	864.00	6.82	870.82
			1,932.00	1,932.00	62.06	1,994.06
2018	LIEN	314				
1	TXLIEN AMT		2,302.81	2,302.81	362.27	2,665.08
	SEARCHLIEN		13.00	13.00	.00	13.00
			2,315.81	2,315.81	362.27	2,678.08
2017	LIEN	301				
1	TXLIEN AMT		2,209.35	2,209.35	745.25	2,954.60
	SEARCHLIEN		11.54	11.54	.00	11.54
			2,220.89	2,220.89	745.25	2,966.14
2016	LIEN	299				
1	RR TL		2,193.00	2,193.00	1,134.47	3,327.47
	PLCOST TL		18.00	18.00	9.31	27.31
	RECORD TL		18.50	18.50	9.57	28.07
	INT TL		139.24	139.24	72.03	211.27
	SEARCHLIEN		11.00	11.00	.00	11.00
	SEARCHDEED		30.25	30.25	.00	30.25
			2,409.99	2,409.99	1,225.38	3,635.37
2015	LIEN	399				
1	TXLIEN AMT		2,353.50	2,353.50	1,645.77	3,999.27
	SEARCHDEED		27.00	27.00	.00	27.00
			2,380.50	2,380.50	1,645.77	4,026.27
2014	LIEN	402				
1	TXLIEN AMT		2,348.39	2,348.39	2,017.43	4,365.82

03/03/2020 15:18  
doreen.jonesCITY OF ROCHESTER  
Real Estate Tax StatementP 2  
txtaxstm

YEAR	TYPE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
INST	CHARGE					
	SEARCHLIEN		11.00	11.00	.00	11.00
	SEARCHDEED		28.25	28.25	.00	28.25
			2,387.64	2,387.64	2,017.43	4,405.07
2013	LIEN	462				
1	TXLIEN AMT		2,696.39	2,696.39	2,868.22	5,564.61
	SEARCHLIEN		11.00	11.00	.00	11.00
	SEARCHDEED		28.25	28.25	.00	28.25
			2,735.64	2,735.64	2,868.22	5,603.86
2012	LIEN	449				
1	TXLIEN AMT		2,635.73	2,635.73	3,262.53	5,898.26
	SEARCHLIEN		11.50	11.50	.00	11.50
	SEARCHDEED		28.00	28.00	.00	28.00
			2,675.23	2,675.23	3,262.53	5,937.76
2011	LIEN	487				
1	TXLIEN AMT		2,550.74	2,550.74	3,620.23	6,170.97
	SEARCHLIEN		11.50	11.50	.00	11.50
	SEARCHDEED		27.50	27.50	.00	27.50
			2,589.74	2,589.74	3,620.23	6,209.97
2010	LIEN	410				
1	TXLIEN AMT		2,455.41	2,455.41	3,929.33	6,384.74
	SEARCHLIEN		11.50	11.50	.00	11.50
	SEARCHDEED		27.50	27.50	.00	27.50
			2,494.41	2,494.41	3,929.33	6,423.74
2009	LIEN	468				
1	TXLIEN AMT		2,352.52	2,352.52	4,186.97	6,539.49
	SEARCHDEED		27.50	27.50	.00	27.50
			2,380.02	2,380.02	4,186.97	6,566.99
2008	LIEN	418				
1	TXLIEN AMT		2,073.69	2,073.69	4,041.48	6,115.17
	SEARCHLIEN		11.50	11.50	.00	11.50
	SEARCHDEED		26.00	26.00	.00	26.00
	SEARCHDEED		1.50	1.50	.00	1.50
			2,112.69	2,112.69	4,041.48	6,154.17
2007	LIEN	456				
1	TXLIEN AMT		1,956.16	1,956.16	4,163.57	6,119.73
	SEARCHLIEN		11.50	11.50	.00	11.50
	SEARCHDEED		26.00	26.00	.00	26.00
			1,993.66	1,993.66	4,163.57	6,157.23
2006	LIEN	387				
1	TXLIEN AMT		1,982.88	1,982.88	4,446.32	6,429.20
	SEARCHLIEN		10.00	10.00	.00	10.00
	SEARCHDEED		26.00	26.00	.00	26.00



03/03/2020 15:18  
doreen.jonesCITY OF ROCHESTER  
Real Estate Tax StatementP 3  
txtaxstm

YEAR	TYPE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
INST	CHARGE					
			2,018.88	2,018.88	4,446.32	6,465.20
2005	LIEN	311				
1	TXLIEN AMT		1,861.88	1,861.88	4,534.93	6,396.81
	SEARCHLIEN		10.00	10.00	.00	10.00
	SEARCHDEED		25.25	25.25	.00	25.25
	SEARCHDEED		.75	.75	.00	.75
			1,897.88	1,897.88	4,534.93	6,432.81
2004	LIEN	367				
1	TXLIEN AMT		1,902.96	1,902.96	5,061.98	6,964.94
	SEARCHLIEN		15.00	15.00	.00	15.00
	SEARCHDEED		25.25	25.25	.00	25.25
			1,943.21	1,943.21	5,061.98	7,005.19
2003	LIEN	384				
1	TXLIEN AMT		1,754.00	1,754.00	5,016.92	6,770.92
	SEARCHLIEN		15.00	15.00	.00	15.00
	SEARCHDEED		25.25	25.25	.00	25.25
			1,794.25	1,794.25	5,016.92	6,811.17
2002	LIEN	363				
1	TXLIEN AMT		1,861.47	1,861.47	5,629.08	7,490.55
	SEARCHLIEN		10.75	10.75	.00	10.75
	SEARCHDEED		25.00	25.00	.00	25.00
			1,897.22	1,897.22	5,629.08	7,526.30
2001	LIEN	276				
1	TXLIEN AMT		2,367.84	2,367.84	7,434.76	9,802.60
	SEARCHLIEN		11.50	11.50	.00	11.50
	SEARCHDEED		25.00	25.00	.00	25.00
	SEARCHDEED		10.75	10.75	.00	10.75
			2,415.09	2,415.09	7,434.76	9,849.85
2000	LIEN	173				
1	RE TL		2,014.00	2,014.00	6,815.37	8,829.37
	INT TL		151.48	151.48	512.61	664.09
	PLCOSTTL		34.75	34.75	117.59	152.34
	PTLIENCOST		11.50	11.50	.00	11.50
	TAXDEEDNOT		15.00	15.00	.00	15.00
	SEARCHDEED		10.00	10.00	.00	10.00
	SEARCHDEED		10.75	10.75	.00	10.75
			2,247.48	2,247.48	7,445.57	9,693.05
1999	LIEN	620				
1	RE TL		1,812.00	1,812.00	6,463.33	8,275.33
	INT TL		142.08	142.08	506.79	648.87
	PLCOSTTL		34.00	34.00	121.28	155.28
	PTLIENCOST		11.00	11.00	.00	11.00
	TAXDEEDNOT		15.00	15.00	.00	15.00
	SEARCHDEED		10.00	10.00	.00	10.00
	SEARCHDEED		10.75	10.75	.00	10.75

03/03/2020 15:18  
doreen.jonesCITY OF ROCHESTER  
Real Estate Tax StatementP 4  
txtaxstm

YEAR	TYPE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
			2,034.83	2,034.83	7,091.40	9,126.23
1998	LIEN	103				
1	RE TL		2,593.00	2,593.00	9,713.31	12,306.31
	INT TL		205.86	205.86	771.15	977.01
	PLCOSTTL		34.00	34.00	127.36	161.36
	PTLIENCOST		23.25	23.25	.00	23.25
			2,856.11	2,856.11	10,611.82	13,467.93
1997	LIEN	40				
1	RE TL		2,560.00	2,560.00	10,085.84	12,645.84
	INT TL		179.88	179.88	708.69	888.57
	PLCOSTTL		33.50	33.50	131.99	165.49
	PTLIENCOST		21.50	21.50	.00	21.50
			2,794.88	2,794.88	10,926.52	13,721.40
1996	LIEN	36				
1	RE TL		2,501.00	2,501.00	10,314.67	12,815.67
	INT TL		169.18	169.18	697.73	866.91
	PLCOSTTL		33.50	33.50	138.17	171.67
	PTLIENCOST		21.50	21.50	.00	21.50
			2,725.18	2,725.18	11,150.57	13,875.75
1995	LIEN	15				
1	RE TL		2,430.00	2,430.00	10,434.09	12,864.09
	INT TL		180.32	180.32	774.27	954.59
	PLCOSTTL		33.50	33.50	143.85	177.35
	PTLIENCOST		21.48	21.48	.00	21.48
			2,665.30	2,665.30	11,352.21	14,017.51
1994	LIEN	11				
1	RE TL		2,403.00	2,403.00	10,777.95	13,180.95
	INT TL		159.88	159.88	717.10	876.98
	PLCOSTTL		33.50	33.50	150.26	183.76
	PTLIENCOST		34.06	34.06	.00	34.06
			2,630.44	2,630.44	11,645.31	14,275.75
1993	LIEN	19				
1	RE TL		2,244.00	2,244.00	10,444.37	12,688.37
	INT TL		150.02	150.02	698.24	848.26
	PLCOSTTL		33.50	33.50	155.93	189.43
	PTLIENCOST		34.50	34.50	.00	34.50
			2,462.02	2,462.02	11,298.54	13,760.56
1992	LIEN	5				
1	RE TL		1,645.00	1,645.00	7,963.06	9,608.06
	INT TL		116.86	116.86	565.70	682.56
	PLCOSTTL		33.50	33.50	162.17	195.67
	PTLIENCOST		29.57	29.57	.00	29.57
			1,824.93	1,824.93	8,690.93	10,515.86
1991	LIEN	10				

03/03/2020 15:18  
doreen.jonesCITY OF ROCHESTER  
Real Estate Tax StatementP 5  
txtaxstm

YEAR	TYPE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
1	RE TL		1,636.00	1,636.00	8,218.82	9,854.82
	INT TL		107.68	107.68	540.95	648.63
	PLCOSTTL		34.00	34.00	170.81	204.81
	PTLIENCOST		20.00	20.00	.00	20.00
			1,797.68	1,797.68	8,930.58	10,728.26
1990	LIEN	3				
1	RE TL		1,508.00	1,508.00	7,846.47	9,354.47
	INT TL		96.46	96.46	501.90	598.36
	PLCOSTTL		33.50	33.50	174.31	207.81
	PTLIENCOST		22.50	22.50	.00	22.50
			1,660.46	1,660.46	8,522.68	10,183.14
GRAND TOTALS			68,294.06	68,294.06	171,920.61	240,214.67



## *City of Rochester, New Hampshire*

Finance Office

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

**RECEIVED**  
**FEB 21 2020**  
City Manager's Office  
City of Rochester

Date: February 20, 2020

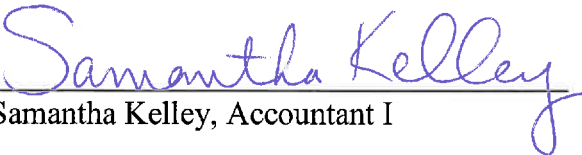
To: Blaine Cox, City Manager  
Katie Ambrose, Deputy City Manager

From: Samantha Kelley, Accountant I

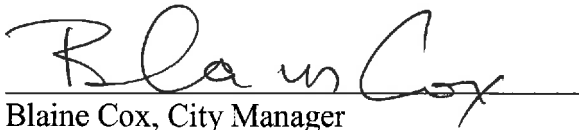
RE: State of New Hampshire Claim for Abandoned Property Forms

Please find the attached Claim for Abandoned Property forms from the State of New Hampshire. The forms include multiple claims for multiple departments within the City of Rochester. The total of all the claims enclosed is \$1,011.01.

I recommend that the City sign these claim forms in order to receive this Abandoned Property.

  
Samantha Kelley, Accountant I

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

  
Blaine Cox, City Manager



## *City of Rochester, New Hampshire*

Finance Office

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

RECEIVED  
MAR 6 2020  
City Manager's Office  
City of Rochester

Date: March 6, 2020

To: Blaine Cox, City Manager  
Kathryn Ambrose, Deputy City Manager

From: Roland Connors, Deputy Finance Director

RE: PFM Financial Advisors Engagement Letter – Revised Cost \$21,500  
Includes Refunding Bonds (April 2020 Series B)

Please find the attached copy of the PFM Financial Advisors engagement letter. PFM Financial has provided the City of Rochester financial related guidance for the last several years. This assistance is invaluable when Rochester issues bonds in the marketplace.

The City of Rochester will be issuing 2020 General Obligation Bonds (Series A) with an estimated par amount of \$19.6 million and 2020 Refunding Bonds (Series B) with a current aggregate outstanding principal amount of \$3.45 million.

I recommend that the revised PFM engagement letter be approved.

Roland Connors, Deputy Finance Director

Kathryn Ambrose, Deputy City Manager



**City of Rochester, New Hampshire**  
INFORMATION TECHNOLOGY SERVICES  
31 Wakefield St • Rochester, NH 03867  
[www.rochesternh.net](http://www.rochesternh.net)

**RECEIVED**  
MAR 19 2020  
City Manager's Office  
City of Rochester

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**INTEROFFICE MEMORANDUM**

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**TO:** Blaine City Manager  
Katie Ambrose, Finance Director

**FROM:** Sonja Gonzalez, Chief Information Officer

**DATE:** March 10, 2020

**SUBJECT:** Systems Engineering – Fusion licensing - \$159.99

**CC:**

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Attached please find one copy of the proposal for VMware Fusion licensing. It includes a single license of VMware Fusion.

There is sufficient funding in the 11020050-565000 IT Software.

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 \_\_\_\_\_

  
Katie Ambrose, Finance Director



*City of Rochester, New Hampshire*

OFFICE OF THE CITY ATTORNEY

31 Wakefield Street • Rochester, NH 03867

(603) 335-7599


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RECEIVED

MAR 19 2020

City Manager's Office  
City of Rochester

# Memorandum

To: Blaine Cox, Deputy City Manager  
From: Terence O'Rourke, City Attorney   
Date: March 17, 2020  
Re: 374 Pond Hill Road Easement

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In a Non-Public Meeting on February 18, 2020, the City Council voted unanimously to authorize the City Manager to enter into a Purchase and Sales Agreement/Development Agreement with the Allain-Feurer Trust to transfer the City's Right of First Refusal on 374 Pond Hill Road, Barrington, NH in exchange for the execution of an Easement which will allow the City to build a dike related to its water level raising project. In order, to complete the Agreement, the City Manager must sign the "Acceptance" section of the Warranty Easement Deed and sign the Release of the Option to Purchase and Right of First Refusal Agreement.

**Terence O'Rourke**

---

**From:** Barbara Potvin <bpotvin@potvinlaw.com>  
**Sent:** Wednesday, March 18, 2020 3:45 PM  
**To:** Terence O'Rourke  
**Cc:** Donald Whittum; taubert@metrocast.net; bobbieha@gmail.com  
**Subject:** [External] 806 Portland Street  
**Attachments:** Corrective Quitclaim Deed.pdf; Source Deed B 4570 P 765.pdf

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Attorney O??Rourke:

??

???????????????????????????????? This office represents Thomas and Dianne Aubert.?? In May of 2018, the City conveyed property located at 806 Portland Street to Mr. and Mrs. Aubert by Quitclaim Deed.?? A copy of the source deed is attached for your reference.?? The Auberts have their first closing scheduled on this subdivision for March 31.?? A title examination has revealed that Mrs. Aubert??s first name is incorrectly spelled in the deed from the City and their joint tenancy is not stated.?? The purpose of the attached Corrective Quitclaim Deed is to clear these defects.

??

???????????????????????????????? Please review the attached Corrective Quitclaim Deed and let us know if you have any requested changes.?? If the deed is acceptable to you as prepared, then please have City Manager Cox sign it in the presence of a Notary Public or Justice of the Peace and return the fully executed deed to us.?? Since recording is now being done electronically, it would be sufficient to email the deed to us for recording.

??

???????????????????????????????? Thank you for your assistance.

??

**Barbara Potvin,  
Paralegal**

??

Donald F. Whittum Law Office, PLLC  
89 Charles Street  
PO Box 632  
Rochester, NH?? 03866-0632  
(603) 335-3800  
(603) 332-3365 fax

??

Mail to:?? [bpotvin@potvinlaw.com](mailto:bpotvin@potvinlaw.com)

??

This message is intended only for the use of the addressee and may contain information that is PRIVILEGED and CONFIDENTIAL.?? If you are not the intended recipient, dissemination, distribution, and/or copy of this communication is prohibited.?? If you have received this communication in error, please erase all copies of the message and its attachments and notify us immediately.

??



04/03/2020



## ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127  
FAX (603) 330-7159  
[www.rochesterpd.org](http://www.rochesterpd.org)

*"Dedication, Pride, Integrity"*

### POLICE COMMISSION

DEREK J. PETERS  
*Chairman*  
DAVID R. STEVENS  
*Vice Chairman*  
LISA M. STANLEY  
*Commissioner*

PAUL R. TOUSSAINT  
*Chief of Police*

March 6, 2020



TO: Blaine Cox  
City Manager

FROM: Paul R. Toussaint  
Chief of Police

RE: Justice Assistance Grant

RECEIVED  
MAR 6 2020  
City Manager's Office  
City of Rochester

Dear Mr. Cox:

The Police Department applied for Edward Byrne Memorial Justice Assistance Grant (JAG) funding for 2019.

In order for us to accept the grant, the City Manager, as authorized grantee official needs to sign the grant document and initial each page. While the award document has Mayor McCarley's name affixed, we have a form in the grant file to amend that portion for the City Manager's signature. This is how the grant office directed us to proceed.

I am asking for your signature on this document in order for us to accept the grant award in the amount of \$27,693.00.

Thank you for your consideration. Please let me know if you need further from me in this regard.

Sincerely Yours,

Paul R. Toussaint  
Chief of Police

cc: Mayor McCarley  
Terence O'Rourke  
Rochester Police Commission



# City of Rochester, New Hampshire

Office of Finance and Administration  
31 Wakefield Street • Rochester, NH 03867-1917  
(603) 335-7609 Fax (603) 335-7589

## Tuition Reimbursement Pre-Approval Form

1. Applicant's Name: Katherine Parker-Wright
2. Department: Library
3. The course(s) is(are) related to the employee's job or as part of a career development program: Yes ☒ No ☐
4. Number of Courses for this employee already approved for the current fiscal year is: 1 (attach copies of prior approvals)
5. Course(s) for which reimbursement is now being requested:
  - a. Name of Course Shakespeare; Cost: \$1,341.00; and  
dates of Course: from 4/6/20 to 6/26/20
  - b. Name of Course \_\_\_\_\_; Cost: \_\_\_\_\_; and  
dates of Course: from \_\_\_\_\_ to \_\_\_\_\_
  - c. Name of Course \_\_\_\_\_; Cost: \_\_\_\_\_; and  
dates of Course: from \_\_\_\_\_ to \_\_\_\_\_
6. Reimbursement for only the cost of the course will be as follows:  
100% for an A grade; 90% for a B grade; 70% for a C grade.
7. Upon course completion, proof of course completion and grade attainment must be submitted for reimbursement.
8. Department head approval signature: [Signature]
9. Date of Department head's approval: 2/24/20
10. Finance Director approval signature: [Signature]
11. Date of Finance Department approval: 2/28/2020
12. City Manager's approval Signature: [Signature]
13. Date of City Manager's Signature: 2-28-2020

DATE RECEIVED	DATE ISSUED	PERMISSION PERMITS	MISCELLANEOUS	DATE OF EVENT
1/27/2020	2/3/2020	EVENT	St. Elizabeth Seton 5K	5/16/2020
1/28/2020	2/3/2020	EVENT	Rochester Cares Clean Up Day - Rochester Main Street	4/18/2020
1/28/2020	2/3/2020	EVENT	Dance Abroad - Dance Show at Rochester Common	8/29/2020
2/10/2020	2/20/2020	EVENT	Farmer's Market - Beer in the Barn	5/9/2020
2/18/2020	2/20/2020	EVENT & BANNERS	Rotary - Wings & Wheels event and banners	5/11 - 6/6/2020
2/13/2020	2/20/2020	TAG	Knights of Columbus - tagging	9/4-5/2020
2/12/2020	2/20/2020	TAG	Rochester Youth Spirit	9/19-20/20 and 9/26-27/20
3/9/2020	3/9/2020	TAG	SHS - Baja Trip	3/28/2020
3/4/2020	3/9/2020	EVENT	Harvest of Praise Church of God - Day of Prayer	5/7/2020
3/3/2020	3/9/2020	TAG	Farmington 500	5/7-8/2021
2/27/2020	3/9/2020	EVENT	Granite State Street Rodders car show	May-August 2020
2/19/2020	3/9/2020	EVENT	Autumn Sturtevant - Take a Mental Health Day	5/30/2020
2/24/2020	3/9/2020	SOLICIT	ABB - McArdle Solicitation	90 day authorization
2/24/2020	3/9/2020	SOLICIT	ABB - O'Brien Solicitation	90 day authorization
2/10/2020	2/20/2020	RAFFLE	Seacoast Detachment #394- Marine Corp League	annual raffle

ELECTRONIC MESSAGE BOARD REQUESTS				
2/26/2020	2/26/2020	MESSAGE	Rochester Grange #86	3/21/2020
3/3/2020	3/3/2020	MESSAGE	Monarch School - 3rd Annual Tranistion Fair	3/14/2020
3/9/2020	3/10/2020	MESSAGE	First United Mthodist Church - Photography Show Call for Entries	5/13/2020

[illegible]

**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

**CODES AND ORDINANCES COMMITTEE**

Of the Rochester City Council

**Thursday, March 5, 2020**

**31 Wakefield Street, Rochester, NH**

City Council Chambers

**6:00 PM**

**Minutes**

**1. Call to Order**

Councilor Lachapelle called the meeting to order at 6:00 PM. Deputy City Clerk Cassie Givara took a silent roll call. All Committee members were present except for Councilor Rice, who was absent.

**2. Public Input**

No Discussion.

**3. Acceptance of the Minutes: September 5, 2019**

Councilor Lauterborn **MOVED** to accept the minutes of the September 5, 2019 Codes & Ordinances Committee meeting. Councilor Abbott seconded the motion. Councilor Hainey stated she was abstaining from the vote because she had not yet been appointed to the Committee when the meeting occurred. The **MOTION CARRIED** by a unanimous voice vote.

**4. Review of the City Council Rules of Order**

• **Proposed change to Rules of Order 4.12**

City Attorney O'Rourke explained the background on the proposed amendment (Addendum A); the previous City Council had discussed the routine suspending of the rules in order to do a second reading and adoption. It had been questioned why this rule was in place if it was going to be suspended each and every time. Attorney O'Rourke stated that he had revised the rules of order to reflect the process as it carries out currently.

Councilor Lachapelle clarified that the new wording would replace the entirety of section 4.12. Attorney O'Rourke confirmed that the amendment would replace the existing wording.

Councilor Lachapelle inquired if the Council would still be able to suspend the rules if needed after this amendment has been adopted. Attorney O'Rourke answered that the amendment is only changing the rule in question and will allow the Council to read a resolution for a first time and adoption without suspending this particular rules for a second reading unless otherwise required.

Councilor Abbott **MOVED** to send the amendment to section 4.12 of the Council Rules of Order to full Council. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lachapelle asked the Committee if there were any other proposed changes to the Council Rules of Order. Councilor Lauterborn stated that she had reviewed the rules and did not feel there were changes needed; they reflect how the Council operates currently.

Councilor Lachapelle referred the Committee to section 1.1 of the Rules of Order titled "Regular Meetings." The rules currently state that City Council meetings will begin at 7:00 PM. Councilor Lachapelle suggested changing the start time to 6:00 PM due to the prevalence of Councilor early arrivals and the earlier start allowing earlier adjournment. Councilor Lachapelle reported that he had received favorable feedback from City staff regarding this proposed earlier start time. Councilor Abbott stated that there are occasionally subcommittee meetings prior to the Council meetings. It was agreed that subcommittee meetings may need to be adjusted if the City Council meetings occur earlier.

Councilor Lauterborn stated that she would support the earlier start time at the Codes meeting, but if there were reservations expressed at full Council regarding Councilors' inability to make it to the earlier start time, she intended to vote against the amendment under those conditions. Councilor Lachapelle clarified that there could be some flexibility with the proposed time and it could be adjusted earlier or later as needed.

Councilor Walker **MOVED** to recommend the 6:00 PM City Council meeting start time to full Council. Council Abbott seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Attorney O'Rourke informed the Committee that if there was a cause to have the meeting at a time other than what was stated in the rules of order, the Council is able to suspend the rules at the prior meeting and vote to have the meeting at an alternate time.

## **5. Proposed Amendment to 7.26 Board of Health**

Attorney O'Rourke explained that these officers of the Board of Health are appointments made by the City Manager. Rather than giving the different members varying term expirations for positions which are already challenging to fill, the amendment would make the term limits indefinite.

Councilor Abbott asked what would occur if there was a new City Manager hired who did not want the same officers serving on the Board of Health. Attorney O'Rourke stated that the City Manager has the authority to remove people from the Board if desired.

Councilor Lauterborn **MOVED** to send the amendment to 7.26 “Board of Health” to full Council. Councilor Abbott seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**6. Other**

No Discussion.

**7. Adjournment**

Councilor Abbott **MOVED** to **ADJOURN** the Codes & Ordinances Committee meeting at 6:08 PM. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully Submitted,

Cassie Givara  
Deputy City Clerk

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City Clerk's Office

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**PROPOSED CHANGE TO RULE OF ORDER 4.12**

Every Resolution, including those which propose to change the Ordinance, shall be placed on the City Council Agenda in accordance with Rule 4.1. Any Resolution shall receive a First Reading during the first meeting in which it appears on the Agenda. Following the First Reading, the Council shall take one of the following actions:

1. Vote to disapprove the Resolution.
2. Refer to a Public Hearing if required by law.
3. Refer to an appropriate standing committee, or to the City Council sitting as a Committee of the Whole, for further review. Any Resolution proposing a change to the Ordinance, which did not originate in the Codes and Ordinances Committee, must be referred to said committee prior to a vote of approval. Resolutions referred to Public Hearing per action #2 may also be referred to committee.
4. If actions #2 and #3 do not apply to the Resolution, the Council may proceed to a vote of approval.

For a Resolution which is not subject to action #1 or #4, it shall receive a Second Reading at the next meeting during which it appears on the City Council Agenda. Following the Second Reading, for any Resolution referred to a standing committee, the chairperson of said committee shall deliver a report detailing the review of the Resolution. After the committee report is delivered, the City Council shall entertain any motions to amend. Following disposition of the motions to amend, the City Council shall vote on final approval or disapproval of the Resolution.

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City Clerk's Office

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**Amendment to Chapter 7 of the General Ordinances of the City of Rochester Regarding the  
Board of Health**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 7 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (changes are struck out):

**§ 7-6 Board of Health**

**A.** The composition of the Board of Health shall be as provided in Section 21 of the Rochester City Charter. The three Board members, other than the City Physician and the City Health Officer, shall be appointed by the City Manager. ~~for three year terms, with said terms so arranged that one of the three appointed members, other than the City Physician or the City Health Officer, shall be appointed each year in January. Vacancies in these three appointed positions shall be filled by the City Manager for the unexpired term.~~

**The effective date of these amendments shall be upon passage.**

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City Clerk's Office

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# Rochester City Council

## Community Development Committee

### MEETING MINUTES

**Elaine Lauterborn, Chair**  
**Donna Bogan, Vice Chair**  
**Doug Lachance**  
**Laura Hailey**  
**Palana Belken**

<b>Meeting Date:</b>	Monday, March 16, 2020	
<b>Members Present:</b>	Elaine Lauterborn Palana Belken Laura Hailey	<b>Members Absent:</b> Donna Bogan Doug Lachance
<b>Guests/Staff:</b>	Julian Long, Community Development Coordinator Paul Delisle, Owner of 28 North Main St.	

Councilor Lauterborn did not call the meeting to order as only Councilors Lauterborn and Hailey were present. Councilors Lauterborn and Hailey toured 28 North Main Street with Mr. Delisle.

#### **SITE TOUR – 79E Applicant**

Mr. Delisle explained that the major expense for the building will be the installation of a fire sprinkler system to bring the building up to code. He stated that he intends to add three additional residential units, including first-floor residential at the rear of the building, and maintain the front of the building as commercial space.

Councilor Lauterborn called the regular meeting to order at 5:40 p.m. at the City Hall Annex in the Cocheco conference room. Councilor Hailey made a motion to approve the February 10, 2020 committee meeting minutes, and Councilor Belken seconded the motion. The motion passed unanimously.

<b>PUBLIC INPUT</b>	No public input was received.
<b>79E APPLICATION – 28 N. Main St.</b>	Mr. Long provided a brief overview of the site tour for Councilor Belken.  <b><i>Motion was made by Councilor Hailey and seconded by Councilor Lauterborn to recommend approval of the 79E application for 28 North Main Street for the full request of seven years.</i></b> The motion passed unanimously.
<b>FY 2021 GRANT APPLICATIONS – Final Funding Recommendations</b>	The Community Development Committee made the following funding recommendations:  <u>FY 2021 General City Funding Recommendations</u> <ul style="list-style-type: none"> <li>• The Homemakers / EasterSeals: \$10,000</li> <li>• Cornerstone VNA: \$28,826</li> <li>• Community Action Partnership of Strafford County: \$10,000</li> </ul>

	<ul style="list-style-type: none"> <li>• COAST: \$170,388</li> <li>• Rochester Main Street: \$35,000</li> <li>• East Rochester Library: \$5,000</li> <li>• SOS Recovery Center: \$25,000</li> </ul> <p><b><i>Motion was made by Councilor Belken and seconded by Councilor Hainey to approve the above funding recommendations.</i></b> The motion passed unanimously.</p> <p>The Community Development Committee made the following funding recommendations:</p> <p><u>FY 2021 CDBG Public Service Agencies</u></p> <ul style="list-style-type: none"> <li>• My Friend's Place: \$10,000</li> <li>• Cross Roads House: \$10,000</li> <li>• SHARE Fund: \$4,000</li> <li>• Dover Adult Learning Center: \$5,000</li> <li>• Strafford Nutrition Meals on Wheels: \$2,000</li> <li>• Tri-City Coop: \$1,000</li> <li>• MY TURN: \$4,000</li> <li>• CASA of NH: \$1,000</li> <li>• HAVEN: \$1,175</li> </ul> <p><u>FY 2021 CDBG Housing Rehabilitation and Public Facilities Funds</u></p> <ul style="list-style-type: none"> <li>• Homeless Center for Strafford County – New Shelter: \$50,000</li> <li>• Rochester Child Care Center – Fire Doors: \$10,000</li> <li>• HAVEN – New Facility Land Acquisition: \$25,000</li> <li>• Triangle Club – Electrical System Upgrades: \$9,500</li> <li>• Lead Remediation – Matching Funds for State Program: \$20,000</li> <li>• Community Action Partnership for Strafford County – Weatherization Program: \$60,434.74</li> </ul> <p><b><i>Motion was made by Councilor Hainey and was seconded by Councilor Belken to approve the above funding recommendations.</i></b> The motion was passed unanimously.</p>
<p><b>FY 2021 DRAFT ANNUAL ACTION PLAN – Review and Approval</b></p>	<p>Mr. Long provided a brief overview of the draft plan, and Councilor Lauterborn asked the Committee members whether they had any questions. Mr. Long explained that he would use the Committee's funding recommendations to complete the blank sections of the plan regarding goals and outcomes.</p> <p><b><i>Motion was made by Councilor Belken and was seconded by Councilor Hainey to approve the draft FY 2021 Annual Action Plan.</i></b> The motion was passed unanimously.</p>

<b>FY 2020-2025 DRAFT CONSOLIDATED PLAN – Review and Approval</b>	<p>Mr. Long provided a brief overview of the draft plan and stated that most of the goals and priority needs have not changed from the FY 2015-2020 Consolidated Plan.</p> <p><b><i>Motion was made by Councilor Hainey and was seconded by Councilor Belken to approve the draft FY 2020-2025 Consolidated Plan.</i></b> The motion was passed unanimously.</p>
<b>PROJECTS PROGRAM REPORT</b>	<p>Councilor Lauterborn asked about the status of the city’s corrective action after the August 2019 HUD site monitoring visit. Mr. Long replied that HUD had requested revisions to the CDBG policies that had been drafted and that the policy revisions were submitted to HUD the previous week.</p> <p>Mr. Long also told the Committee that there remains approximately \$450 in technical assistance funds for lead safety projects received from the University of New Hampshire. Mr. Long is discussing options for these remaining funds with the Strafford County Public Health Network.</p>
<b>OTHER BUSINESS</b>	<p>Mr. Long reminded the Committee that the next Community Development Committee would be held jointly with the Recreation &amp; Arena Advisory Board meeting on April 13<sup>th</sup>.</p>

The meeting was adjourned at 6:54 p.m.

**Next Meeting** – Monday, April 13<sup>th</sup>, at 6:00 p.m. in Conference Room #1 at Rochester Community Center (150 Wakefield St.) – Joint Meeting with Recreation & Arena Advisory Board

**Topics** – Rochester Recreation & Arena Projects, CDBG Projects, Program Report

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City Clerk's Office

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**RESOLUTION ADOPTING AN FY 2021 ROCHESTER CDBG**  
**“ACTION PLAN FOR THE CITY OF ROCHESTER, N.H.” AND**  
**APPROVING AND APPROPRIATING THE FY 2021**  
**COMMUNITY DEVELOPMENT BUDGET FOR THE CITY OF ROCHESTER**

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

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the one-year FY 2021 (July 1, 2020—June 30, 2021) “Action Plan for the Community Development Block Grant (CDBG) Program for the City of Rochester, N.H.,” as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic and Community Development, in connection with the City’s CDBG program, including the goals, objectives, and concepts set forth therein;

II. Further, that a twelve (12) month Community Development Block Grant budget for the Office of Economic and Community Development for the City of Rochester in the total amount of Two Hundred Fifty Four Thousand Five Hundred Dollars (\$254,500.00) be, and hereby is, approved and appropriated for fiscal year 2021 (July 1, 2020—June 30, 2021. Included in said approval and appropriation are expenditures set forth in the one-year action plan of the Office of Economic & Community Development for the City of Rochester for the Community Development Block Grant program, in the following categories and amounts:

Administration and Planning	\$ 50,900.00
Public Service Agencies	\$ 38,175.00
Housing/Public Facilities/Infrastructure	\$ 165,425.00
<b>Total</b>	<b>\$ 254,500.00</b>

III. Further, that Nine Thousand Five Hundred Nine Dollars and Seventy Four Cents (\$9,509.74) in prior year unexpended CDBG funds be repurposed for use in the FY 2021 Action Plan year.

IV. Further, that Ninety Eight Thousand One Hundred Ninety Eight Dollars and Sixteen Cents (\$98,198.16) in the Job Opportunity Benefit revolving loan fund loan fund, plus the principal and interest received monthly from existing loans’ repayments, be appropriated for continued use in the FY 2021 Action Plan year in granting loans to qualified small businesses that commit to the creation and/or retention of jobs made available to low to moderate-income Rochester residents.

This budget and the one-year action plan for FY 2021 may be reconsidered if federal funding is changed or if it is inconsistent with the total FY 2021 budget adopted for the Office of Economic and Community Development.

The sums necessary to fund the above appropriation in the amount of Two Hundred Fifty Four Thousand Five Hundred Dollars (\$254,500.00) shall be drawn in their entirety from the above-mentioned FY 2021 Community Development Block Grant from the federal government to the City of Rochester. The Finance Director is hereby authorized to create such line item accounts as shall be necessary to implement this Resolution.

Furthermore, in the event that federal funding for the above Community Development Block Grant budget is less than the total appropriation amount provided for in this Resolution, then, and in such event, the City Manager, or the City Manager's designee in the Office of Economic and Community Development, is authorized to adjust the amounts for the budgetary categories stated above, as well as for any planned grants and/or other expenditures made from within such budgetary categories.



04/03/2020

## 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**

**RECOMMENDED ACTION**

**RESOLUTION ADOPTING AN FY 2020-2025 CDBG**  
**“CONSOLIDATED PLAN FOR THE CITY OF ROCHESTER, N.H.”**

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

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the five-year 2020-2025 “Consolidated Plan for the Community Development Block Grant (CDBG) Program for the City of Rochester, N.H.,” as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic & Community Development, in connection with the City’s CDBG program, including the goals, objectives, and concepts set forth therein;

II. The budget for Year 1 of the FY 2020-2025 “Consolidated Plan for the Community Development Block Grant (CDBG) Program for the City of Rochester, N.H.,” which is contained and detailed in the *Resolution Adopting an FY 2021 CDBG “Action Plan for the City of Rochester, N.H.”*, may be reconsidered if federal funding is changed or if it is inconsistent with the total FY 2021 budget adopted for the Office of Economic & Community Development for the Rochester CDBG Program;

Furthermore, in the event that federal funding for any Community Development Block Grant budget is less than the total appropriation amount provided for in this Resolution, then, and in such event, the City Manager, or the City Manager’s designee in the Office of Economic & Community Development, is authorized to proportionately reduce the amounts for the relevant budgetary categories, as well as for any planned grants and/or other expenditures made from within such budgetary categories.

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City Clerk's Office

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04/03/2020

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

**RECOMMENDED ACTION**





**Fidelity Committee  
of the  
Tri-City Joint Mayors' Task Force on Homelessness  
Somersworth Middle School, Media Room  
Somersworth, NH 03878  
March 12, 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:** Julian Long, Rochester Economic Development. Lena Nicols, Dover Welfare. Dave Carpenter, Dover Planning & Community Development. Scott Schule, Transformative Healthcare

**MINUTES**

**1. Call to Order**

Chairman Hutchinson called the meeting to order at 6:03 PM. Rochester Deputy City Clerk Cassie Givara took a silent roll call. The following committee members were excused: Charles Reynolds, Mayor Robert Carrier, and Mayor Caroline McCarley.

**2. Public Input**

No discussion.

**3. Communications from the Mayors**

Councilor Dennis Shanahan of Dover gave a statement on behalf of Mayor Carrier encouraging the Committee to continue with their hard work.

**4. Communications from the Chair**

Chairman Hutchinson said that there had been an adjustment to the agenda for the evening to allow discussion of the COVID-19 virus and how it can affect the homeless community and sheltering operations. He stated that he didn't want to discourage communities from opening shelters at this time, so the committee would look towards the policy experts on ways to operate with the safety of both residents and volunteers in mind.

Chairman Hutchinson also restated the current goal of the Fidelity Committee to identify strategies within the Master Plan and develop policies which can be brought to the respective City Councils for action.

#### **4.1 CDC recommendations for COVID-19 and Homeless shelter operations [CDC Recommendations for Homeless Shelters](#)**

Scott Schuler, Transformative Healthcare, gave an overview of his role in public health and introduced his associates and their roles and how they are responding to the COVID-19 pandemic. It was stated that there is an Incident Command System set up within Strafford County and the structure and history of the organization.

There was a lengthy discussion on the COVID-19 virus, how it spreads, how prevalent it is becoming, and the best practices to avoid and slow the spread. It was clarified that at this point it is not about stopping the spread of the virus but rather controlling and mitigate the spread to avoid overwhelming the healthcare systems with mass cases.

The policy experts discussed the potential increased need for people to be sheltered during the pandemic due to economic downturn and people potentially losing jobs and unable to pay bills and rent. There were guidelines given for best practices for sanitization, PPE and social distancing within a shelter operation as well as minimizing virus-related anxiety and stress. There was discussion on how best to handle those who become ill within the homeless community and provide care.

Chairman Hutchinson stated that the current temporary warming center Rochester is using on Hanson Street does not have beds, only has light thought generators and does not have running water; therefore there would be no way to have hand-washing stations making the property less than ideal for sheltering during the pandemic where handwashing is the first line of defense. He stated that if the need for a larger quarantine facility does become evident, other Cities may need to open more suitable facilities.

Betsey Andrews Parker, Community Action Partnership, clarified that the Cities are responsible by State RSA to provide for their homeless community and the Tri Cities will need to develop a plan to handle the potential influx of homeless who have either been exposed and need quarantine, or are ill. Ms. Andrews Parker emphasized that the social services organizations are not equipped to deal with the large amounts who will be effected nor should they have to shoulder the burden. The Tri Cities may need to look into hotels and motels for quarantine if there are not suitable facilities within the cities. The cities will also need to provide their own emergency personnel and volunteers.

Mr. Schule recommended a gradual reduction in services and staffing for businesses and municipalities in order to prepare for a slow increase in the spread of the virus. He emphasized

the need for a separate plan to prepare for a rapid spread and the potential for multiple employees becoming ill at once.

#### **5. Update: “No-Fee ID” Initiative**

Chairman Hutchinson reported that the Rochester City Council had approved the no-fee ID initiative. He stated that he hoped Dover and Somersworth could use Rochester’s plan as a template to develop similar programs.

Todd Marsh, Rochester Welfare Director, and Cassie Givara, Deputy City Clerk of Rochester, reported that the City had already received two requests for the “No-Fee ID” Initiative within days of it passing City Council. Mr. Marsh gave a brief overview of the brief waiver form which is used and clarified that it is not an application. There is also no confirmation of being homeless, which is difficult to prove but rather the resident is “reporting” to be homeless within Rochester.

It was stated by a meeting participant that their experience with Somersworth welfare in the past was that the fee for vital records was always waived in the clerk’s office for the homeless or needy residents. Mayor Hilliard asserted that he believed this was still the case in Somersworth. Deputy City Clerk Givara stated that there is a portion of the cost of a vital record is the State fee of \$8, which cannot be waived. The No-Fee ID waiver is only waiving the \$7 City portion of the fee, and the City is then paying for the State portion of the fee from the Welfare Budget.

Lena Nichols, Dover Welfare, stated that in the past in Dover if a homeless resident needed assistance with vital records, they usually reached out to the SHARE fund. TANF was also a resource which was used to help people obtain their vital records.

The Chairman concluded that although all three Cities seemed to have systems in place to take care of vital records for the homeless, Rochester was the only one with a formalized policy at this point. It was suggested it might be a good idea for each City to formally adopt formalized policies in a way in which works for the individual community.

#### **6. Review of Master Plan Subcommittee Meetings**

Ms. Andrews Parker reported that the subcommittee had met to review the strategies to come up with Policy recommendations for the Tri-Cities. She also stated that the subcommittee had identified work which is already being done in the communities and resources which are now available.

Ms. Andrews Parker pointed out that within the six members of the Committee, only one member is a Councilor. She suggested the Committee reevaluate the structure to perhaps include more Councilors and policymakers who could directly bring these changes back to their governing bodies to be placed on agendas for discussion and adoption. Chairman Hutchinson stated that the objective of the Committee is to identify and develop policies based on the Master Plan strategies in a rudimentary form. The rough draft can then be brought to City Staff and policymakers of the respective communities to be worked into a format which can be presented to Councils. There are also the mayors of each community on the Committee who can introduce legislation and regular attendees who sit on Council or City staff.

There was a discussion regarding using a consistent format for the proposed policy changes so the product being presented to each Council is cohesive and consistent from City to City. Ideally in the future, the policies will be presented to each City simultaneously for adoption.

**7. Discussion: Proposal of Master Plan strategies for draft policy initiatives**

Barbara Holstein suggested the next policy to be the focus of the Committee could be identifying Recovery Friendly Workplaces within each City and have the Cities identify themselves as recovery friendly employers. This is a policy change which would not carry a cost to municipalities. The proposal would be for the Municipalities to each adopt a resolution, developed by the Committee, with a timeline for becoming a Recovery Friendly employer.

Ms. Andrews Parker spoke about budgetary concerns which could be presented to each City Council; These are not items which have new appropriations or increases tied to them, and they are not increases but rather items which need to be considered and not removed or cut from the budgets. There could be a memo presented to each Council with funding considerations which are important to the Master Plan.

**8. LEAD (Law Enforcement Assisted Diversion)**

There was a brief discussion in Committee regarding LEAD moving forward. Chairman Hutchinson stated that he had originally planned to travel to Albany, NY to meet with LEAD experts and discuss the program and how to get it up and running, but due to the current COVID-19 situation this trip is on hold. The Committee discussed the potential of meeting with staff from Farmington and Dover where the program is already in place. For the time being, this item will be placed on the back burner and kept on the agenda moving forward for future discussions.

**9. Other**

There was discussion regarding how the next meeting will be conducted due to the need for social distancing. It was decided that the meeting would be conducted remotely via Zoom meeting or similar platform. The date of the next meeting is scheduled for April 9, 2020 at 6:00 PM via Zoom.

**10. Closing Public Input**

No Discussion

**11. Adjournment**

Chairman Hutchinson **ADJOURNED** the Fidelity Committee meeting at 8:03 PM.

Respectfully Submitted,

Cassie Givara  
Deputy City Clerk, Rochester

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## Finance Committee

## Meeting Minutes

Meeting Information

Date: March 10,

Time: 6:00 P.M.

Location: City Council Chambers

31 Wakefield Street Rochester, New Hampshire

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

**City staff present:** City Manager Blaine Cox, Deputy City Manager Katie Ambrose, Director of Economic Development Mike Scala. City Engineer Michael Bezanson.

Agenda & Minutes**1. Call to Order**

Mayor McCarley Called the Finance Committee meeting to order at 7:00 PM. Deputy City Clerk Cassie Givara took a silent roll call. All Committee members were present.

**2. Public Input**

No discussion.

**3. Unfinished Business****3.1 UAB Water-Sewer Rates-Review-Letter from UAB**

Mayor McCarley gave a brief overview of this agenda item. She stated that the UAB had put a great deal of work into the proposed rate increases and had presented to the Committee in November. The UAB is now coming back to the Committee asking for a decision on the matter to go to full council for a vote.

Finance Director Ambrose clarified that a decision does not need to be made immediately, but there can be a determination made on the process and the Committee can carry on further discussions.

City Manager Cox stated that there have been inconsistent increases in rates over the past ten years and the City needs to ensure that they are adequately maintaining the water and sewer funds. He clarified that even with these proposed increases, the rates would fall in the median of neighboring communities.

Councilor Lauterborn stated that the UAB made a compelling case with their request and she did not realize that the rates had been changed so minimally for the previous decade. Mayor McCarley acknowledged there had been a concern that to rectify the lack of increases over the past ten years, there would have to be yearly increases moving forward. This proposed rate increase schedule had caused discussions to continue in hopes of finding alternatives. Currently the proposed increase is 5% on water

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and 10% on sewer.

Councilor Lachance **MOVED** to recommend to full Council the UAB report as submitted for a rate increase. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

#### 4. New Business

##### 4.1 Economic Development Fund Supplemental Request-M. Scala

Economic Development Director Mike Scala referenced 47 acres which the City owns in the Granite State Business Park (GSBP). He stated that there is a company which has signed a Purchase and Sale (P&S) agreement for a parcel of this land on which they intend to build a 150,000 sqf warehouse facility. This P&S is contingent upon the City getting subdivision approval in this area; Norway Plains is currently doing subdivision work and road design to make the land into multiple salable lots. He said that Economic Development has accrued a bill for this site work which exceeds their remaining budgeted total for "consulting," so he is asking for an \$18,000 supplemental appropriation from the Economic Development fund to cover this GSBP project. Mr. Scala also asked for an addendum to the request to add \$40,000 for upcoming projects needing funding prior to the start of the new budget in July. The total amended request is for \$58,000.

Councilor Gray asked City Manager Cox about the potential of using TIF funding from the GSBP for this project. City Manager Cox stated that TIF funds could be used for this type of work, but he was not certain what currently remained in the account for GSBP TIF Funds following the water loop project. City Manager Cox said he had a recollection that some of the water loop funding was taken from General Fund because there were not enough reserves in the TIF to cover the total cost. Mr. Scala stated that his understanding was there was not adequate funding in the TIF, so he was proposing to use the Economic Development Fund from Waste Management host fees.

Councilor Walker asked if the \$40,000 being requested by Mr. Scala would be used at his discretion or if he would be coming back to the Finance Committee for approval on each proposed project. City Manager Cox stated that if Council approves the supplemental appropriation from the Economic Development Fund, the money will be appropriated into the Economic Development budget for the Director to use as deemed necessary without Council approval. Councilor Walker stated that he would prefer that the Director come back to the Finance Committee for approval of any future projects.

Councilor Gray asked for more information on what the budgetary requests for Economic Development would be in the upcoming cycle. He stated he was reluctant to vote to approve a supplemental appropriation so late in the fiscal year if there was going to be similar funding request within the budget resulting in significant funding requests. Mr. Scala said he had adjusted his budget and moved funding from lesser used areas to reflect the increased need for consulting and development work.

Councilor Gray **MOVED** to send the request for an \$18,000 supplemental appropriation to full Council. He requested that the City Manager provide further information for the Council to determine if they want to approve the additional \$40,000 and if any funding could come from the TIF. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

There was a brief discussion regarding the Economic Development Fund and the way in which supplemental appropriations from this fund can be added to the Economic Development Budget. Mr. Scala stated there is approximately \$116,000 left in the fund and he is asking for \$58,000 from this total.

## 4.2 Installation of Lights & Signs North Main Street Crosswalk-Discussion

Councilor Hamann explained that the Public Safety Committee had discussed the need for a better lit crosswalk near 103 North Main Street where the Lilac City Grille is located. He reported that there have been multiple accidents and many near-misses due to the poor lighting and inadequately marked crosswalk. Councilor Hamann explained that the proposed solution is overhead, downcast lighting which is cast outward leading up to the crosswalk. There are also overhead blinking lights being proposed.

City Engineer Michael Bezanson confirmed that the overhead, downcast lights would be installed and clarified that there would be push buttons which would activate the flashing lights to alert drivers that there is a pedestrian in the crosswalk. Mr. Bezanson said that part of the cost is for the underground conduit to provide power which would involve tearing up the sidewalk to access the power and then repairing afterward. The total cost would be approximately \$50,000.

Councilor Lauterborn stated that this item had already been to the Public Safety Committee and to Council to be vetted, the only issue now is determining whether there is money available for the project. Finance Director Ambrose stated that recommendation for funding would be cash CIP for FY21 which could be included in the City Manager's budget. Alternately, the Department of Public Works could add the project as a CIP request for the following fiscal year.

Councilor Bogan asked if it would be possible to approve only the flashing lights and pedestrian signs and potentially add the other options in the future if deemed necessary. Mr. Bezanson stated that he had been asked to price out the full package, but there can be any number of variations of the different elements. Councilor Walker stated that the flashing lights would require tearing up the sidewalk, so if it was determined later that the overhead lights were needed as well, the sidewalks would have to be torn up again increasing the total cost. There was a discussion on the potential of using solar panels for the lights and their reliability and safety.

Mayor McCarley asked if there was a recommendation on where a \$50,000 supplemental appropriation could be taken from. Finance Director Ambrose recommended the money come from Unassigned Fund Balance from the General Fund.

Councilor Gray **MOVED** to recommend to full Council a \$50,000 supplemental appropriation from the Unassigned Fund Balance for the 103 North Main Street crosswalk lighting. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

## 5. Reports from Finance & Administration

### 5.1 Monthly Financial Report Summaries February 29, 2020

#### 5.1 (a) February 29, 2020 Revenues

#### 5.1 (b) February 29, 2020 Expenses

#### 5.1 (c) February 29, 2020 General Fund Salary & Benefits

No Discussion

### 5.2 Report on Sale of City Property

No Discussion.

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**6. Other**

Councilor Gray referenced the School Department's concerns about Medicaid funding to Schools affecting their budget by \$600,000. Councilor Gray stated that the Governor had signed that bill yesterday which will resolve the issue moving forward. There was a brief discussion regarding the details of the bill relating to Medicaid license stipulations and whether or not Rochester would be affected.

Mayor McCarley reported that she had attended a meeting hosted by Stafford County in regards to the Coronavirus response and how municipalities should handle it moving forward. Councilor Gray stated that he was on the Joint Committee in Concord for the Coronavirus and gave details on their findings and information on testing, quarantine and isolation protocols.

**7. Adjournment**

Councilor Walker **MOVED** to **ADJOURN** the Finance Committee meeting at 7:33 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully Submitted,

Cassie Givara  
Deputy City Clerk



**ORDINANCE AMENDMENT  
RELATIVE TO WATER USER RATE**

**THE CITY OF ROCHESTER ORDAINS:**

I. That Chapter 260, Section 17 of the General Ordinances of the City of Rochester, entitled "Water Rate and Fee Schedule", be amended by deleting the portion of said ordinance entitled "Quarterly Water Rates" and by replacing such portion of the ordinance with the following:

**260.17 Water Rate and Fee Schedule**

Quarterly Water Rates

Residential Customers without exemption:	\$5.83	per 100 cu. ft. of water use
Residential Customers with exemption:	\$2.52	
Commercial and industrial customers:	\$5.83	

Unmetered Residential Customers:	
Per quarter per unit without exemption:	\$155.96
Per quarter per unit with exemption:	\$77.96

Minimum Fee:	
Per quarter per unit without exemption:	\$22.14
Per quarter per unit with exemption:	\$17.76

**II. That this ordinance amendment shall take effect on July 1, 2020**

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City Clerk's Office

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**ORDINANCE AMENDMENT  
RELATIVE TO SEWER USER RATE**

**THE CITY OF ROCHESTER ORDAINS:**

I. That Chapter 200, Section 23 of the General Ordinances of the City of Rochester, entitled "Wastewater Rate and Fee Schedule", be amended by deleting the portion of said ordinance entitled "Quarterly Wastewater Rates" and by replacing such portion of the ordinance with the following:

**200.23 Wastewater Rate and Fee Schedule**

Quarterly Wastewater Rates

Residential Customers without exemption:	\$7.43	per 100 cu. ft. of water use
Residential Customers with exemption:	\$4.94	per 100 cu. ft. of water use
Commercial and industrial customers:	\$7.43	per 100 cu. ft. of water use
High Volume Customer (I.e. customers using more than 5,000 units **monthly)	\$6.68	per 100 cu. ft. of water use

Unmetered Residential Customers:

Per quarter per unit without exemption:	\$229.47
Per quarter per unit with exemption:	\$114.72

Sewer-Metered Customers:	\$7.43 per 100 cu. Ft.
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Minimum Fee:

Per quarter per unit without exemption:	\$34.31
Per quarter per unit with exemption:	\$27.31

Septage Discharge:	\$55.00	per 500 gal. or portion thereof
RV Septage Discharge:	\$16.00	flat fee
Graywater Disposal	\$30.00	per 2000 gal. or portion thereof

**II. That this ordinance amendment shall take effect on July 1, 2020**

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City Clerk's Office

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# FINANCE COMMITTEE

## Agenda Item

04/03/2020

**Agenda Item Name:** FY20 Water-Sewer User Rates

**Date Submitted:** 3/2/20

**Name of Person Submitting Item:** Mark Sullivan

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

**Meeting Date Requested:** 3/10/20

**Issue Summary Statement:** Continued follow up on recommended Water & Sewer User Rate increases. The bonded debt issue for FY20 has been increased based on actual April-20 bond issue details. UAB supports a 5% increase on Water, and believes a 10% rate increase on Sewer is warranted based on the authorized and unissued debt level. Attached is memo from UAB.

**Recommended Action:** Discussion/Review, recommendation to full Council Water-Sewer FY20 User Rate increases.



*City of Rochester, New Hampshire*  
Utility Advisory Board  
31 Wakefield Street Rochester NH 03867  
(603) 332-3110

04/03/2020



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## INTEROFFICE MEMORANDUM

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**TO:** FINANCE COMMITTEE  
**FROM:** SHAWN LIBBY, CHAIRMAN UTILITY ADVISORY BOARD(UAB) SL  
**DATE:** January 22, 2020  
**SUBJECT:** 2020 UAB Rate Increase Recommendations  
5% Water  
10% Sewer  
**CC:** Joe Boudreau UAB  
Eli Barnes UAB  
Ralph Sanders UAB  
Brett Johnson UAB

The UAB members appreciated the opportunity to present our recommendations to the Finance Committee last fall. Given the new members of the committee and in understanding the process and decisions that need to be made, we felt we should revisit our proposed increases to the Water and Sewer rates for 2020.

Sewer and water rates have been increased somewhat sporadically over the past 10 years. These rates have not kept up with the CPI during that timeframe. In the same period, the city has spent substantial dollars on improvements to the infrastructure and in adding technology and compliance with external regulations to both sewer and water. These improvements/changes have led to the sewer/water rates being insufficient to support the operation to maintain safe and clean water for the residents of Rochester.

It is also important to note that while the number of users has increased over the past 10 years, the volume of water usage remains basically flat over same time period. This is a result of resident usage of less water and of new appliance requirements for less water, washers, dishwashers, toilets, etc. The UAB sees this trend continuing into the future.

While usage has remained constant, costs are increasing annually. Since the city had not increased rates on an annual basis and for the most part as a smaller percent increase, it is necessary to have a larger increase for 2020.

There is always a concern that increases in water/sewer rates will disadvantage Rochester as a place to live for prospective real estate developers and buyers. UAB research has shown that the increases we are recommending would place us closer to the median for water and sewer rates with comparable local cities.

As the Finance Committee is aware, there are several capital projects that will be funded to maintain the integrity of the system. Because of water issues throughout the country and even in our local areas the city is aware of the potential impact of regulatory agencies on our system.

**The UAB recommends the following:**

Rate increases must go forward, like taxes, be set on an annual basis.

Water rates will increase by 5% - **an increase of \$6.85 per billing cycle (quarterly) for the average user.**  
 Sewer rates will increase by 10% for 2020 – **an increase of \$11.90 per billing cycle (quarterly) for the average user.**

The UAB has attached a recommendation as to how the city could inform the residents of the context and rationale for these increases in 2020.

Each year we receive a letter from the City of Rochester showing the tax bill for the coming year. In December 2019 the tax bill letter informed residents of the rationale for the 2020 tax changes. While residents were not universally supportive of the increases that many received in the new tax bill, the city was transparent and gave residents an understanding for the changes.

The UAB believes the City should take this transparent approach to the Water and Sewer rates for 2020. By sharing our rationale with residents this transparency will allow us to be more able to support the necessary increases for 2020. Including this letter provides residents with the context and understanding of the necessity to review water and sewer rates on an annual basis.

**Suggested letter**

The City of Rochester has been proactive in applying the latest technology and processes necessary to provide our residents with clean and safe water. Here are a few of the factors that have benefitted from this focus:

**Our City employees have contributed to our clean and safe water by:**

Constantly upgrading and improving the water and sewer infrastructure and systems

Extending services to underserved sections of the City.

Adding users through the positive housing development in the City

**Our residents have also been part of our success by the smart use of our water resource:**

Purchasing new improved appliances that use less water

Applying conscious awareness to conserve the water resource

The result of actions by our employees and residents has been that overall water volume over the past few years has remained constant. However, costs have continued to increase – personnel, supplies, technology, system improvements, etc.

**Therefore, we need to increase the water and sewer rates for 2020.**

Water rates will increase by 5% - an increase of \$6.85 per billing cycle (quarterly) for the average user. Your bill can vary based on your personal usage.

Sewer rates will increase by 10% for 2020 – an increase of \$11.90 per billing cycle (quarterly) for the average user. Your bill can vary based on your personal usage.

As we have seen from reports in the media, both local and nationwide, safe and clean water is not something that we can take for granted. It requires the commitment of the City and our residents. With your continued support, the City of Rochester will strive to provide residents with quality water and sewer.

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City Clerk's Office

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**Resolution Authorizing Supplemental Appropriation in the Amount of \$18,000.00 to the Granite State Business Park TIF 162K Operating Budget-Fund 7028**

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

The Mayor and City Council authorize a supplemental appropriation to the Granite State Business Park TIF 162 K Operating Budget, Fund 7028 in the amount of Eighteen Thousand Dollars (\$18,000.00) to pay for costs associated with consulting fees related to property sales within the Granite State Business Park. The entire amount of the supplemental appropriation shall be derived from the Granite State Business Park Fund Balance.

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

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City Clerk's Office

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**TIF 162-K - Granite State Business Park District**  
**Financial Report for Tax Year 2019 (as of March 31, 2020)**  
**Fund 7028 - TIF1**  
**Unaudited Draft - Updated March 31, 2020**

<b>Assessment Information:</b>	
Date of Adoption/Modification (mm/dd/yy)	07/05/11
A Original Assessed Value	13,536,169
B - Unretained Captured Assessed Value	-
C = Amounts Used on P2 (for tax rate purposes)	13,536,169
D + Retained captured assessed value	4,412,791
E = Current Assessed Value	17,948,960

<b>Tax Rate Information:</b>	
2019 Tax Rate per 1000 assessed value	24.90

<b>Revenues <sup>1</sup></b>	
Tax Increment District (Retained captured assessed value / 1000 * tax rate)	109,878.50
Investment Interest	-
Other	-
<b>Total Revenues:</b>	<b>109,878.50</b>

<b>Expenditures <sup>2</sup></b>	
Long Term Dept Payments	
Principal	-
Interest	-
Outside Services	-
Other (Transfer to CIP 15011010-772000-20560 Building Demo 294-296 Rochester Hill	67,500.00
<b>Total Expenditures</b>	<b>67,500.00</b>

<b>Long-Term Debt Payable <sup>3</sup></b>	
Principal	-
Interest	-
Principal - Project 19553 Water Main Extension - In Progress	180,806.16
<b>Total Long-Term Debt Payable</b>	<b>180,806.16</b>

Beginning of Period - Fund Balance	<b>259,437.59</b>
Excess (Deficiency) of Revenue	<b>42,378.50</b>
End of Period - Fund Balance	<b>301,816.09</b>
Fund Balance Reserved for Debt Service	<b>180,806.16</b>
Deficit to be Raised by Tax Increment District	-

**Notes:**

<sup>1</sup> One property with incremental value tax was purchased by the City of Rochester - December bill to be abated

<sup>3</sup> CIP Fund 6096 Project 19553 Water Main Extension - In Progress ( 2 Sources of Funding Bond & Fund Balance)

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City Clerk's Office

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04/03/2020

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

**RECOMMENDED ACTION**



# ROCHESTER FIRE DEPARTMENT

37 Wakefield Street  
Rochester NH, 03867  
Tel (603) 335-7545

04/03/2020



## PERMIT TO OPERATE A PLACE OF ASSEMBLY

It appearing that the necessary safeguards for the safety of life are provided on the within described premises in accordance with the provision of the New Hampshire RSA 155, this is to certify that;

American Legion Post # 7 - Rochester, NH (172430) owner or operator  
of the place of assembly known as American Legion Inc. Rochester Post # 7  
located at 94 Eastern Avenue is permitted to operate said premises in  
accordance with the provisions of such law for the period of ONE YEAR from date unless sooner revoked.

Authorized capacity in person, excluding employees: 943

Certificate of flame proofing received: n/a

### Restrictions:

Hall	650
Lounge	150
Phillips Room	
Chairs/Tables	67
Standing	143

Issued: January 29, 2018

Expires: January 31, 2019

### FIRE DEPARTMENT HEADQUARTERS

Rochester

City, Town or Village District

Copies: Original to owner

Liquor Commissioner if liquor license is required

DEPUTY  Chief of Fire Department Signature

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left blank...*

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City Clerk's Office

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04/03/2020

**PERMIT APPLICATION**  
**ROCHESTER, NEW HAMPSHIRE**  
**LICENSE BOARD APPROVAL**

**RECEIVED**

**MAR 6 2020**

City Manager's Office  
City of Rochester

Name of Organization: FRONT ROW WRESTLING  
Street/Mailing Address 84 CONANT ST  
City/Town DANVERS MA 01923

Non-Profit Identification Number: \_\_\_\_\_

Contact Person ANTONIO CIRUOLO  
Telephone 978-766-8549 E-Mail Address: ANTONIO.CIRUOLO@GMAIL.COM

**Information About the Event:**

Type of Event WRESTLING Date & Time MAY 2, 2020  
Location of Event 94 EXETER AVE Approximate number of people expected: 200  
Will Security Service be Provided: Y

**\*Alcohol Waiver for Non Profit Groups**

Type of Alcohol to be Served: \_\_\_\_\_  
Are you in compliance with all State Liquor Licensing Laws? Yes \_\_\_ (Provide Copies) No \_\_\_

**Parade/Race** (if necessary, you may attach a map of the route)

Requested Route: \_\_\_\_\_

**Banners**

Location(s) requested: \_\_\_\_\_ Dates Requested: \_\_\_\_\_

**\*\*Raffle**

Prizes to be Awarded \_\_\_\_\_ Amount of Donation \_\_\_\_\_  
Date & Time of Drawing \_\_\_\_\_ Place of Drawing \_\_\_\_\_

**Solicitation**

Name \_\_\_\_\_ Vehicle Make & Model \_\_\_\_\_  
Name \_\_\_\_\_ Vehicle Make & Model \_\_\_\_\_

**Wrestling/Boxing**

State of New Hampshire Boxing Commission Application must accompany the City Application. A fee of \$25.00 will be charged for this permit

I CERTIFY THAT THE STATEMENTS ABOVE ARE TRUE AND CORRECT. I understand that my misrepresentation of information on this form may result in denial of permit by the Licensing Board.

Signature Antonio Ciruolo Date 28 FEB 20

\*Under Chapter 21 – Recreation, Parks, and Youth Services (21.2J) alcohol may be served in City parks only upon approval of this waiver request by the Rochester City Council. Only non-profit organizations are eligible to apply for this waiver.

\*\*A raffle is to be conducted in accordance with RSA 287-A:7 of the New Hampshire Revised Statutes Annotated.

-----Office Use Below-----

Request Approved: \_\_\_\_\_ Request Denied \_\_\_\_\_  
Date of Council Decision \_\_\_\_\_  
Conditions: \_\_\_\_\_

Comments from Police/Other Staff (If Appropriate): \_\_\_\_\_

Staff Signature \_\_\_\_\_

COPY

ck #1197 rec'd 8ER

**State of New Hampshire**  
**Boxing and Wrestling Commission**

APPLICATION FOR PROMOTER'S PERMIT

The undersigned hereby applies for a permit to hold a fighting sports competition in accordance with RSA 285 and N.H. Code Admin. Rules Box 100-800:

NAME OF ORGANIZATION: FRONT ROW WRESTLING  
 ADDRESS: 84 CONANT ST  
DANVERS MA 01923

NAME OF CONTACT PERSON: ANTONIO CIRUOLO  
 ADDRESS: 84 CONANT ST  
DANVERS MA 01923  
 TELEPHONE: 978-766-8549  
 E-MAIL: ANTONIO.CIRUOLO@GMAIL.COM

LOCATION OF EVENT: 94 EASTERN AVE ROCHESTER NH

DATE OF EVENT: MAY 2, 2020

ATTACH THE FOLLOWING TO THIS FORM:

- 1) Preliminary list of fighters;
- 2) Description of planned public safety measures, including law enforcement, private security guards, fire department and emergency medical staff;
- 3) Description of promoter's qualifications and experience; and
- 4) Application fee of \$100.

SIGNATURE OF AUTHORIZED AGENT: \_\_\_\_\_  
 DATE: \_\_\_\_\_

NOTE TO APPLICANTS-Promoters are required to pay a tax of 5% of the gross receipts of paid admissions to an event. Promoters, fighters, officials and all event participants are required to comply with all of the provisions of Box 300-800, available at [www.nh.gov/boxing](http://www.nh.gov/boxing).

COMMISSION ACTION: GRANTED \_\_\_\_\_  
 DENIED \_\_\_\_\_  
 DATE \_\_\_\_\_



**Planning & Development Department**  
**City Hall Annex**  
**33 Wakefield Street**  
**ROCHESTER, NEW HAMPSHIRE 03867-1917**  
**(603) 335-1338 - Fax (603) 330-0023**  
**Web Site: <http://www.rochesternh.net>**

Planning Board  
Conservation Commission  
Historic District Commission  
Arts & Culture Commission

**To:** Blaine Cox, City Manager

**From:** James Campbell, Director of Planning & Development

**Re:** Temporary Use Shelters

**Date:** March 11, 2020

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At the February 24, 2020 Planning Board meeting, the Board discussed the proposed Temporary Use Shelter zoning amendment. They ultimately voted not to recommend the proposed amendment but stated that they could support the amendment with the following changes to the language:

1. They would like to see the shelter open for 30 days instead of 15 days.
2. They would like the language to make clear that the 30 days pertains to each organization that opens a temporary shelter.
3. Make it clear in the last sentence that after the 30 days they are not automatically a shelter but must go through the approval to become a full-time shelter.
4. If this amendment moves forward, the Board recommends getting rid of the Licensing Board application.

If the City Council does not approve the amendment, it would be my recommendation that the City Council send it back to the Planning Board to finalize the language before the Council takes it up again.

**CITY OF ROCHESTER, NH**  
**CONSIDERATION FOR THE PUBLIC SAFETY COMMITTEE**

**Policy for Pre-Approving Conditional/Temporary Emergency Use Shelter**

**Scope:**

The scope of this policy is to create guidelines intended for pre-approving and permitting the emergency use of buildings as a temporary shelter in adverse weather conditions. Specifically, to ensure facilities used as shelters for a temporary/emergency nature, that are not designed or designated as shelters, provide a reasonable degree of life safety for the occupants.

**Definitions:**

Conditional/Temporary Use Shelter – A facility whose primary use is for something other than sheltering activities; however, from time to time may end up providing sheltering services for a limited number of persons for a pre-determined period of time.

**Approval Required:**

Any facility owner requesting use of their facility for conditional/temporary emergency sheltering purposes shall apply for approval from the City of Rochester Inspection Services Division and must meet the provisions outlined below: When operating under approved terms, the Conditional/Temporary Emergency Use Shelter will be allowed to remain open under a timeframe established at the time of application, as defined by the conditions of a specific weather event. Permits will typically not be approved beyond a 7 day timeline. Extensions may be granted by the Fire Chief or designee, upon specific written request by the original applicant. In no case shall the conditional/temporary permitted use exceed 15 days total, unless a State of Emergency has been declared by the Governor and the extended use of the shelter has been approved by the Fire Chief or designee. Application requests must be signed by the recorded owner or legal representative of the property listed on the application. During the shelter activity, the notice of approval (permit) must be conspicuously posted at the entrance to the facility. The notice will indicate the dates and times of operation, the specific location in which occupants are being sheltered and the total number of occupants permitted in the shelter. The allowable occupant load of the shelter will be determined by the Fire Chief or designee after review of the submitted application and inspection of the facility.

**Egress:**

Any area used for sheltering and/or sleeping must have a primary and secondary means of egress that has the appropriate exit capacity. The emergency egress/emergency rescue opening (5.7 square foot opening) complying with the NFPA 101 Life Safety Code is required unless the building is protected with a fully operational fire sprinkler system and travel distance to an exit does not exceed 75 feet along an accessible route.

The egress route must be clearly identified by exit signs and emergency lighting and maintained clear at all times the building is occupied.

### **Fire Protection Systems:**

An approved automatic fire alarm system with occupant notification shall be provided throughout buildings used as a shelter. The area where sheltering is done must have interconnected smoke detection inside and directly outside all sleeping areas.

*Exception: An interconnected smoke detection system is not required where the building is throughout with a fully operational fire sprinkler system, and individual/local smoke alarms are provided inside and directly outside areas used for sleeping purposes. Battery powered devices are permitted.*

Carbon monoxide detector(s) are required in the immediate vicinity of the sleeping areas. Combination Smoke/CO alarms are permitted.

Plug in detectors with battery back-up are permitted. In buildings without an approved automatic fire sprinkler system, a trained fire watch detail must be in place the entire time the shelter facility is in use.

For buildings without an approved, automatic fire alarm system, the fire watch detail must consist of a minimum of (2) certified fire watch members.

### **Cooking:**

Cooking will only be allowed in facilities with code compliant commercial cooking facilities that are protected with hood vents and fire protection systems and have required state and local approvals for commercial cooking.

### **Emergency plans:**

A Fire Safety and Evacuation Plan must be presented for review and accepted at the time of application. This plan must be available on site for review by the persons being sheltered.

The Fire Safety and Evacuation Plan shall include the following elements:

1. Emergency egress or escape, including alternate routes.
2. Procedures for accounting for employees and occupants after evacuation has been completed (a current roster of all persons being sheltered, and staff, must be maintained at all times the shelter is in operation). The roster must be available for immediate review upon request by emergency personnel during any emergency.
3. The preferred and any alternative means of notifying occupants of a fire or other emergency.
4. The preferred and any alternative means of reporting fires and other emergencies to the appropriate emergency response department

5. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
6. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.
7. Procedures for the evacuation of the special need occupants.

Evacuation routes must be clearly posted in each area being occupied by persons being sheltered.

When a shelter is activated there must be a review of the fire safety and evacuation plan with each person(s) being admitted to the shelter, and a fire evacuation training drill shall be performed with participation of all persons being sheltered.

This policy is enacted insure that safety of the occupants in a conditional/temporary emergency shelter is maintained. In accordance with this overall objective, other requirements may need to be considered and/or imposed at the sole discretion of the Fire Chief or designee prior to issuance of a permit.



Planning and Development  
Conservation Commission  
Historic District Commission  
Arts and Culture Commission

**Planning & Development Department**  
**City Hall - Second Floor**  
**31 Wakefield Street**  
**ROCHESTER, NEW HAMPSHIRE 03867-1917**  
**(603) 335-1338 - Fax (603) 335-7585**  
**Web Site: <http://www.rochesternh.net>**

## **PROCEDURES FOR AMENDING THE ZONING ORDINANCE (CHAPTER 42)**

1. **Procedure.** The procedure for amending this chapter is specified in RSA 675:2 and 675:7. Amendments to this Zoning Ordinance may be initiated by any citizen, the Planning Board, the City Council, the Mayor, the City Manager, or any department or other City board or commission in accordance with this chapter. The chronological steps for enacting zoning amendments are as follows:

- A. **Petition Form.** A blank petition form is obtained from the Planning Department.
- B. **Submission.** The petition is completed and returned to the City Clerk's office along with a fee of \$100.00 and any other pertinent materials. In the case of text amendments (See subsection 2, below) the petition shall include specific proposed language.

The fee is not charged, and the formal petition form need not be used, for amendments initiated by any board, commission, department, or other City official acting in an official capacity.

- C. The City Clerk's office forwards a copy of the petition to the Planning Department.
- D. **Deadline.** See RSA 675:2 and 675:7.
- E. **Council Consideration.** The petition is placed on the City Council agenda for consideration. At its discretion, the Council may deny the petition at this stage. If acceptable, it is sent to the CityAttorney to place it into legal form. .

At the discretion of the City Manager, this step may be skipped and the petition may be sent directly to the CityAttorney to place into legal form.

- F. **Legal Form.** The CityAttorney places the petition into legal form.
- G. **First Reading.** City Council holds first reading on the petition. At its discretion the Council may deny the petition at this stage. When a petition is denied at any stage, the Council may elect to initiate an alternative amendment or to request that the Planning Board formulate an alternative amendment.
- H. **Planning Board Recommendation.** The Planning Board makes a formal recommendation on the petition. The board must make its recommendation within 45 days of first reading. At its discretion, the City Council may extend this timeframe up to an additional 30 days.

If the Planning Board recommends against a zoning amendment, a 2/3 vote of the City Council shall be required to adopt the amendment. If the Planning Board does not submit a recommendation within 45 days

of first reading (or as may be extended by the City Council) or if it does not make a recommendation, then it shall be deemed a favorable recommendation for the purpose of this paragraph herein. Where the Planning Board initiates an amendment, the proposal shall not be sent to the board for a recommendation.

- I. **Public Hearing.** A public hearing is held, either by the full City Council or by a subcommittee of the City Council. The public notice must be placed in a newspaper of general circulation at least 10 days prior to the public hearing and it must be posted in at least 2 public locations. The full text of the proposed amendment need not be included in the notice if an adequate statement describing the proposal is included. \*
- J. **Second Reading.** Second reading is held and the amendment is either adopted or denied. Any proposed amendment shall require a majority affirmative vote of Council members present in order to pass except where the Planning Board has recommended denial (as discussed above). The City Council shall take final action on any petition within 120 days of first reading (except in the case of protest petitions; See Subsection 3, below).

The Council may make minor changes to the proposed amendment at second reading/adoption, provided the amendment remains substantially the same as that which was advertised for the public hearing.

- K. **Filing.** A copy of any approved zoning amendments is placed on file with the City Clerk for public inspection. A copy is also sent to the New Hampshire Office of Energy and Planning.
2. **Types of Amendments.** There are two types of zoning amendments as follows. The procedure for amendments is the same except where noted.
  - A. Map amendment (also called a “rezoning”), where the zoning district for a lot, parcel, multiple lots, or a part of a lot is changed.
  - B. Text amendment where written language in this chapter is changed.

### 3. **Protest Petition.**

- A. In accordance with RSA 675:5, adoption of an amendment that is the subject of a protest petition shall require a favorable vote of 2/3 of all the members of the City Council present and voting. In order to qualify as a protest petition, a protest against a proposed map amendment must be signed by either:
  - i. The owners of 20% of the gross land area included in the proposed change; or
  - ii. The owners of 20% of the land area situated within 100 feet immediately adjacent to the land contained in the proposed change or land across a road from the land contained in the proposed change.
- B. The address of the subject property must be included on the petition and the property owners signing the petition must identify themselves on the petition by name and address so that the City Clerk may identify them as interested and affected parties.
- C. The protest petition must be submitted to the City Clerk at least 7 days prior to the date at which second reading is scheduled. Copies of the protest petition will be distributed to City Council members.
- D. Any individual protest petition may apply to only one proposed zoning amendment. Separate protest petitions must be submitted for multiple amendments.
- E. In the case of a protest petition, the City Council shall act within 120 days of the date of first reading.

\* The City Clerk's Office will notify the petitioner of the Public Hearing



**Petition for Zoning Ordinance Amendment**Date: 23 Jan 2020

The fillings of this petition and payment of the required fees, hereby propose a change in Chapter 42, Section \_\_\_\_\_, of the General Ordinances of the City of Rochester.

It is respectfully requested that the Honorable Mayor and City Council amend the above as follows:

(Note: Please give a completed description of the change requested; if a zoning change is proposed supply full legal description of the affected parcel or areas).

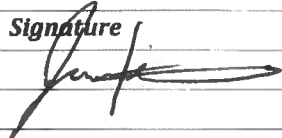
Affected Parcel/area: City wide Re: Conditional/Temp. Emergency Use Shelter

The Proposed Shelter Permit Policy (attached) is a change to the  
current 'Inclement Weather Special Event Permit' created on 19 Dec 19.

Key changes: ① Permits for Emergency shelter for a 365 day season  
VS. 1 Nov - 31 March. ② Permits for Emergency shelter for up to  
7 days (15 if needed) VS. 24 - 48 hrs. ③ Unlimited number of  
Permit applications / approvals authorized VS. only 3 per season.

Please see attached 'Policy for Pre-Approving Conditional/Temp  
Emergency Use Shelter' draft for all proposed details

Each petitioner must supply, printed name, signature, street address, and Map and Lot Number.

	Printed Name	Signature	Street Address	Map & Lot Number
1	Councilor Jeremy Hutchinson		7 Collins Circle	
2				
3				
4				
5				
6				
7				
8				
9				
10				

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City Clerk's Office

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61 Allen Street  
Rochester, NH 03867-1403  
Phone 603-335-1800 • Fax 603-335-7889  
Web: www.adplumbing.com • email: info@adplumbing.net

04/03/2020

# Proposal

March 25, 2020

Summary: PROPOSAL

Reference #: 5516-65484

SP: JERRY

City of Rochester  
Bob Veno  
31 Wakefield St  
Rochester, NH 03867

## JOB NAME:

Location TBD, Rochester  
EMERGENCY SHOWER

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### We Hereby Submit Specifications And Estimates For:

---

Installation of an emergency shower system in a location tbd to include:

- One one-piece 36-inch fiberglass shower unit with Delta pressure balance valve.
  - The exterior of the shower will be finished in exterior plywood for stability and be raised four inches off the ground to allow for drainage to a nearby storm drain.
- One LP-fired tankless off grid (needs no power) water heater and accessories mounted on the back side of the shower unit and vented as needed.
- All other pipe, fittings, etc., included as needed for installation.

NOTE - City must provide a cold water connection nearby, an LP-gas provider and tented shelter.

LABOR AND MATERIALS SUPPLIED BY US ARE GUARANTEED TO THE ORIGINAL PURCHASER FOR ONE YEAR FROM DATE OF COMPLETION. OUR TECHNICIANS ARE TRAINED, LICENSED AND INSURED.

PLEASE INITIAL HERE [REDACTED] AFTER REVIEWING THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS PROPOSAL.

TO ACCEPT THIS PROPOSAL AND RESERVE YOUR PLACE ON OUR SCHEDULE, PLEASE SIGN, DATE AND RETURN ONE COPY TO US. THANK YOU!

### Payment to be made as follows:

Materials and Labor Outlined in Proposal Donated to the City of Rochester, NH.

I/We the undersigned accept this proposal and agree to all terms as outlined on the reverse side of this proposal.

Authorized Signature [Signature] Acceptance Signature [REDACTED]

Date [REDACTED]



# CERTIFICATE OF LIABILITY INSURANCE

ADARCHA-01

KBROOKS

 DATE (MM/DD/YYYY)  
 06/25/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> United Insurance - Rochester 120 Washington Street, Suite 201 Rochester, NH 03839		<b>CONTACT</b> NAME: PHONE (A/C, No, Ext): (603) 332-3700 FAX (A/C, No): (603) 332-2090 E-MAIL: ADDRESS:	
<b>INSURED</b> A-D Archambault Plumbing & Heating 61 Allen St Rochester, NH 03867		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A: Patriot Insurance Company</b>	
		<b>INSURER B: Citizens Insurance Co of America</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
<b>INSURER F:</b>		<b>NAIC #</b> 32069 31534	

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6631026	06/19/2019	06/19/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6631029	06/19/2019	06/19/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			6631030	06/19/2019	06/19/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	WBVD947304	06/19/2019	06/19/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 In accordance with NH workers compensation law, Arthur Archambault and Holly Archambault as, corporate officers, have elected to be excluded from workers compensation coverage.

## CERTIFICATE HOLDER

## CANCELLATION

Informational Purpose Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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***City of Rochester, New Hampshire***  
**Department of Building, Zoning and Licensing Services**

To: Blaine Cox, City Manager

From: James Grant, Director of Building, Zoning, & Licensing Services

Re: Food Relicensing

Date: April 2, 2020

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As every one of our local businesses have been disrupted by the Covid-19 virus, we are seeing the need to help out the essential ones that warrant it. One of the heaviest hit sectors were the restaurant business. These entities had to lay off many employees and had adjust to takeout only. I suggest that we can offer a little help without taking a monetary loss by simply extending the expiration date on current licensees by 90 days. This will help keep food flowing through this pandemic. This will make current licenses valid until September 30<sup>th</sup>, 2020.

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City Clerk's Office

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## City of Rochester School Department

**Mr. Kyle M. Repucci**  
Superintendent of Schools  
e-mail: repucci.k@rochesterschools.com

**Dr. Sandie MacDonald**  
Assistant Superintendent of Schools  
e-mail: macdonald.s@rochesterschools.com

**Ms. Linda Bartlett**  
Business Administrator  
e-mail: bartlett.l@rochesterschools.com

**Mrs. Christiane Allison**  
Director of Student Services  
e-mail: allison.c@rochesterschools.com

**Office of the Superintendent**  
**150 Wakefield Street**  
**Suite #8**  
**Rochester, NH 03867-1348**  
**(603) 332-3678**  
**FAX: (603) 335-7367**



**Blaine Cox, City Manager**  
**Rochester City Hall**  
**31 Wakefield Street**  
**Rochester, New Hampshire 03867**

Dear Mr. Cox:

This letter is to notify you that the Rochester School Board and Rochester Administrator's Bargaining Unit have reached a tentative agreement on a collective bargaining agreement for school years 2020 through 2023. The contract has been ratified by the bargaining unit and approved by the School Board on February 13, 2020. It is necessary now that we present the cost items in the agreement to the City Council for its consideration. The cost items are attached to this letter. The cost items are all included in the operating budget we have created..

Hopefully, I can discuss the cost items with the City Council in the near future.

Respectfully,

Kyle Repucci  
Superintendent of Schools

~~ READ TO A CHILD 20 MINUTES A DAY ~~

**Administrators Tentative Agreement**

School Health Contribution	80/20	80/20	80/20	80/20
	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
Health Plan				
Projected Health Increase		FY 2021 Rates	5%	5%
MERIT				
	Current FY20	FY21	FY22	FY23
<b>Wages</b>				
Base Wage	\$ 2,271,965	\$ 2,340,124	\$ 2,410,327	\$ 2,482,637
Longevity				
Total Wages	\$ 2,271,965	\$ 2,340,124	\$ 2,410,327	\$ 2,482,637
Dollar Change		\$ 68,159	\$ 70,204	\$ 72,310
% Change		3.0%	3.0%	3.0%
<b>Benefits</b>				
FICA/Medicare	\$ 173,805	\$ 179,019	\$ 184,390	\$ 189,922
Health Insurance	\$ 108,244	\$ 115,496	\$ 121,271	\$ 127,334
Opt Out				
Dental	\$ 4,446	\$ 4,619	\$ 4,758	\$ 4,900
Total Rollups	\$ 286,495	\$ 299,135	\$ 310,418	\$ 322,156
Dollar Change				
% Change		4.4%	3.8%	3.8%
<b>Totals</b>				
Total Wages Benefits and Rollups	\$ 2,558,459	\$ 2,639,258	\$ 2,720,746	\$ 2,804,794
Dollar Change		\$ 80,799	\$ 81,488	\$ 84,048
% Change		3.2%	3.1%	3.1%

25 Total Employees



Tentative Agreement for the Rochester Administrative Unit & the Rochester School Board  
2020-2023

**Changes to Language:**

**Amended Article VI.D. Severance on p. 8 to read:**

An administrator shall receive severance pay equal to 1.) fifty percent of the administrator's total accumulated sick leave, and 2) unused vacation days up to a limit of forty-eight (48) vacation days, both calculated at the per diem rate which the administrator last earned, when leaving the Rochester School System or upon applying for service retirement through the New Hampshire Retirement System.

**Amended Article IV.1 Vacation Days on p. 4 by increasing the number of vacation days to 25.**

**Language & Cost Items:**

**Amended Article VII.A Health Insurance on p. 10** to include a new paragraph following the current provisions which reads:

Any covered employee currently enrolled in the foregoing health insurance may in any subsequent enrollment period elect to opt-out of participation upon legally sufficient proof of coverage. In December such employees will receive \$2,400 if opting out of a family plan; \$1,600 if opting out of a two-person plan; and \$1,000 if opting out of a single plan. If an employee experiences a qualifying event between open enrollment periods, the employee may opt-out and receive a pro-rated portion of the applicable payment.

(see Administrator Salary Calculations on the back)

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City Clerk's Office

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City Clerk's Office  
City Hall - First Floor  
31 Wakefield Street, Room 105  
ROCHESTER, NEW HAMPSHIRE 03867-1917  
(603) 332-2130 - Fax (603) 509-1915  
Web Site: <http://www.rochesternh.net>



### **Memorandum**

**To: Mayor and City Council**  
**From: Kelly Walters, City Clerk**  
**Date: April 1, 2020**  
**Subject: Supplemental # 3 (eCode)**

It has come to my attention that our next eCode supplement is being held up by General Code due to COVID-19. *Please see attached email from General Code.*

Supplemental # 3 is the latest update to our eCode (Includes Amendments from May 2019 through January 2020).

I am seeking to have the City Council Rules of Order suspended at the April 7<sup>th</sup> meeting in order to allow the next supplement (#3) to be posted online prior to final proof.

The Rules of Order are as follows:

#### **Section 4.13 CODES AND ORDINANCES COMMITTEE, ORDINANCE ENROLLMENT:**

**It shall be the duty of the Codes and Ordinances Committee to examine every ordinance that shall have passed the several readings required, and if found correctly enrolled, officially made part of the general ordinances of the City of Rochester and/or the official record of the City Council and to report the same to Council.**

**Additional Information:** Once Supplemental # 3 has been updated and posted online the City Clerk and City Attorney would proof each of the Amendments which has been updated and notify General Code ASAP of any errors. Any/all errors would be corrected at no cost to the City. It is important to note that both Supplemental #1 and #2 were sent to the Codes and Ordinance Committee and no errors were identified.

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City Clerk's Office

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**Resolution Authorizing Transfer of Operating Funds into Multi-Year Funds**  
**in the amount of \$332,000.00**

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

That the amount of Three Hundred Thirty Two Thousand Dollars (\$332,000.00) is hereby transferred from various operating accounts identified in Exhibit A into multi-year accounts. The Three Hundred Thirty Two Thousand Dollars (\$332,000.00) originated from previously adopted FY20 Operating & Maintenance Budgets.

Due to the multitude of interruptions caused by the Covid-19 pandemic the identified projects and contingency reserves will likely not be expended by Fiscal Year 2020 end, June 30, 2020, and all funding will lapse. Transferring these funds into multi-year accounts now preserves the appropriations. This action eliminates pressure to re-appropriate under the FY21 Tax Cap thresholds, or present supplemental appropriations from General Fund unassigned fund balance. This action simply creates non-lapsing multi-year accounts the same as any other adopted Capital Improvement Project.

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. All projects will be assigned a unique account number for tracking and reported purposes.

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City Clerk's Office

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Exhibit A  
Transfers to Multi-Year Funds

04/03/2020

Department	Category	Org	Object	Amount	Description
Planning	Other Professional Services	11102051	533000	\$25,000	Master Plan Update
IT Services	Contracted Services	11020050	532200	\$15,000	IT Security Project
City Clerk	Admin Equipment	11030051	573401	\$9,300	Software/Credit Card project
Legal	Labor Negotiations	11200051	533010	\$37,000	Contractual
Police Department	Other Equipment	12010053	573900	\$50,000	Detective Area Upgrades
General Overhead	Contingency	11080050	584000	\$130,700	COVID-19 Emergencies
General Overhead	Contingency	11080050	584000	\$65,000	Additional Reseve for FY21
<b>Totals</b>				<b>\$332,000</b>	

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City Clerk's Office

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04/03/2020

## 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 **Transferring FY20 General Fund Appropriations to New Multi-Year Account**

COUNCIL ACTION ITEM ☐  
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☐ NO ☐  
\* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES xx ☐ NO ☐

FUNDING RESOLUTION FORM? YES x ☐ NO ☐

AGENDA DATE	4-7-20		
DEPT. HEAD SIGNATURE	Mark Sullivan-Deputy Finance Director		
DATE SUBMITTED	4-2-20		
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	3	

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	FY20 General Fund appropriations
ACCOUNT NUMBER	New Multi Year, Non-Lapsing Accounts
AMOUNT	\$332,000
APPROPRIATION REQUIRED YES x <input type="checkbox"/> NO <input type="checkbox"/>	YES

City Council

**SUMMARY STATEMENT**

Allowing transfer of FY20 General Fund Appropriations to new Multi-Year, Non-lapsing accounts. Due to the multitude of interruptions caused by the Covid-19 pandemic the identified projects and contingency reserves below will likely not be expended by Fiscal Year 2020 end, June 30, 2020, and all funding will lapse. Transferring these funds into multi-year accounts now preserves the appropriations. This action eliminates pressure to re-appropriate under the FY21 Tax Cap thresholds, or present supplemental appropriations from General Fund unassigned fund balance. This action simply creates non-lapsing multi-year accounts the same as any other adopted Capital Improvement Project.

Department	Category	Org	Object	Amount	Description
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General Overhead	Contingency	11080050	584000	\$130,700	COVID-19 Emergencies
General Overhead	Contingency	11080050	584000	\$65,000	Additional Reseve for FY21
<b>Totals</b>				<b>\$332,000</b>	

**RECOMMENDED ACTION**

Council Approval Recommended

**Resolution Authorizing Supplemental Appropriation in the Amount of \$25,000.00 in to the General Fund Overhead Account for COVID-19 Donations**

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

The Mayor and City Council authorize a supplemental appropriation to the General Fund Overhead Account in the amount of Twenty Five Thousand Dollars (\$25,000.00). The entire amount of the supplemental appropriation shall be derived from the donations received by the City to combat the COVID-19 pandemic.

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