



**City of Rochester, NH  
Preamble for May 5, 2020 City Council Meeting  
And Committee of the Whole Budget Workshop**

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

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

**Phone number: 857-444-0744**

**Conference code: 843095**

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

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

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

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

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

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**Regular City Council Meeting  
May 5, 2020  
Council Chambers  
6:30 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: April 7, 2020 *consideration for approval* P. 11**
  - 5.2 City Council Special Meeting: April 28, 2020 *consideration for approval (minutes forthcoming)***
- 6. Communications from the City Manager**
  - 6.1 Employee of the Month Award**
  - 6.2 City Manager's Report P. 37**
  - 6.3 **Discussion:** Housing Assistance relief microloan proposal P. 61**
- 7. Communications from the Mayor**
  - 7.1. **Proclamation:** Arbor Day April 24, 2020 P. 65**
  - 7.2. **Proclamation:** Public Works Week May 17-23, 2020 P. 67**
- 8. Presentation of Petitions and Council Correspondence**

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

**10. Reports of Committees**

**10.1 Community Development Committee**

**10.1.1 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](#) *second reading and consideration for adoption* P. 69**

**10.1.2 Resolution Adopting a FY 2020-2025 CDBG "Consolidated Plan for The City Of Rochester, N.H." [Click Here for Consolidated Plan](#) *second reading and consideration for adoption* P. 75**

- [Click for revised Consolidated plan with proposed amendments](#)

**10.2 Finance Committee P. 79**

**11. Old Business**

**11.1. Ordinance Amendment Relative to Sewer User Rates *second reading and consideration for adoption* P. 83**

**11.2. Ordinance Amendment Relative to Water User Rates *second reading and consideration for adoption* P. 85**

**12. Consent Calendar**

**13. New Business**

**13.1 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 National Pollution Discharge Elimination System (NPDES) Permit Technical and Legal Assistance in an amount not to exceed \$600,000.00 *first reading and refer to public hearing* P. 95**

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**13.2 Resolution Authorizing Acceptance And Appropriation Of Certified Local Government Grant Award *first reading and consideration for adoption* P. 101**

**13.3 Supplemental Appropriation to the Rochester Business Microloan Program in the amount of \$50,000.00 (2<sup>nd</sup> round) *first reading and consideration for adoption* P. 107**

**14. Other**

**15. Adjournment**

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**Committee of the Whole Budget Workshop  
May 5, 2020  
City Council Chambers  
*Immediately Following the Regular Meeting***

**AGENDA**

**1. Call to Order**

**2. Public Input**

**3. Budget Presentations:**

**3.1. Fire**

**3.2. Public Works, Public Buildings, Water, Sewer, Community Center**

**3.3. Economic Development**

**3.4. Information Technology**

**3.5. Legal**

**3.6. Planning**

**3.7. Building, Zoning & Licensing Services**

**3.8. Recreation & Arena**

**3.9. Welfare**

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**4. Other**

**5. Non-Public/Non-Meeting**

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

**6. Adjournment**

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**Regular City Council Meeting  
April 7, 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 Lachance  
Councilor Rice  
Councilor Walker  
Deputy Mayor Lauterborn  
Mayor McCarley

**OTHERS PRESENT**

Blaine Cox, City Manager  
Katie Ambrose, Deputy City Manager  
Terence O'Rourke, City Attorney  
Mark Sullivan, Deputy Finance Director

**Minutes**

**1. Call to Order**

Mayor McCarley called the meeting to order at 7:00 PM and read the following preamble:

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

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.

Kelly Walters, City Clerk, called the roll. All Councilors were present. In addition, all Councilors indicated that they were alone in the location from which they were connecting remotely.

## **2. Opening Prayer**

Mayor McCarley called for a moment of silence to reflect on the impact of COVID-19.

## **3. Pledge of Allegiance**

Mayor McCarley led the Pledge of Allegiance.

## **4. Roll Call**

Kelly Walters, City Clerk, took a roll call under the preamble earlier in the meeting.

## **5. Acceptance of Minutes**

### **5.1 Regular City Council Meeting: March 3, 2020** ***consideration for approval***

Councilor Lachapelle **MOVED** to **ACCEPT** the Regular City Council meeting minutes of March 3, 2020. Councilor Walker seconded the motion. The **MOTION CARRIED** by a roll call of 13 to 0. Councilors Hainey, Lauterborn, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, Lachance, Abbott, and Mayor McCarley voted in favor of the motion.

### **5.2 Special City Council Meeting March 31, 2020**

Councilor Lachapelle **MOVED** to **ACCEPT** the Regular City Council

meeting minutes of March 31, 2020. Councilor Walker seconded the motion. The **MOTION CARRIED** 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.

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

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

City Manager Cox announced that Jim Grant, Director of the Building, Zoning, and Licensing Services, is the Employee of the Month for April. City Manager Cox said the "Rochester Rise Up Group" nominated Mr. Grant.

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

The City Manager's Report is as follows:

#### **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

### **Standard Reports:**

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

### **6.3 COVID-19 City Staff Paid Leave**

City Manager Cox said he recently sent a summary page, relative to COVID-19 City staff paid leave, to the City Council.

City Manager Cox reported the following actions that were listed in the summary page:

- March 13, 2020, per CDC guidance, any/all high-risk City Staff were sent home and placed on Administrative Leave, with pay.
- March 18, 2020, City Hall was closed to all walk-in traffic.
- March 22, 2020, informed Department Heads to follow all social distancing working models for City staff. During this time, any employees that could not work from their office or remotely were also placed on Administrative leave, with pay. These individuals were not required to use their sick/vacation earned time.

City Manager Cox said in light of these adjustments made to the City Staff and City Hall, the City remains open for business. The City is documenting all employees placed on Administrative Leave during COVID-19 in order to submit an application for federal grant funding.

City Manager Cox indicated that the Municipality of Portsmouth recently announced that some of their employees would be furloughed due to revenue concerns directly related to COVID-19.

City Manager Cox informed the City Council that he implemented a budget freeze on March 19, 2020, which will continue until further notice. The Finance Department is carefully watching over the City's cash reserves in order to meet payroll and account payable obligations. The City of Rochester has not seen major drops in revenue as of yet; however, the Finance Department will be watching over the cash reserves closely.

Councilor Walker questioned how many employees have been placed on Administrative Leave. City Manager Cox agreed to gather that information and provide it to the City Council.

Councilor Gray said that he has concerns with the action that the City Manager took as outlined in the summary page (COVID-19 Administrative Leave – with pay). He said the City Manager did not provide a policy outlining the next steps to be taken. Councilor Gray said it seems much of what has been done by the City Manager has been based upon possible symptoms of COVID-19 and not necessarily the actual virus. Mr. Gray said these discussion about Administrative Leave should have been discussed with the City Council and negotiated with the City unions, so that a formal policy would be in place for the duration of the pandemic and there would be a clear picture of what is expected to occur once the pandemic has ended.

City Manager Cox said that he followed the CDC guidelines and recommendation for dealing with high-risk employees. He added that he has followed the CDC guidelines for ensuring social distancing of essential personnel. The City has followed the guidelines in order to determine which, if any, employees should be placed on Administrative Leave. He said once the CDC guidelines have declared that such employees are no longer categorized as high-risk or that social distancing is no longer needed, the employees would be removed from Administrative Leave. City Manager Cox said efforts are being made to reduce the number of employees placed on Administrative Leave. He said employees are following the social distance guidelines of the CDC by splitting work shifts and by working remotely when possible, which is all being carefully documented.

Councilor Gray stated that the City Manager did not have the ability to take these actions without approval from the City Council. He reiterated that there is no written policy in place. He reiterated that a formal policy should be negotiated with the unions so that all parties have the same understanding and expectations of how this will phase out once the threat of COVID-19 has ended. He said this would protect both the City and employees.

City Manager Cox stated that he could write some type of formal process if that is what the City Council directs him to do.

Councilor Walker questioned if the high-risk employees would remain on Administrative Leave, even if the pandemic lasts into the Fall of 2020 or later. City Manager Cox replied that he did not anticipate that the high-risk employees would remain on Administrative Leave for that long. He said if the stay-at-home order lasts longer than anticipated then the situation would be reassessed at that point. City Manager Cox added that if the City finds itself in a revenue crunch than the City of Rochester may need to consider laying off employees. He said the employees that cannot report to work would likely be the first ones to be laid-off.

Councilor Rice asked about car registration renewals. He understood that the renewal of auto registration has been extended. He questioned if the City has done anything to reduce the convenience fee associated with online payments to the City Departments. City Manager Cox ensured Councilor Rice that residents can still pay by submitting a check in order to avoid paying the convenience fee. City Manager Cox said the convenience fee is not charged by the City or the State but rather by the credit card companies. City Manager Cox agreed to reach out to the Governor's office about this matter.

Councilor Gray clarified that the auto registration renewal deadline has not been extended because residents can re-register their vehicles online or through the mail; however, the deadline for new vehicle registrations has been extended because new vehicle registrations cannot be done through the mail or online.

Councilor Gray mentioned that the City could generate a list of residents who prefer to pay cash for auto registration and extend the registration until such time as the City offices re-open.

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

Mayor McCarley thanked City staff for the enormous amount of work that has been done in order to have City services continue as much as possible during this pandemic. She said a lot of work has been done in order to set up remote City Council meetings. She also stated that a lot of work has been done to create new City forms due to COVID-19. She said it is worth mentioning all the hard work that the City Manager has accomplished with Department Head and Leadership meetings; In a normal set of circumstances, the steps taken by the City Manager due to COVID-19 would have typically been sent to the City Council for review; however, the City Manager had a great deal of safety concerns to contend with and the Mayor stated that she believed that he proceeded appropriately during this pandemic. Mayor McCarley said the City Manager has been keeping in close contact with the School Department as

well.

Mayor McCarley stated that the CDC has informed the nation that this coming week is critical in terms of the spread of COVID-19. She said it is critically important to continue the social distancing and thanked folks at home for their efforts in social distancing.

Councilor Rice had a question about the City Manager's Report and the pay adjustment issued to Deputy Fire Chief Timothy Wilder. City Manager Cox said this a temporary adjustment. He said Mr. Wilder shall serve as the Acting Fire Chief during the time in which Fire Chief Klose is serving as the Director of the EOC (Emergency Operations Center). City Manager Cox agreed to provide the City Council with the figures associated with that pay adjustment.

Mayor McCarley briefed the City Council about meetings being held with the Tri-City Mayors each Monday morning. She said the governor would be sending out a survey to all communities regarding what their needs are during this pandemic. She said the Tri-City Mayors agreed to respond to the Governor's survey as soon as possible.

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

No discussion.

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

No discussion.

**10. Reports of Committees**

**10.1 Codes and Ordinances Committee**

**10.1.1 Amendment to section 4.12 of the Council Rules of Order regarding suspending the rules for second readings *consideration for approval***

Councilor Lachapelle briefed the City Council about the Amendment to the Rules of Order. He **MOVED** to **APPROVE** the Amendment to Section 4.12 of the City Council Rules of Order regarding Suspending the Rules of Order as follows:

**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.

Councilor Walker seconded the motion. Councilor Lachance questioned if this action would ultimately remove the need to suspend the rules, at the time, of the second reading. City Attorney O'Rourke replied that is correct, the only time a second reading would occur after this amendment, is if the resolution had been referred to a Committee or Public Hearing. The **MOTION CARRIED** by a roll call vote of 13 to 0. Councilors Belken, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance, Abbott, Bogan, and Mayor McCarley voted in favor of the motion.

**10.1.2 Amendment to section 1.1 of the Council Rules of Order regarding start time of Meeting**  
*consideration for approval*

Councilor Lachapelle **MOVED** to **APPROVE** the Amendment to the City Council Rules of Order Section 1.1 regarding changing the start time of City Council meetings from 7:00 PM to 6:00 PM. Councilor Walker seconded the motion.

Councilor Gray spoke against the motion and listed reasons why the start time should remain at 7 PM. Councilor Lachance agreed with Councilor Gray and stated that he would vote against the motion. Councilor Walker asked if this change is intended for all City Council meetings and sub-Committee meetings. Councilor Lachapelle said many standing Committees have already switched to earlier meeting times. He said the earlier start time would be better for City staff as well. Councilor Lachapelle supported amending the start time to 6:30 PM if necessary. Councilor Lachance **MOVED** to **AMEND** the motion to change the start time of the meetings from 6 PM to 6:30 PM. Councilor Lachapelle seconded the motion. The City Council briefly debated the matter. The **MOTION CARRIED** to **AMEND** the motion to a 6:30 start time by a 9 to 4 roll call vote. Councilors Walker, Belken, Lachapelle, Lauterborn, Gray, Hutchinson, Lachance, and Mayor McCarley voted in favor of the motion. Councilors Rice, Bogan, Hainey, and Abbott voted against the amendment to the original motion.

Mayor McCarley called for a roll call vote on the motion as amended. The **MOTION CARRIED** as **AMENDED** (6:30 PM Start Time for Council Meetings) by a roll call vote of 11 to 2. Councilors Hainey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Bogan, Hamann, Belken, Lachance, and Mayor McCarley voted in favor of the motion. Councilors Walker and Gray voted against the motion. The City Council Meetings shall now start at 6:30 PM.

Councilor Lachapelle requested that the City Clerk make an amendment to the Codes and Ordinances Committee meeting minutes to indicate that Councilor Lachapelle made the motion to change the start time of the City Council meetings and not Councilor Walker as stated erroneously in the minutes.

### **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***

Councilor Lachapelle **MOVED** to read the Amendment by title only for a first time. Councilor Walker seconded the motion. The **MOTION CARRIED** 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. Mayor McCarley read the Amendment for a first time by title only as follows:

**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.**

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

**10.2 Community Development Committee**

**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***

Councilor Lauterborn **MOVED** to read the Resolution by title only and to refer the matter to a Public Hearing. The **MOTION CARRIED** by a roll call vote of 13 to 0. Councilors Rice, Walker, Belken, Bogan, Lachapelle, Hamann, Lauterborn, Hainey, Abbott, Gray, Hutchinson, Lachance, and Mayor McCarley voted in favor of the motion.

**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.

**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***

Councilor Lauterborn **MOVED** to read the Resolution by title only and to refer the matter to a Public Hearing. Councilor Walker seconded the motion. The **MOTION CARRIED** by a roll call vote of 13 to 0. Councilors Hainey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley voted in favor of the motion. Mayor McCarley read the Resolution for a first time as follows:

**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.

Councilor Lauterborn said that the Committee recommended that the Public Hearing be held prior to the next Workshop meeting in April. A final vote on the matter should be held at the Regular Meeting in May. Councilor Lauterborn wished to brief the City Council about the CDBG Action Plan. She said the deadline for submission has been extended to August; however, Julian Long, Community Development Specialist, has recommended that the City Council stay on track for the original timeframe in order to allow agencies to receive their funding after July 1, 2020 rather than delaying funds until the Fall. Councilor Lauterborn said there is now \$100,000 in additional funding that the City should receive. She stated that when more information has been received from HUD about how this money can be distributed, the City Council shall make a final decision. In the meantime, Mr. Long will gather information about the various agencies' needs to make an informed decision.

### **10.3 Fidelity Committee**

Councilor Hutchinson said the Fidelity Committee shall meet remotely this coming Thursday, April 9, 2020 at 6:00 PM. The Agenda has been

modified because of COVID-19; however, the Committee will be seeking to forward a resolution relative to Recovery Friendly Workplaces in Rochester. In addition, there will be data collected from the Strafford County region regarding efforts made to assist the homeless community in response to the COVID-19 pandemic.

**10.4 Finance Committee**

**10.4.1 Committee Recommendation: To recommend the Utility Advisory Board’s report as submitted for a water/sewer rate increase**

Mayor McCarley stated that this recommendation should actually be divided into two motions for the two separate Amendments to the Ordinances as follows: Amendment to Sewer User Rates and Amendment to Water User Rates.

Councilor Lachapelle **MOVED** to read the Amendment to the Ordinances regarding the Sewer Users Rates for a first time and refer the matter to a Public Hearing. Councilor Walker seconded the motion. Councilor Walker had concerns about when the rates would become effective if these Amendments passed. Mayor McCarley stated they would not become effective until July 1, 2020. The **MOTION CARRIED** by a roll call vote of 13 to 0. Councilors Belken, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance, Abbott, Bogan and Mayor McCarley voted in favor of the motion. Mayor McCarley read the resolution for a first time by title only as follows:

**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	\$6.68	per 100 cu. ft. of water use

(I.e. customers using more than 5,000 units \*\*monthly)

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.

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**

Councilor Lachapelle **MOVED** to read the Amendment to the Ordinances regarding the Water Users Rates for a first time and refer the matter to a Public Hearing. Councilor Walker seconded the motion. The **MOTION CARRIED** 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. Mayor McCarley read the resolution for a first time by title only as follows:

**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**

**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

Councilor Lachapelle **MOVED** to **APPROVE** the Committee Recommendation. Councilor Walker seconded the motion. Mark Sullivan, Deputy Finance Director, informed the City Council about a revision to this Committee action. He advised that the funding request should not be coming out of the Economic Development Fund but rather from the TIF District fund (GSBP). Mayor McCarley agreed that should be revised as an Amendment to the motion. Councilor Lachapelle **MOVED** to **AMEND** the motion to change the funding source to the TIF District (GSBP). City Manager Cox clarified that there are actually two amendments that should be made. First, changing the funding source from the ED Fund to the TIF Fund (GSBP) for the \$18,000 supplemental appropriation. Secondly, Michael Scala, Director of Economic Development, has withdrawn the request for the additional \$40,000 supplemental appropriation at this time. The **MOTION CARRIED** to **AMEND** the motion, as corrected by City Manager Cox, by a roll call vote of 13 to 0. Councilors Hainey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley voted in favor of the motion. Mayor McCarley called for a vote on the motion as amended. The **MOTION CARRIED** 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.

Mayor McCarley questioned the need for a second reading on the previous motion. City Attorney O'Rourke replied no because of the amendment to the Rules of Order, which passed earlier in the meeting.

**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**

Councilor Lachapelle **MOVED** to **APPROVE** the Committee's Recommendation. Councilor Walker seconded the motion. Mayor McCarley asked the City Manager if this request to utilize the Unassigned Fund Balance is appropriate at this time due to COVID-19. City Manager Cox replied that the Finance Department is now requesting that this project be postponed in order to preserve the Unassigned Fund Balance due to COVID-19. Councilor Walker **MOVED** to **TABLE** the motion. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a roll call vote of 13 to 0. Councilors Belken, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance, Bogan, and Mayor McCarley voted in favor of the motion.

Councilor Lachapelle said that this was an expensive proposed project; however, in the absence of the project going forward he felt something should be done to resolve this safety concern. He suggested that some of the parking spots might need to be removed until a more permanent solution can be approved. He suggested bringing up the idea of removing parking spots at the next Public Safety Meeting

Councilor Rice requested that a correction be made to the Finance Committee meeting minutes. He stated that the full date of the meeting should be added to the first page of the minutes. City Clerk Walters took note.

**10.5 Public Works**

No discussion.

**10.6 Public Works – no March meeting**

No discussion.

**11. Old Business**

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

Councilor Lachapelle **MOVED** to remove the Action Item from the **TABLE**. Councilor Bogan seconded the motion. Councilors Rice, Belken,

Bogan, Lachapelle, Hamann, Lauterborn, Hainey, Abbott, Gray, Hutchinson, Lachance, and Mayor McCarley voted in favor of the motion. Councilor Walker voted against the motion.

Councilor Lachapelle **MOVED** to **APPROVE** the venue location for a wrestling event (Date TBD). Councilor Walker seconded the motion.

Councilor Rice said he could not find information about the person hosting this event, except for items dating back to the early 2000's. He said the application itself calls for safety measures to be taken which he could not find any details about in the application. He said the Fire Department has provided information about the amount of people permitted to attend the event; however, Councilor Rice indicated that he is not yet satisfied with this individual's application for a wrestling event in Rochester. He raised more questions about the public's safety. Councilor Lachance agreed.

City Attorney O'Rourke informed the City Council that the motion is not about the individual's application to be a promoter for the wrestling event, which is between this individual and the State of NH. He said the City Council is only voting on the venue for the wrestling event.

Councilor Rice disagreed, he said this is a City of Rochester application and he reiterated that the City of Rochester should be informed of the safety measures that will be in place for this event that is being held in Rochester, NH.

Councilor Lauterborn questioned if the City Council had a legal right to prevent the American Legion from holding such an event. City Attorney O'Rourke said the City of Rochester's General Ordinances requires that this application approval is dependent upon the approval of the State's application. He reiterated that this motion is to approve the location and the City Council would need a clear reason of why it would not approve a location that is otherwise safe.

Councilor Walker suggested that if the City does not approve this location then the State application is likely to be denied as well. The City Council briefly discussed the matter.

Councilor Rice asked the City Attorney if the State application is dependent upon the City's application to approve the location. City Attorney O'Rourke replied that he did not know the answer to that question.

Councilor Lachapelle recalled that the City Council had already approved other wrestling events at this location in the past. Councilor Walker recalled

that such events were held at the Community Center and Councilor Lauterborn recalled that such events had been held at the Opera House. Mayor McCarley called for a vote on the motion. The **MOTION CARRIED** by a roll call vote of 9 to 4. Councilors Gray, Belken, Hamann, Lauterborn, Hainey, Lachapelle, Hutchinson, Abbott, and Bogan voted in favor of the motion. Councilors Rice, Walker, Lachance, and Mayor McCarley voted against the motion.

**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***

Mayor McCarley informed the City Council that the Planning Board voted against recommending this Amendment to the City Council. She did not feel this could move forward without that recommendation; however, she said it is important to reach out to the different organizations in the City that might have an interest in working with the City to provide a temporary use shelter and develop language that works for both the organization and the City. She stated she felt it would be good to have something in place by September. Councilor Gray recalled that since the Planning Board rejected the Amendment the City Council would need a super-majority vote in order to pass the amendment, but it could be voted upon this evening. City Attorney O'Rourke agreed that since the Planning Board rejected the Amendment it would take a two-thirds vote to pass at the City Council level.

Councilor Lauterborn asked if the City Council could simply agree to accept the recommendation made by the Planning Board. City Attorney O'Rourke said the Planning Board essentially voted down the Amendment in its entirety and did not vote on individual amendments.

Mayor McCarley advised at this point, it might be best to discuss new language with those individual organizations that might be providing such services in order to make a better determination of what is needed in terms of an Amendment to the Ordinances.

Councilor Lachapelle **MOVED** to read the Amendment for a second time by title only. Councilor Lachance seconded the motion. The **MOTION CARRIED** by a 12 to 1 roll call vote. Councilors Rice, Walker, Belken, Lachapelle, Hamann, Lauterborn, Hainey, Abbott, Gray, Hutchinson, Lachance, and Mayor McCarley voted in favor of the motion. Councilor Bogan voted against the motion.

Councilor Lachapelle **MOVED** to **ADOPT** the Amendment. Councilor Walker seconded the motion. Councilor Lauterborn said she would vote no on this motion and would like to see all of the recommendations from the Planning

Board. Mayor McCarley said she would also vote no because she felt this Amendment should be made in conjunction with the folks who will be offering such services.

Councilor Hutchinson said that the Fidelity Committee has been seeking out information over the past year from the specific organizations that would potential be providing such services. This Amendment was based upon recommendation coming from the Fidelity Committee. Mayor McCarley clarified that she wished to find out why organizations have not stepped forward to offer these services as of yet in order to find language that would satisfy their needs to offer these services in the future. Councilor Hutchinson said the current permitting process as designed is too restrictive and this Amendment is meant to be less restrictive in order to give those providing services more options. He added that is likely the reason why faith and non-faith organizations have not yet stepped forward. He gave reasons why this vote should not be delayed. Councilor Gray listed some of the reasons why the Planning Board did not vote in favor of the Amendment. He said the Planning Board did not have experts at their meeting to answer their questions. Councilor Lauterborn wished to hear from Councilor Hutchinson. Councilor Hutchinson said he prefers to get something in place now that might be a little more restrictive and then work to lessen those restrictions in the near future. The **MOTION CARRIED** by a two-thirds roll call vote of 9 to 4. Councilors Hainey, Abbott, Hutchinson, Rice, Lachapelle, Gray, Hamann, Belken, and Councilor Lachance voted in favor of the motion. Councilors, Lauterborn, Walker, Bogan, and Mayor McCarley voted against the motion.

**Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Temporary Use Shelters**

**THE CITY OF ROCHESTER ORDAINS:**

That Chapter 275 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

§275-2.2 Definitions shall be amended to add the following definition:

**TEMPORARY USE SHELTER**

A structure whose primary use is for something other than sheltering services which, however, from time to time may provide the same services as a Shelter for no more than fifteen (15) total days between November 1<sup>st</sup> and March 31<sup>st</sup>. Any such use exceeding fifteen (15) days shall result in the facility being reclassified as a Shelter.

Table 18-B shall be amended to add the use Temporary Use Shelter as follows:

Permitted: Highway Commercial Zone

Special Exception: Downtown Commercial Zone (DC), Office Commercial Zone (OC), General Industrial Zone (GI), Recycling Industrial Zone (RI), and Hospital Special Zone (HS)

**These amendments shall take effect upon passage.**

## **12. Consent Calendar**

Councilor Lauterborn **MOVED** to **ACCEPT** the Consent Calendar. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Hamann, Walker, Hutchinson, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion. Councilor Gray requested that a thank you note be sent to A&D Plumbing. Mayor McCarley said that is already being done.

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

## **13. New Business**

### **13.1 90 Day Postponed Payment of Food Permit Fees *motion to approve***

Councilor Lachapelle **MOVED** to **APPROVE** the 90-Day Postponed Payment of Food Permit Fees. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Belken, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance, Abbott, Bogan, and Mayor McCarley voted in favor of the motion.

### **13.2 Tentative Bargaining Agreement with School Administrators *motion to approve***

Councilor Lachapelle **MOVED** to read the resolution by title only for a first time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Rice, Walker, Belken, Bogan, Lachapelle, Hamann, Hainey, Abbott, Gray, Hutchinson, Lachance, Lauterborn, and Mayor McCarley voted in favor of the motion. Mayor McCarley read the resolution by title only as follows:

**RESOLUTION APPROVING CONTRACT  
AND COST ITEMS ASSOCIATED WITH PROPOSED  
CITY OF ROCHESTER  
SCHOOL DEPARTMENT  
MULTI-YEAR COLLECTIVE BARGAINING  
AGREEMENT WITH ROCHESTER ADMINISTRATIVE UNIT  
(Administration)**

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

That pursuant to, and in accordance with, the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the multi-year year collective bargaining agreement between the City of Rochester and the Rochester Administrative Unit employee collective bargaining group, covering the period July 1, 2020 to June 30, 2023, as set forth in the proposed contract, a copy of which proposed contract has been made available to the Mayor and City Council, and with its financial impacts as more particularly detailed on the attached "**EXHIBIT A: Rochester Administrative Unit**" dated **February 17, 2020**, which includes a summary financial analysis of the annual costs of the contract to the City provided by the Superintendent of Schools, is hereby approved, including, specifically, the cost items associated therewith.

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

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

Councilor Lachapelle **MOVED** to Suspend the Rules of Order – Section 4.13 and **APPROVE** item number 13.3. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Hamann, Walker, Hutchinson, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion.

**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***

Councilor Lachapelle **MOVED** to read the resolution for a first time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Belken, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance, Abbott, Bogan, and Mayor McCarley voted in favor of the motion. Mayor McCarley read the resolution by title only for a first time as follows:

**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.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilor Walker questioned what type of funds would expire at the end of the Fiscal Year. Mr. Sullivan said some of these proposed projects were set up in the operating budget, which is non-lapsing; however, because of the budget freeze, some of these projects will be delayed and the funds are due to expire at Fiscal Year End. This motion will allow these operating budget

projects to be moved into a multi-year CIP fund. Councilor Walker questioned if these projects could potential hang in the CIP accounts for a long time. Mr. Sullivan said the intention is only to provide a little more time for the Departments to finish the projects that may be delayed during COVID-19; if the funds are not used, they would be deauthorized and returned to the General Fund. Councilor Lachance asked if this is how the CIP already operates. Mr. Sullivan replied yes, that is true for the first five items on the list. The other two items are to set up a contingency due to COVID-19. He added that in both cases, if the money is not utilized, it will be deauthorized. Councilors Bogan, Rice, Walker, Belken, Lachapelle, Hamann, Lauterborn, Hainey, Abbott, Gray, Hutchinson, Lachance, and Mayor McCarley voted in favor of the motion.

**13.5 Resolution Authorizing Supplemental Appropriation in the Amount of \$25,000.00 to the COVID-19 Donation Fund**

Councilor Lachapelle **MOVED** to read the resolution for a first time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a roll call vote of 13 to 0. Councilors Hainey, Lauterborn, Abbott, Hutchinson, Rice, Lachapelle, Walker, Gray, Bogan, Hamann, Belken, Lachance, and Mayor McCarley voted in favor of the motion. Mayor McCarley read the resolution by title only for a first time as follows;

**Resolution Authorizing Supplemental Appropriation in the Amount of \$25,000.00 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.

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

#### **14. Other**

No discussion.

#### **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 8:40 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous roll call. Councilors Bogan, Belken, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance, Abbott, and Mayor McCarley voted in favor of the motion.

Councilor Lachapelle **MOVED** to exit the Non-Public Session at 9:08 PM. Councilor Lachance seconded the motion. The **MOTION CARRIED** by an 11 to 0 roll call vote. Councilors Rice, Belken, Bogan, Lachapelle, Hamann, Lauterborn, Hainey, Abbott, Gray, Lachance, and Mayor McCarley voted in favor of the motion. Councilors Hutchinson and Walker could not be reached remotely.

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 12 to 0 roll call vote. Councilors Lachance, Gray, Abbott, Hainey, Lauterborn, Hamann, Lachapelle, Bogan, Belken, Rice, Walker, and Mayor McCarley voted in favor of the motion. Councilor Hutchinson could not be reached remotely.

#### **16. Adjournment**

Councilor Walker **MOVED** to **ADJOURN** the Regular City Council meeting at 9:10 PM. Councilor Lachapelle seconded the motion. Mayor McCarley stated that no official vote is needed to adjourn a meeting.

City of Rochester

04/30/2020  
Regular City Council Meeting  
April 7, 2020

Respectfully submitted,

Kelly Walters, CMC  
City Clerk



*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**

**May 5, 2020**

The Employee of the Month is:

Contracts and documents executed since last month:

- Department of Public Works
  - Brown & Caldwell NPDES – Engineering Support Task Order **P. 39**
  - Colonial Pines Sewer Project - Turnpike Encroachment Permit **P. 44**
  - Wright Pierce - Water Audit & Demand Analysis **P. 46**
- Economic Development/Community Development
  - CDBG FY20 Environ. Review CAP Weatherization – Briar Ridge Estates **P. 48**
  - CDBG FY20 Environ. Review CAP Weatherization –StonyBrook **P. 49**
  - CDBG FY21 Environ. Review CAP Weatherization – Goodwin Comm. Health **P. 50**
  - CDBG FY21 Environ. Review CAP Weatherization – RHA **P. 51**
  - Prep Partners P & S Addendum **P. 52**
- Finance Department
  - MPS Service Agreement **P. 53**
- Information Technology
  - ABB – Fiber Connection **P. 54**
- Police
  - Vest Grant Application Authorization Request **P. 58**

The following standard reports have been enclosed:

- Monthly Overnight Travel Summary - none
- Permission & Permits Issued -none
- Personnel Action Report Summary **P. 59**

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left blank...*

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City Clerk's Office

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*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

**DATE:** April 3, 2020

**SUBJECT:** Brown & Caldwell Engineers  
NPDES Technical & Engineering Support Services  
Task Order 12K \$20,000

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

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Attached please find (1) one copy of the Brown and Caldwell Engineers Task Order 12K. This task order is for the continued engineering and technical support related to the legal issues with WWTP NPDES Permit.

The funds are available in the following account:

55026020-771000-20552 = \$20,000

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

*Kathryn L. Ambrose*

Digitally signed by Kathryn L. Ambrose  
DN: cn=Katie Ambrose, 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: 2020-04-03 13:59:35  
Fax: 603-332-4096

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

BROWN AND CALDWELL/CITY OF ROCHESTER, NEW HAMPSHIRE  
Task Order Authorization No. 12K  
**Ongoing NPDES Permit Negotiations and Compliance Assistance**

BC Project Number 150914

Client Name City of Rochester, New Hampshire  
Client Address 45 Old Dover Road  
Rochester, NH 03867

Effective Date \_\_\_\_\_  
of Authorization

Upon execution of this Task Order, and effective as of the date shown above, the parties agree that Brown and Caldwell (BC) shall perform the following services for the City of Rochester (City):

**SCOPE OF SERVICES**

This document presents the scope and projected costs for technical activities related to ongoing permit renewal support.

**Task A –Project Management and Administration**

BC shall perform project management and administration while performing Engineering Services throughout the project. Project management and administration shall include:

- i) Preparation of monthly invoices;
- ii) Preparation of monthly summaries of work;
- iii) Routine project management.

A total of 12 hours has been budgeted for Task A.

**Task B – Ongoing Permit Renewal Support**

BC will provide support related to renewal of the City’s NPDES permit and the recently issued *Draft NPDES Great Bay Total Nitrogen General Permit for Wastewater Treatment Facilities in New Hampshire*. These efforts will include:

1. Review documents as they apply to setting future permit limits for the Rochester Wastewater Treatment Facility (WWTF):
2. As requested by the City, attend meetings with the City, the Great Bay Municipal Coalition, regulatory agencies and/or other entities, as necessary to support technical issues related to the issuance of the NPDES permits. Meetings may be in-person or teleconferences.

A total of 76 hours has been budgeted for Task B.

**SCHEDULE**

The scope of services as described are on-call efforts with services provided as requested.

**COMPENSATION**

Compensation will be based on the rate chart provided in Attachment A, which shall replace the rate chart provided in the Master Agreement dated October 28, 2009. The budgeted amount for this task order is \$20,000.00 for the services as described above.

Brown and Caldwell shall also be reimbursed for actual expenditures made by Brown and Caldwell in the interest of the project for the following:

- A. Mileage for private cars at the IRS mileage rate in effect during the period of service.
- B. Other reasonable expenses at cost including per diem and overnight accommodations.

**GENERAL TERMS AND CONDITIONS**

Brown and Caldwell's services shall be governed by the Master Agreement dated October 28, 2009, together with this Task Order.

**Brown and Caldwell,**  
a California Corporation

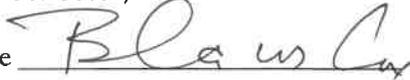
The undersigned agrees to the Terms and Conditions of  
this Amendment.

Eric Muir, PE, Senior Director Client  
Services



Date 2/27/2020

**City of Rochester, NH**

Signature 

Printed Name Blaine M. Cox

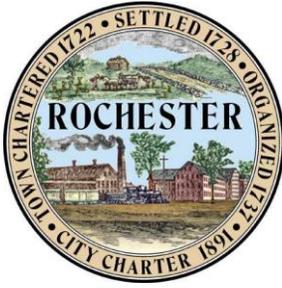
Title City Manager

Date 4-3-2020

**ATTACHMENT A**  
**BROWN AND CALDWELL RATE CHART**

<b>Work Category</b>	<b>Rate</b>
Principal	\$250.00
Senior Scientist	\$245.00
Project Manager	\$220.00
Project Scientist	\$195.00
Senior Engineer	\$162.00
Staff Scientist	\$150.00
Project Engineer	\$130.00
Staff Engineer	\$115.00
Clerical	\$110.00

This rate chart supersedes the rate chart included in the Master Services Agreement dated October 28, 2009.



## 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)

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### INTEROFFICE MEMORANDUM

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**TO:** Blaine Cox, City Manager

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

**DATE:** April 7, 2020

**SUBJECT:** **Colonial Pines Sewer Extension – Phase 2  
NHDOT Turnpike Encroachment Permit**

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

---

Attached is an original Turnpike Encroachment Permit from the NHDOT for construction work in the Spaulding Turnpike Limited Access Right-Of-Way (LAROW) associated with the Colonial Pines Sewer Extension – Phase 2 project. This Permit is needed to complete drainage work located at the end of Birch Drive that will extend into the State's LAROW. This Permit has been signed by the City's contractor, SUR Construction, Inc. and also requires the signature of the City Manager. Resulting infrastructure that will be permanently located in the State's LAROW will be allowed by sufferance of the City of Rochester.

Please let me know if you have any questions regarding this Turnpike Encroachment Permit. If not, please sign on Page 4 of 5 of the attached document and return to me for processing. Thank you.

Attachment: NHDOT Turnpike Encroachment Permit – Birch Drive 4/6/20



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PUBLIC WORKS DEPARTMENT

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### INTEROFFICE MEMORANDUM

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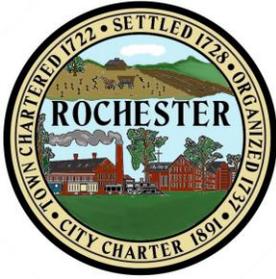
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*City of Rochester, New Hampshire*  
PUBLIC WORKS DEPARTMENT  
45 Old Dover Road • Rochester, NH 03867  
(603) 332-4096  
[www.RochesterNH.net](http://www.RochesterNH.net)

04/30/2020



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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

**DATE:** April 27, 2020

**SUBJECT:** Wright Pierce  
Water Audit and Demand Analysis  
Contract Amount \$44,500

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

---

Attached please find (1) one copy of the Wright Pierce Engineering Amendment scope of services related to the Water Audit and Demand Analysis consolidated report. The Water Audit was last completed in 2011 and the Demand Analysis was last completed in 1999. These reports need to be updated to more accurately report data to NHDES. These will also assist the city with the required documentation for the Round Pond Dam Expansion Project.

This was discussed previously with the Finance Department a project to proceed.

The funds for these efforts were budgeted in the following accounts:

55013010-776000-20542 Water Audit \$25,000  
55016010-771000-13523 Berry River / Round Pond \$19,500

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

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



*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)

04/30/2020



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**INTEROFFICE MEMORANDUM**

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KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

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

04/30/2020



Date: April 27, 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 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.

Date: April 28, 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 heating system floor repair in a manufactured home located in Stonybrook Cooperative mobile home park, 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: April 20, 2020



To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2021 CDBG Environmental Reviews – Goodwin Community Health

Please see attached the completed FY 2021 Community Development Block Grant (CDBG) environmental review for the conversion of patient examination rooms to negative pressure rooms at Goodwin Community Health. CDBG funding for this project has not yet been approved, but the project is being considered for reimbursement CDBG funding and an environmental review is required before construction work proceeds.

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

04/30/2020



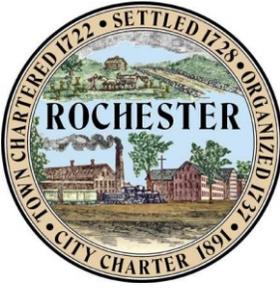
Date: April 15, 2020  
To: Blaine Cox  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 21 Rochester Housing Authority Environmental Review Statement

Please see attached the environmental review statement for the Rochester Housing Authority's planned repair and maintenance activities for FY 2021. As per 24 CFR 58, the City of Rochester is the responsible entity for conducting environmental reviews for the Rochester Housing Authority. The environmental review statement requires the signature of the City Manager as the City of Rochester authority.

The environmental review statement was prepared by the Community Development Coordinator with assistance from Rochester Housing Authority staff.

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



# City of Rochester, New Hampshire

DEPARTMENT OF ECONOMIC DEVELOPMENT  
33 WAKEFIELD ST. • Rochester, NH 03867  
(603) 335-7522 Fax (603) 330-0027  
www.RochesterEDC.com



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## INTEROFFICE MEMORANDUM

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**TO:** Blaine M. Cox, City Manager  
**FROM:** Michael Scala, Department of Economic Development  
**DATE:** April 16, 2020  
**SUBJECT:** Prep Partners P&S GSBP Land Purchase - Addendum  
**CC:** Samantha Rodgerson, Senior Executive Assistant

---

The document requiring a signature is an Addendum to the Purchase and Sales Agreement between the City of Rochester and Prep Partners Group LLC for a parcel of land to be determined within the Granite State Business Park.

The prior agreement was signed on January 9, 2020 but expired on April 15, 2020. This addendum will extend the P&S until July 15, 2020.

Prep Partners has plans to construct a 150,000 sq. ft. warehouse facility.

The purchase price is \$50,000.00 with the metes and bounds to be reviewed and voted on at the May 4 Planning Board Meeting.

If you have any questions please let me know, if not, please sign and pass on to the City Manager for signatures. These documents should be returned to the Economic Development Department for distribution.

Signature \_\_\_\_\_

Blaine M. Cox, City Manager



# *City of Rochester, New Hampshire*

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917

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

MEMO

TO: Blaine Cox

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

DATE: April 25, 2020

RE: MPX Service Agreement



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Attached please find the MPX service agreement for tax bill printing and direct mail services. Associated funding is available in General Overhead – Other Professional Services 11080050-533000 for the printing & processing and Tax Collector - Postage Fees 11070070- 553400 for postage. I recommend entering into this agreement which has been reviewed by Finance, Legal and IT staff and would enable these services for the upcoming first issue tax billing.

Feel free to let me know if you have any questions. If you concur, please sign and return to my attention for distribution.

---

Katie Ambrose

Deputy City Manager/Director of Finance & Administration

Enclosures: MPX Service Agreement



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

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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:** April 7, 2020

**SUBJECT:** Atlantic Broadband – Fiber connection - \$201/mo

**CC:**

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Attached please find one copy of the contract for an additional fiber connection to be supplied by Atlantic Broadband. This contract will be delivered to Blaine for electronic signing.

There is sufficient funding in the IT Communications 11020050-553000. Please note that funding is being moved from Consulting Other 11020050-534006 to cover this cost.

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

**AMENDMENT TWO TO THE  
DARK FIBER IRU AGREEMENT**

This Amendment Two between:

**City:** City of Rochester

and

**ABB:** Atlantic Broadband (NH-ME), LLC

This Amendment Two dated **Mach 27, 2020**, shall operate to modify and amend certain provisions of the Dark Fiber IRU Agreement by and between City and ABB dated October 2018, and as Amended by the Amendment One, dated January 30, 2020, (the "Agreement"). In order to accurately reflect the intent of the Parties with respect to the below amendment, the purpose of the Amendment is to: (i) modify Article 2.1 to reflect the modifications to the total number of fibers; (ii) replace Schedule A, Location of Fibers; (iii) modify Article 4.1, Payment, to reflect the modifications to Schedule A; and (iv) add the one-time non-recurring installation and construction fee as enumerated below. All capitalized terms shall have the same meaning as set forth in the Agreement and except as specifically modified herein, all other terms and conditions of the Agreement shall remain unamended and in full force and effect.

1. Effective as of the date of the last signature below (the "Effective Date") the first sentence in Article 2.1 shall be deleted in its entirety and replaced with the following.
  - Subject to the terms and conditions of this Agreement, ABB hereby grants to the City an IRU for twenty (20) Fibers ("IRU Fibers") along the route interconnecting the City facilities set forth in Schedule A, as shown on the map set forth in Schedule A.
2. Effective as of the Effective Date, Schedule A, of the Agreement, shall be deleted in its entirety and replaced with Exhibit A hereto provided that: (i) the installation activation of the IRU Segment Waste Water Treatment Plant Segment occurs within ninety (90) days' after the January 30, 2020; (ii) (a) the IRU Segment Location A, at Department of Public Works - 209 Chestnut Hill Road, Rochester, NH 03867 - is installed and activated within three hundred sixty (360) days from the January 30, 2020, or at some other time as mutually agreed by the Parties; and (b) IRU Segment Location A, at Department of Public Works - 45 Dover Road, Rochester, NH 03867 - is terminated within one hundred eighty (180) days from the installation and activation of the IRU Segment Location A, at Department of Public Works - 209 Chestnut Hill Road, Rochester, NH 03867, or at some other time as mutually agreed by the Parties; and (iii) the installation and activation of IRU Segment Location A, Gonic Fire Station - 74 Main St, Gonic, NH 03867 Segment shall be within 90 days of the Effective Date, or some other time as mutually agreed.
3. As of the Effective Date, Article 4.1, of the Agreement, shall be deleted in its entirety and replaced with the following:
  - In consideration of the IRU granted under this Agreement, the City shall pay to ABB a monthly fee ("IRU Fee") in the amount of: (i) five thousand forty six dollars (\$5,046.00), until such time that the Waste Water Treatment Plant, Chesley Hill Water Tower - 181 Chesley Hill Road, Rochester 03867 and Department of

CONFIDENTIAL.

- 1 -

City Initial Bu C

ABB Initial \_\_\_\_\_

**AMENDMENT TWO TO THE  
DARK FIBER IRU AGREEMENT**

Public Works - 209 Chestnut Hill Road, Rochester, NH 03867, IRU Segments are being installed and/or are activated; (ii) an IRU Fee of five thousand nine hundred thirty dollars (\$5,930.00) at such time that the Waste Water Treatment Plant IRU Segment is installed and activated, that the Chesley Hill Water Tower - 181 Chesley Hill Road, Rochester 03867 IRU Segment is installed and activated, and that the Department of Public Works - 209 Chestnut Hill Road, Rochester, NH 03867, IRU Segment is being installed and/or is activated; and, (iii) five thousand six hundred four dollars and twenty eight cents (\$5,604.38) at such time that the Department of Public Works - 209 Chestnut Hill Road, Rochester, NH 03867, IRU Segment is installed and activated and the Department of Public Works - 45 Dover Road, Rochester, NH 03867 IRU Segment is terminated conterminously. This IRU Fee shall be due and payable upon the first of every month that this Agreement is in full force and effect.

The parties hereto, intending to be legally bound, have executed this Amendment Two on the last date set forth below.

**Atlantic Broadband (NH-ME), LLC:**

By: \_\_\_\_\_  
(Signature)

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**City of Rochester:**

By: Blaine Cox  
(Signature)

Printed Name: Blaine M. Cox

Title: City Manager

Date: 4-9-2020

**AMENDMENT TWO TO THE  
DARK FIBER IRU AGREEMENT**

Exhibit A

Schedule A: Location of IRU Fibers

Location A	Location Z	Property	Fibers	Footage	Per Fiber Miles	Total Miles
Wastewater Treatment Plant	Police Station	City Sites	2	42531	8.06	16.11
Water Treatment Facility	Police Station	City Sites	2	40749	7.72	15.44
Rochester Arena	Police Station	City Sites	2	8419	1.59	3.19
Gonic Fire Station	Police Station	City Sites	2	33239	6.30	12.59
Rochester Community Center	Police Station	City Sites	2	7100	1.34	2.69
Rochester Public Library	Police Station	City Sites	2	10737	2.03	4.07
Dept of Public Works - 209 Chestnut Hill Rd, Rochester NH 03867	Police Station	City Sites	2	44859	8.50	16.99
Dept of Public Works - 45 Dover Rd, Rochester NH 03867	Police Station	City Sites	2	9852	1.87	3.73
Waste Water Headworks - 151 Pickering Road, Rochester NH 03867	WWTP - 245 Pickering Road, Rochester NH 03867	City Sites	2	10820	2.05	4.10
Gonic Fire Station - 74 Main St, Gonic, NH 03867	Chesley Hill Water Tower - 181 Chesley Hill Road, Rochester 03867	City Sites	2	3198	0.61	1.21
		Totals	20	211504	40.07	80.12

CONFIDENTIAL

- 3 -

City Initial BWC

ABB Initial \_\_\_\_\_



# ROCHESTER POLICE DEPARTMENT



23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

POLICE COMMISSION

PAUL R. TOUSSAINT  
*Chief of Police*

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

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

*"Dedication, Pride, Integrity"*

April 28, 2020



TO: Blaine Cox  
City Manager

FROM: Paul R. Toussaint  
Chief of Police

RE: Vest Grant Application

Dear Mr. Cox:

Attached please find the City of Rochester Vest Grant Application form. I am requesting your permission to submit this application. The grant amount is \$16,154.00 to purchase 41 ballistic vests needed over 2 years to replace expiring vests and to purchase vests for new hires as needed. The grant will fund up to half the cost of the vests and the Police Department has to fund the other half. Each vests estimated cost is \$788.00 so the grant would fund \$394.00 and the Police Department would fund the remaining \$394.00.

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Paul R. Toussaint  
Chief of Police



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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 03867-1917

(603) 332-1167 Fax (603) 332-7589

April 30, 2020

Mayor McCarley & Rochester City Council:

City Staff have given consideration to the Residential Housing Relief Micro-Loan Program proposed at the April 21, 2020 City Council meeting (copy attached).

We asked the following two questions to guide our analysis:

1. Does the proposed program provide any services that the city's existing welfare program does not already provide?
2. Is there a need currently identified that is not being met?

We have determined that the answer is "no" to both of the above questions and therefore submit to the Mayor & Council that this program is not needed at this time. Our existing welfare program is positioned to meet all the needs of residents with verified need that exist.

**Question #1 Analysis:** The proposed Residential Housing Relief Micro-Loan Program contemplates providing financial assistance to residents who are in jeopardy of losing their housing due to job loss resulting from the COVID-19 pandemic. Per longstanding provisions stipulated in state RSA's, our existing welfare program provides this very assistance. In fact, under current assistance provisions we absolutely provide assistance to prevent housing loss and do not limit our housing assistance to only those who have experienced COVID-19 related job loss.

**Question #2 Analysis:** We have not been made aware that any City Councilors have been contacted by constituents indicating that they are in need of a loan program as contemplated by this proposal. If we become aware of such a need, existing welfare assistance guidelines and protocols are ready and flexible enough to provide assistance without such a loan program. In addition, it is clear that per state RSA's and city council approved welfare guidelines the city is required to provide assistance with verified need regardless of the available funding in the Welfare Department's approved budget.

I would also like to inform the City Council's deliberation of this proposal by sharing the following:

1. Governor Sununu's Executive [Order #4](#) "Temporary prohibition on evictions and foreclosures" precludes, at least during the term of the order, the loss of housing contemplated by the proposal - landlord-tenant situations, lender-mortgagee situations and mobile home park owner - pad fee situations.
2. A "loan" program brings additional procedures and added challenges that are not necessary. These may include added eligibility determinations as well as added repayment/ recovery efforts. Although the city's Welfare Department rarely seeks direct

04/30/2020

self-payment recompense for financial assistance provided, as efforts would largely be unsuccessful, we do use mechanisms already in place under current assistance structures and state RSA's. These include civil liens, real estate liens, civil judgements and federal disability approval retroactive money reimbursement. Reimbursements are indicated in monthly department reports and total \$5,074.89 this current fiscal year.

3. Welfare Director Marsh is reporting that we are not experiencing a heightened demand for rental or mortgage housing assistance at this time, which is reflective of other municipalities he has communicated with. Despite the very real challenges related to COVID-19 related job loss identified by the Housing Relief program, the unrealized increase in demand may have been thwarted or minimized due to other programs already in place such as the governor's executive order mentioned above, the \$1,200 federal stimulus checks, state level relaxed unemployment compensation assistance eligibility, the added \$600/ week federal subsidy added to unemployment compensation as well as a stipend added to federal SNAP assistance payments (formerly food stamps).
4. The Welfare Department will continue to very actively monitor and track not only housing assistance requests, but all general assistance needs. Welfare and Finance will track available funding as well. If at any point in time during the COVID-19 crisis we discern any anomalies or concerns, we will report these immediately to the Mayor and Council.

DocuSigned by:



B4F9B7BC7D0C4EB...  
Blaine M. Cox

City Manager  
Rochester, New Hampshire

[blaine.cox@rochesternh.net](mailto:blaine.cox@rochesternh.net)

**20 APRIL 2020**

**PREAMBLE:** The COVID-19 pandemic had created a level of employment and financial uncertainty for millions of Americans to a degree that is incomparable to any event in our nation's history. While the state of NH remains under an emergency stay at home order, thousands of our citizens face the reality of prolonged unemployment, financial devastation and even homelessness. Although the U.S. Congress has passed measures designed to assist those who are financially insolvent during these difficult times, and even with the promise of increased NH unemployment benefits for those who are unable to work, the relief is slow to reach those living on the brink of total devastation. Throughout the city of Rochester, the reality of this crisis is evident. Without immediate intervention, the risk of home insecurity for many of our residents, even when the emergency order is lifted poses a grave vulnerability to our City. The need to implement the *COVID-19 Rochester Housing Relief Micro Loan program* cannot be overstated. The time to act is now and your thoughtful consideration of the following measure is greatly appreciated.

**WHO:** Any resident of the City of Rochester who is experiencing financial hardship due to the COVID-19 pandemic specifically in the area of housing security due to loss of employment shall be eligible to apply for a *COVID-19 Rochester Housing Relief Micro Loan* who fall into the categories below:

- Are a current Rochester NH resident with verifiable Rochester NH address
- Demonstrated financial need and/or recent loss of employment due to COVID-19 pandemic who is:
  - a) Unable to pay housing rental agreement with private landlord due to lack of employment caused by COVID-19 and the NH State of Emergency Order. **Or;**
  - b) Unable to pay housing mortgage agreement due to lack of employment caused by COVID-19 and the NH State of Emergency Order. **Or;**
  - c) Unable to pay mobile home park fee (pad fee) due to lack of employment caused by COVID-19 and the NH State of Emergency Order.

**WHAT:** Any resident experiencing financial hardship due to the COVID-19 pandemic and the NH State of Emergency order declared by Gov Sununu on March 13, 2020 shall be eligible to apply for a zero-interest COVID-19 Rochester Housing Relief Micro Loan. Only one application per month, per household is permitted with the total amount borrowed authorized not to exceed two thousand dollars (\$2,000). Any household who borrows funds through the *COVID-19 Rochester Housing Relief Micro Loan* program must begin repayment within one (1) year of

receiving micro loan funds. All funds must be repaid to the City of Rochester by the one-year anniversary date of loan origination.

**WHEN:** The *COVID-19 Rochester Housing Relief Micro Loan* program shall be in effect from time of resolution passage until 30 June 2020.

**WHERE:** All residents of the City of Rochester, NH with verifiable mailing address shall be eligible to apply for *COVID-19 Rochester Housing Relief Micro Loan* program. Only one application per household per month will be authorized.

**WHY:** Alleviating financial stress created by the COVID-19 pandemic by providing no interest personal loans to Rochester residents. Homelessness prevention measure.

**HOW:** Allocate \$500,000 from Unassigned Fund Balance to rental assistance program. Will be administered by the Rochester Welfare Department direct payment from city to landlord with payment upon verification of positive rental/mortgage contract. Upon approval, the City of Rochester shall submit to the landlord and/or mortgage company a certificate of approval with a promise of payment within 14 calendar days.

Respectfully submitted:

Councilor Jeremy Hutchinson, Ward 1

Councilor Palana Belken Ward 2

Councilor Chris Rice Ward 5

04/30/2020



*City of Rochester, New Hampshire*

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



PROCLAMATION

WHERE AS, In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and  
WHERE AS, this holiday, called ARBOR DAY, was first observed with the planting of more than a million trees in Nebraska; and  
WHERE AS, ARBOR DAY is now observed throughout the nation and the world; and  
WHERE AS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and  
WHERE AS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and  
WHERE AS, trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community; and  
WHERE AS, trees, wherever they are planted, are a source of joy and spiritual renewal; and  
WHERE AS, Rochester has been recognized for eighteen years as a Tree City USA member, by the National Arbor Day Foundation, and desires to continue its tree-planting ways.

NOW THEREFORE, I, Caroline McCarley by the authority vested in me as Mayor of the City of Rochester, in the State of New Hampshire do hereby proclaim that April 24, 2020 was ARBOR DAY in the City of Rochester and I do support our community's efforts to protect our trees and woodlands, and to support our City's efforts to maintain our environment by planting trees to gladden the hearts and promote the well-being of present and future generations.

IN WITNESS WHEREOF, I have set my hand and caused to be affixed the Seal of the City of Rochester this the 5th Day of May in the year of our Lord, Two Thousand and Twenty.

Caroline McCarley  
Mayor

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City Clerk's Office

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*City of Rochester, New Hampshire*

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

04/30/2020



## PROCLAMATION

**WHEREAS**, Public Works infrastructure, facilities and services are of vital importance to the health, safety and well being of the people of this community; and

**WHEREAS**, the support of an understanding and informed citizenry is vital to the efficient operation of the many city systems and programs such as streets, public buildings, solid waste, recycling, parks, landscaping, public water system, public sewer system, and the general maintenance and operations of those; and

**WHEREAS**, the health, safety, economic vitality and comfort of this community greatly depends on these facilities and services; and

**WHEREAS**, the quality and effectiveness of these services, as well as their planning, design, and construction of public facilities and utilities, is vitally dependent upon the efforts and skills of public works personnel; and

**WHEREAS**, the efficiency of the qualified and dedicated personnel who staff the Public Works Department is materially influenced by the public's attitude and understanding of the importance of the work they perform,

**NOW, THEREFORE**, I, Caroline McCarley, Mayor, on behalf of the City Council and City of Rochester, do hereby proclaim the week of May 17-23, 2020 as "National Public Works Week" in the City of Rochester, and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing quality Public Works services and to recognize the contributions which Public Works representatives make every day to our health, safety, comfort, and quality of life, not only this week but throughout the year.

**IN WITNESS WHEREOF**, I have set my hand and caused to be affixed the Seal of the City of Rochester this the 5<sup>th</sup> Day of May in the year of our Lord, Two Thousand and Twenty.

Caroline McCarley  
Mayor

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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.



**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"/>
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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**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]

**AGENDA BILL - FUNDING RESOLUTION**

**EXHIBIT**

Project Name:

Date:

Fiscal Year:

Fund (select):

GF       Water       Sewer       Arena

CIP       Water CIP       Sewer CIP       Arena CIP

Special Revenue

Fund Type:      Lapsing

Non-Lapsing

**Deauthorization**

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

**Appropriation**

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

**Revenue**

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

DUNS #

CFDA #

Grant #

Grant Period: From   
To

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

Reimbursement Request will be reduced

Funds will be returned

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City Clerk's Office

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**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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### 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

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

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]

DRAFT

Finance Committee

Meeting Minutes

Meeting Information

Date: April 14, 2020

Time: 6:30 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, Deputy Finance Director Mark Sullivan

Agenda & Minutes

**1. Call to Order**

Mayor McCarley called the meeting to order at 6:30 PM and read the following preamble:

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

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.

Cassie Givara, Deputy City Clerk, called the roll. All Councilors were present except for Councilor Lachance who arrived at 6:35 PM. In addition, all Councilors indicated that they were alone in the location from which they were connecting remotely.

**2. Public Input**

Deputy Finance Director Mark Sullivan read an email correspondence received by Carol Petruszewicz,

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resident, in regards to the financial aspect of fluoridating Rochester's water supply. Deputy Finance Director Sullivan then read an email response from Ian Rohrbacher, Chief Operator of Water Treatment.

Finance Director Katie Ambrose read an email correspondence from Ray Barnett, Resident.

*\*public input correspondence included as an addendum to the Finance Committee Meeting Packet\**

Mayor McCarley stated that following the March 31, 2020 City Council meeting, City Manager Blaine Cox and Deputy City Manager/Finance Director Ambrose both reached out to Mr. Barnett to try to address some of the items he referenced in his written comment submitted for that meeting. Mayor McCarley stated that she would discuss with Deputy City Manager Ambrose about ways to further address Mr. Barnett's concerns.

Councilor Gray referenced the supplemental appropriations to the school department in prior fiscal years which Mr. Barnett had addressed in his correspondence. Councilor Gray suggested that when the school budget is presented, the City could look back at the past several years to see how much was authorized as a Supplemental Appropriation to the school department the prior year as well as how much was left as unexpended funds to be returned back to the City. Councilor Gray suggested that in calculating what should be approved, the Council might want to deduct the prior years' supplemental appropriation from the total amount.

### **3. Unfinished Business-None**

No Discussion.

### **4. New Business-None**

No Discussion.

## **5. Reports from Finance & Administration**

### **5.1 Monthly Financial Report Summaries March, 2020, Pg. 2- Revenue discussions**

5.1 (a) March 31, 2020 Revenues-Pg. 17

5.1 (b) March 31, 2020 Expenses-Pg. 19

Mayor McCarley indicated that the budget process would be starting on April 28, 2020 with the first budget meeting of the year. She asked that Finance Director Ambrose and Deputy Finance Director Sullivan give an overview of what has been going on with the City's finances during COVID-19 and to speak about the current budget freeze and how the City will be handling things moving forward.

Finance Director Ambrose stated that the City is approximately 77% through the current fiscal year with general fund expenses remaining on budget and revenues slightly above budget. The budget freeze was instated on March 19, 2020 to carry through April 20, 2020, although it may be extended. She reported that with the freeze in place and with the City remaining diligent with expenditures and preserving cash, there is not great concern for the remainder of this current fiscal year. Finance Director Ambrose stated that there is more concern for FY21, and they are currently making adjustments to the budget to account for this new way of doing business.

Deputy Finance Director Sullivan stated that it is difficult to make projections at this time due to the

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novelty of the situation; it is only 30-days into the State stay-at-home orders. He stated that it may take at least two months of data to get an idea of how things will trend moving forward. Per the Tax Collector, auto registrations have been coming in strong but they are unsure if this will be effected by the extension granted for new vehicle registrations. Deputy Finance Director Sullivan stated that much of the data is consumer behavior based and will be effected by factors such as the unemployment rate and consumer buying patterns. He stated that the City has some sensitive revenues such as auto registrations, Waste Management host fees, interest income, state rooms and meals tax, water/sewer user rate fees, and others which may very well be reduced or delayed due to the current situation. Deputy Director Sullivan said they are closely monitoring these items in order to make projections and to plan.

Councilor Lachance asked if it was safe to assume that Arena and Community Center revenues would drop. Deputy Finance Director Sullivan answered that the Arena is a special revenue fund which would likely see declines and the Community Center is subject to these declines as well partially dependent on what happens with the status of the leases for the Community Center occupants. Councilor Gray added that the revenue taken in for the summer programs at the Community Center and Arena would also be effected.

Mayor McCarley indicated that the NH Municipal Association had sent out a survey to each municipality in which they can report their anticipated revenue and expense shortfalls. Finance Director Ambrose has started work on the survey already. This information will be important when it comes to giving the City a voice at the State level and for the State to determine what federal funds will come into the City.

## **6. Other**

Councilor Hamann inquired about a request from NHDES regarding shovel ready projects and asked if the information would be completed and submitted to NHDES by their deadline because there is a potential of receiving stimulus funds for certain projects. City Manager Cox stated that the request had been forwarded to Director of City Services Peter Nourse who had completed the request including several Rochester projects and it will be submitted by the deadline.

Councilor Gray stated that he saw the notice on the City website announcing that the City is waiving interest penalties on water and sewer fees. Councilor Gray stated that these fees are either set by statute or are a part of City policy and thus they are supposed to be approved by City Council. He requested that these waivers be placed on the agenda for the next Regular City Council meeting in order for Council to be made aware and to discuss the matter. City Manager Cox stated he would make a report to Council on these waivers at Workshop meeting on April 21, 2020.

Councilor Bogan reminded all those listening to complete their 2020 Census Forms.

Councilor Walker inquired when the Council would receive the budget books. City Manager Cox stated that the budget books would go out electronically to Council prior to the City Council workshop meeting on April 21, 2020. The physical books would likely be delivered a couple day later.

Councilor Walker asked about the overlay for abatements and whether requests had increased, since this could affect revenue and the tax rate next year. Councilor Walker surmised that if the City is going by income, this may cause an increase; with many of these businesses shut down and not making money their income will be down significantly and they will be seeking abatements on their taxes. Deputy Finance

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Director Sullivan said he can only comment on what is posted now, which according to the Chief Assessor is not a substantial amount for FY20. Deputy Finance Director Sullivan stated that they have a budgeted amount that they have changed for FY21; instead of overlay they have placed it in the adopted budget amount. Councilor Walker suggested increasing this amount because he anticipates there will be many abatements next year. Deputy Finance Director Sullivan said this can difficult because regardless of what amount is budgeted, the amount that the assessor abates needs to be paid. The City will continue to gather information in determining how to best move forward.

## 7. Adjournment

Mayor McCarley **ADJOURNED** the Finance Committee meeting at 7:00 PM.

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.

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

04/30/2020

**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

04/30/2020



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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 going 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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# *City of Rochester, New Hampshire*

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917

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

MEMO

TO: City Council

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

DATE: April 15, 2020

RE: Ordinance Amendments Relative to Water & Sewer User Rates

On March 10, 2020 the Finance Committee voted to recommend the Water & Sewer user rate increases as presented in the Utility Advisory Board's (UAB) report (dated January 22, 2020) to City Council. The ordinance amendments scheduled for the public hearings on April 21<sup>st</sup> are the mechanism to adopt the proposed Water and Sewer user rate increases. The proposed changes would take effect on July 1, 2020 and increase Water rates by 5% - an increase of \$6.85 per billing cycle (quarterly) for the average user, and Sewer rates by 10% - an increase of \$11.90 per billing cycle (quarterly) for the average user. If the rate increases were adopted as proposed, Rochester's rates would fall within the median of surrounding communities.

The UAB first presented FY 20 rate increases to the Finance Committee on September 10, 2019. The UAB's recommendations at that time followed months of analysis with the Finance Department and proposed a FY 20 Water rate increase of 7% and Sewer rate increase of 10%. Factors necessitating rate increases include: inconsistent rate increases over the past 10 years have not kept pace with infrastructure needs & costs, the Water & Sewer Funds are now in a position where operating revenues are struggling to meet operating expenses, the authorized-unissued bonds on both funds are at the largest level in many years, authorized-unissued bonds convert into debt service as projects are completed and contribute to fund deficits, long term fund deficits are highly problematic.

The following Water & Sewer Fund User Rate History & Forecasts helped inform the UAB's FY 20 rate increase recommendations:

**WATER USER RATE FORECAST** 04/30/2020

	FY18-Audited	FY19-Est	FY20	FY21	FY22
<b>TOTAL REVENUE UNITS</b>	727,888	749,552	757,048	764,173	764,173
<b>OPERATING REVENUES</b>					
User Fees	\$4,079,675	\$4,160,014	\$4,411,694	\$4,764,943	\$5,098,489
Other Service Charges-Misc	\$398,682	\$150,000	\$154,500	\$159,135	\$163,909
<b>TOTAL OPERATING REVENUES</b>	<b>\$4,478,357</b>	<b>\$4,310,014</b>	<b>\$4,566,194</b>	<b>\$4,924,078</b>	<b>\$5,262,399</b>
<b>ALL OPERATIONAL EXPENSES</b>	\$2,404,364	\$2,394,400	\$2,466,232	\$2,540,219	\$2,616,426
<b>WATER CURRENT 20 YR &amp; FORECASTED DEBT SERVICE</b>	\$2,295,459	\$2,163,712	\$2,237,019	\$2,069,213	\$1,995,500
NEW BOND DEBT SERVICE 2020			\$289,000	\$283,050	\$277,100
NEW BOND DEBT SERVICE 2022					\$340,000
<b>ALL EXPENSE TOTALS</b>	<b>\$4,699,823</b>	<b>\$4,558,112</b>	<b>\$4,992,251</b>	<b>\$4,892,482</b>	<b>\$5,229,025</b>
<b>PROJECTED USER RATES</b>	<b>\$5.55</b>	<b>\$5.55</b>	<b>\$5.83</b>	<b>\$6.24</b>	<b>\$6.67</b>
<b>RATE INCREASE PERCENTAGE</b>	<b>5.00%</b>	<b>0.00%</b>	<b>5.00%</b>	<b>7.00%</b>	<b>7.00%</b>
<b>O&amp;M SURPLUS (DEFICIT)</b>	<b>(\$221,466)</b>	<b>(\$248,098)</b>	<b>(\$426,057)</b>	<b>\$31,597</b>	<b>\$33,373</b>
<b>CASH FUNDED CIP PROJECTS &amp; OTHER TRANSFERS</b>	\$125,000	\$612,000	\$230,000	\$150,000	\$150,000
<b>ADJUSTED SURPULS (DEFICIT)</b>	<b>(\$346,466)</b>	<b>(\$860,098)</b>	<b>(\$656,057)</b>	<b>(\$118,403)</b>	<b>(\$116,627)</b>
<b>ESTIMATED CASH FUND BALANCE</b>	<b>(\$523,475)</b>	<b>(\$1,383,573)</b>	<b>\$1,360,370</b>	<b>\$1,241,967</b>	<b>\$1,125,340</b>
<b>BOND ISSUES</b>	<b>\$4,460.66</b>		<b>\$3,400,000</b>		<b>\$4,000,000</b>

	<b>SEWER USER RATE FORECAST (EXCLUDES EPA UPGRADES)</b>						
	FY18-Audited	FY19-Est	FY20	FY21	FY22	FY23	FY24
<b>USER FEE UNITS</b>	543,532	570,461	573,313	576,180	579,061	581,956	584,866
<b>HIGH VOLME UNITS</b>	142,939	138,037	138,727	139,421	140,118	140,819	141,523
<b>OPERATING REVENUES</b>							
User Fees	\$4,533,108	\$4,729,687	\$5,228,446	\$5,779,802	\$6,389,301	\$7,063,076	\$7,807,904
Other Service Charges-Misc	\$690,267	\$679,967	\$693,567	\$707,438	<del>\$421,587</del>	<del>\$421,587</del>	<del>\$421,587</del>
<b>TOTAL OPERATING REVENUES</b>	<b>\$5,223,375</b>	<b>\$5,409,654</b>	<b>\$5,922,013</b>	<b>\$6,487,240</b>	<b>\$6,810,888</b>	<b>\$7,484,663</b>	<b>\$8,229,491</b>
<b>ALL OPERATIONAL EXPENSES</b>	\$2,268,135	\$2,557,523	\$2,608,673	\$2,660,846	\$2,714,063	\$2,768,345	\$2,823,712
<b>SEWER CURRENT 20 YR &amp; FORECASTED DEBT SERVICE</b>	\$3,189,018	\$3,151,646	\$3,286,539	\$2,935,774	<del>\$1,919,413</del>	<del>\$1,656,244</del>	<del>\$1,590,840</del>
NEW BOND ISSUED DEBT FY20			\$595,000	\$582,750	\$570,500	\$558,250	\$546,000
NEW BOND ISSUED DEBT FY22				\$425,000	\$416,250	\$407,500	\$398,750
NEW BOND ISSUED DEBT FY23					\$1,275,000	\$1,248,750	\$1,222,500
NEW BOND ISSUED DEBT FY24							\$1,105,000
<b>ALL EXPENSE TOTALS</b>	<b>\$5,457,153</b>	<b>\$5,709,169</b>	<b>\$6,490,212</b>	<b>\$6,604,371</b>	<b>\$6,895,226</b>	<b>\$6,639,088</b>	<b>\$7,686,801</b>
<b>PROJECTED USER RATES</b>	<b>\$6.75</b>	<b>\$6.75</b>	<b>\$7.43</b>	<b>\$8.17</b>	<b>\$8.98</b>	<b>\$9.88</b>	<b>\$10.87</b>
<b>HIGH VOLUME RATE</b>	<b>\$6.08</b>	<b>\$6.08</b>	<b>\$6.68</b>	<b>\$7.35</b>	<b>\$8.09</b>	<b>\$8.89</b>	<b>\$9.78</b>
<b>RATE INCREASE PERCENTAGE</b>	<b>3.50%</b>	<b>0.00%</b>	<b>10.00%</b>	<b>10.00%</b>	<b>10.00%</b>	<b>10.00%</b>	<b>10.00%</b>
<b>PROJECTED O&amp;M SURPLUS (DEFICIT)</b>	<b>(\$233,778)</b>	<b>(\$299,515)</b>	<b>(\$568,199)</b>	<b>(\$117,131)</b>	<b>(\$84,338)</b>	<b>\$845,575</b>	<b>\$542,690</b>
<b>CASH FUNDED CIP PROJECTS &amp; OTHER TRANSFERS</b>	\$485,660	\$460,000	\$296,500	\$300,000	\$400,000	\$400,000	\$400,000
<b>ADJUSTED SURPULS (DEFICIT)</b>	<b>(\$719,438)</b>	<b>(\$759,515)</b>	<b>(\$864,699)</b>	<b>(\$417,131)</b>	<b>(\$484,338)</b>	<b>\$445,575</b>	<b>\$142,690</b>
<b>ESTIMATED CASH FUND BALANCE</b>	<b>(\$2,647,476)</b>	<b>(\$3,406,991)</b>	<b>\$2,728,309</b>	<b>\$2,311,178</b>	<b>\$1,826,840</b>	<b>\$2,272,415</b>	<b>\$2,415,105</b>
<b>BOND ISSUES-Current Authorized-Unissued</b>			\$7,000,000	\$5,000,000	\$15,000,000	\$0	\$13,000,000

WATER USER RATE HISTORY FY10 to FY19								
FISCAL	O&M	EXPENSE	USER	USER RATE	CPI	BILLED	USER RATE	INCREASE
YEAR	EXPENSES	INCREASE %	RATE	INCREASE %	INCREASES	UNITS	CHANGED	CYCLE
FY10	\$2,916,116	-3.64%	\$4.19	0.00%	3.80%	761,371	No Increase	
FY11	\$3,134,840	7.50%	\$4.29	2.39%	-0.40%	784,215	Jul-10	12 Months
FY12	\$3,145,160	0.33%	\$4.49	4.66%	1.64%	747,642	Aug-11	13 Months
FY13	\$3,372,261	7.22%	\$4.60	2.45%	3.16%	757,145	Dec-12	16 Months
FY14	\$3,725,757	10.48%	\$4.67	1.52%	2.10%	722,432	Mar-14	14 Months
FY15	\$3,715,242	-0.28%	\$4.67	0.00%	1.46%	730,906	No Increase	Crossed FY
FY16	\$4,174,341	12.36%	\$4.81	3.00%	1.62%	739,007	Oct-15	19 Months
FY17	\$4,485,856	7.46%	\$5.29	9.98%	0.12%	741,699	Nov-16	11 Months
FY18	\$4,699,823	4.77%	\$5.55	4.91%	1.26%	727,888	Feb-18	15 Months
FY19	\$4,558,112	-3.02%	\$5.55	0.00%	2.44%	753,000	No Increase	
<b>TOTAL</b>		<b>56.31%</b>	<b>\$1.36</b>	<b>32.46%</b>	<b>17.20%</b>	<b>-1.10%</b>		

SEWER USER RATE HISTORY FY10 to FY19								
FISCAL	O&M	EXPENSE	USER	USER RATE	CPI	TOTAL	USER RATE	INCREASE
YEAR	EXPENSES	INCREASES	RATE	INCREASE %	INCREASES	BILLED UNITS	CHANGED	CYCLE
FY10	\$4,610,926	-\$267,658	\$5.95	0.00%	3.80%	796,667	No Increase	
FY11	\$4,410,575	-\$200,351	\$6.11	2.69%	-0.40%	758,052	Jul-10	12 Months
FY12	\$4,394,121	-\$16,454	\$6.24	2.13%	1.64%	758,642	Aug-11	13 Months
FY13	\$4,354,918	-\$39,203	\$6.24	0.00%	3.16%	738,261	No Increase	
FY14	\$4,457,049	\$102,131	\$6.24	0.00%	2.10%	715,459	No Increase	
FY15	\$4,517,278	\$60,229	\$6.24	0.00%	1.46%	678,034	No Increase	
FY16	\$5,200,513	\$683,235	\$6.24	0.00%	1.62%	670,722	No Increase	
FY17	\$4,917,309	-\$283,204	\$6.52	4.49%	0.12%	685,850	Nov-16	5 Years
FY18	\$5,696,764	\$779,455	\$6.75	3.53%	1.26%	686,471	Feb-18	15 Months
FY19	\$5,457,153	-\$239,611	\$6.75	0.00%	2.44%	708,498	No Increase	
<b>TOTAL</b>		<b>\$846,227</b>	<b>\$0.80</b>	<b>13.45%</b>	<b>17.20%</b>	<b>-11.07%</b>	No Increase	

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City Clerk's Office

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**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 National Pollution Discharge Elimination System (NPDES) Permit Technical and Legal Assistance in an amount not to exceed \$600,000.00**

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 Six Hundred Thousand Dollars (\$600,000.00) 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 Six Hundred Thousand Dollars (\$600,000.00) 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 establish and/or designate such multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution.

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City Clerk's Office

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

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

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

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

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	
CITY MANAGER	

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

<b>LEGAL AUTHORITY</b>
------------------------

**SUMMARY STATEMENT**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]

**AGENDA BILL - FUNDING RESOLUTION**

**EXHIBIT**

Project Name:

Date:

Fiscal Year:

Fund (select):

GF       Water       Sewer       Arena

CIP       Water CIP       Sewer CIP       Arena CIP

Special Revenue

Fund Type:      Lapsing

Non-Lapsing

**Deauthorization**

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

**Appropriation**

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

**Revenue**

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

DUNS #

CFDA #

Grant #

Grant Period: From   
To

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

Reimbursement Request will be reduced

Funds will be returned

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City Clerk's Office

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**RESOLUTION AUTHORIZING ACCEPTANCE AND APPROPRIATION OF  
CERTIFIED LOCAL GOVERNMENT GRANT AWARD**

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

WHEREAS, that a Certified Local Government (CLG) grant in the amount of Twenty Thousand Dollars (\$20,000.00) awarded to the City of Rochester is hereby accepted by the City of Rochester;

FURTHER, that the sum of Twenty Thousand Dollars (\$20,000.00) be, and hereby is, appropriated to a non-lapsing Special Revenue Fund to be created for the purpose of carrying out an updated survey of historic properties in the historic district for consideration for the National Register of Historic Places;

FURTHER, that the City Manager is authorized to enter into a grant agreement and any other contracts with the New Hampshire Division of Historical Resources 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.

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City Clerk's Office

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## 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"/>
---	---

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

--

**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

**AGENDA BILL - FUNDING RESOLUTION**

**EXHIBIT**

Project Name:

Date:

Fiscal Year:

Fund (select):

GF       Water       Sewer       Arena

CIP       Water CIP       Sewer CIP       Arena CIP

Special Revenue

Fund Type:      Lapsing

Non-Lapsing

**Deauthorization**

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

**Appropriation**

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

**Revenue**

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

DUNS #

CFDA #

Grant #

Grant Period: From   
To

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

Reimbursement Request will be reduced

Funds will be returned

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City Clerk's Office

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**Supplemental Appropriation to the  
Rochester Business Microloan Program in the amount of \$50,000.00**

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

That the amount of Fifty Thousand Dollars (\$50,000) is hereby appropriated as a supplemental appropriation to the Rochester Business Microloan Program for the purpose of paying costs associated with the short-term, microloan program to be administered by the Director of Economic Development Special Reserve Fund to assist downtown businesses during the COVID-19 pandemic emergency. The funding for this supplemental appropriation shall be derived in its entirety from the Economic Development Fund.

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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## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT
----------------

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

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

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

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

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]