

**Adjourned Regular City Council Meeting
January 9, 2018
Council Chambers
7:00 PM**

<u>COUNCILORS PRESENT</u>	<u>OTHERS PRESENT</u>
Councilor Abbott	Blaine Cox, Deputy City Manager
Councilor Bogan	City Attorney Terence O'Rourke
Councilor Gates	Members of the Police Color Guard
Councilor Gray	Reverend Ed Cilley
Councilor Hamann	Joseph Devine, Compliance Officer
Councilor Hutchinson	Jim Grant, Director of Building, Zoning, and Licensing Services
Councilor Keans	
Councilor Lachapelle	Nathaniel Byrne, Candidate for the Rochester School Board
Councilor Lauterborn	
Councilor Torr	
Councilor Varney	
Councilor Walker	
Mayor McCarley	

MINUTES

1. Call to Order

Mayor McCarley called the Adjourned Regular City Council meeting to order at 7:00 PM.

2. Opening Prayer

2.1. Opening Prayer led by Reverend Ed Cilley, Chaplain for the Rochester Police Department

The opening prayer was led by Reverend Ed Cilley, Chaplain for the Rochester Police Department.

3. Presentation of the Colors

3.1. Pledge of Allegiance led by the Rochester Police Department's Color Guard

The Pledge of Allegiance was led by the Rochester Police Department's Color Guard.

4. Roll Call

Kelly Walters, City Clerk, called the roll. All Councilors were present except for Councilors Keans who arrived at 7:08 PM.

5. Acceptance of Minutes

5.1. Regular City Council Meeting: December 5, 2017 (Motion to Approve)

Councilor Lachapelle **Moved** to **ACCEPT** the December 5, 2017, Regular City Council meeting minutes. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

5.2. Special City Council Meeting: December 19, 2017 (Motion to Approve)

Councilor Lachapelle **Moved** to **ACCEPT** the December 19, 2017, City Council Workshop meeting minutes. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

6. Communications from the City Manager

6.1. Employee of the Month Award

Deputy City Manager Blaine Cox invited Joe Devine, Compliance Officer, and Jim Grant, Director of Building, Zoning, and Licensing Services, to come forward. Deputy City Manager Cox announced that Joe Devine had been selected as the Employee of the Month for January, 2018.

6.2. City Manager's Report

Deputy City Manager Cox informed the City Council that the following report could be found in the City Council packet:

Contracts and documents executed since last month:

- City Manager
 - City Manager Citation – presented by Library to Karyl McCoy
 - Comcast Senior Discount
- Department of Public Works
 - DOT Safety Audit – Route 125 – Gonic Road
 - DOT Project # 22712 – Salmon Falls Road Highway Safety Improvement Project – Contract Amendment
 - Ransom Environmental – Landfill Monitoring (DES site #198705045)

- Pavement Preservation – Downtown Parking & Road Markings
- RFP Environmental – Community Center
- Salmon Falls EDA Project – Certificate of Substantial Completion
- Security Agreements
 - 49 Flat Rock Bridge Rd, 16 & 25 Kodiak Ct, 109 Milton Rd, 43,47, 52, 59 & 268 Salmon Falls Rd
 - 14, 28 & 55 Salmon Falls Rd
 - 23 Kodiak Ct, 116 Milton Rd, 33 Salmon Falls Rd
- Water System Asset Management – Contract Wright Pierce
- Economic & Community Development
 - Blue Oasis JOB Loan – Life Insurance Requirement
 - Environmental Review – CAP Weatherization Project
 - Fire Department Grant – Rescue Boats – Application
 - Fire Department Grant – Rescue Boats – Terms & Conditions
 - Moose Plate Grant – Historic Documents Preservation
 - Stewardship Agreement for Land and Community Heritage Investment Program – City Hall Annex
- Finance
 - FY 17 Audit Legal Letters
- Information Technology
 - Microsoft Datacenter Licensing Agreement
 - Multi-State Information Sharing Analysis Center – Member Agreement
 - Systems Engineering – Active Directory/Windows Deployment Proposals \$6,000
- Legal Department
 - Redemption – 34 Nottingham Lane
 - Sale of 19 Pebblestone Lane
 - Security Agreement – 42 Salmon Falls Rd
- Police Department
 - Bicycle/Pedestrian Grant - \$4,557.48
 - DWI Grant – \$6,214.75
 - STEP Grant - \$4,557.48
- Planning Department
 - Services Agreement – Strafford Regional Planning Comm. - \$1,100
 - Services Agreement – Strafford Regional Planning Comm. - \$3,400

The following Computer Lease/Tuition Reimbursement Requests have been received by the City Manager's Office:

- Computer Lease – Frechette, B – Police

The following standard reports have been enclosed in the City Council packet:

- City Council Request & Inquiry Report - *No Items – No Report included*
- Monthly Overnight Travel Summary
- Permission & Permits Issued
- Personnel Action Report Summary

No discussion.

7. Communications from the Mayor

7.1. Mayoral Appointments

Mayor McCarley informed the City Council that she has re-appointed Stacey Marchionni as the Chair of the Riverwalk Committee.

Mayor McCarley nominated Susan DeRoy to serve as the Chair of the Rochester Economic Development Commission. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nominations cease and the Clerk cast one ballot for Ms. DeRoy. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Mayor McCarley thanked the Rochester Fire Department and all local agencies that assisted with the efforts of turning the Rochester Armory building on Brock Street into a temporary Emergency Warming Center during extreme cold temperatures in Rochester. It will be important to debrief with key members of the Community who came together during this event. Mayor McCarley said the City of Rochester can be proud about coming together as a Community to volunteer for such an unexpected situation.

8. Presentations of Petitions and Council Correspondence

No discussion.

9. Nominations, Appointments, Resignations, and Elections

9.1. Resignation: Jeremy Hutchinson, Planning Board

Mayor McCarley explained that now that Mr. Hutchinson is serving on the City Council it was necessary for him to tender his resignation on the Planning Board. Councilor Lauterborn **MOVED** to **ACCEPT** the resignation of Jeremy Hutchinson from the Planning Board, with thanks for his service. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a

unanimous voice vote.

9.2. Elections: Rochester School Board, Ward 4 Seat A

Mayor McCarley nominated Nathaniel Byrne to serve on the Rochester School Board, Ward 4, Seat A. Councilor Lachapelle seconded the motion. Councilor Walker **MOVED** that nominations cease. Councilor Lachapelle seconded the motion. Mayor McCarley announced that Nathaniel Byrne has been elected to the Rochester School Board by a unanimous roll call vote of 12 to 0. Councilors Lauterborn, Walker, Hutchinson, Lachapelle, Gray, Abbott, Torr, Hamann, Bogan, Gates, Varney, and Mayor McCarley voted in favor of the motion. *Councilor Keans arrived to the meeting just after this motion had been made.*

Attorney O'Rourke administered the Oath of Office to Nathaniel Byrne as a School Board Member of Ward 4, Seat A.

10. Reports of Committees

10.1. Appointments Review Committee

Councilor Keans said there are five re-appointments to the Recreation and Arena Commission. She said since these two Commissions are now combined into one commission, it has been a "reality" check to some of the members to see, *how and what*, the other Commission had been achieving.

Mayor McCarley said since there are five re-appointments to the same Commission it may make sense to combine the vote, if the City Council has no objections.

Councilor Keans read the names of all re-appointments to the Recreation and Arena Commission for the City Council. Mayor McCarley nominated all of the Committee's recommended re-appointments. Councilor Lachapelle seconded the nominations. Councilor Lachapelle **MOVED** that nominations cease and that the Clerk cast one ballot for the five reappointments. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

The five re-appointments are shown below:

- 10.1.1. Re-Appointment: Paul Roberts, Recreation and Arena Commission, Term to Expire on 01/02/2020**
- 10.1.2. Re-Appointment: Kevin Barry, Recreation and Arena Commission, Term to Expire on**

01/02/2021

- 10.1.3. **Re-Appointment:** Joan Strogon, Recreation and Arena Commission, Term to Expire on 01/02/2020
- 10.1.4. **Re-Appointment:** Dale Bickford, Recreation and Arena Commission, Term to Expire on 01/02/2021
- 10.1.5. **Re-Appointment:** Dave Ancil, Recreation and Arena Commission, Term to Expire on 01/02/2021

Councilor Keans reviewed the Committee's recommendation for Nicholas Bellows who is a librarian for another community and has lived in Rochester for a number of years.

- 10.1.6. **Appointment:** Nicholas Bellows, Library Trustee (Ward 1) Term to Expire on 01/02/2021

Mayor McCarley nominated Nicholas Bellows to be appointed as a Library Trustee for Ward 1, with a term to expire on January 2, 2021. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nominations cease and the Clerk cast one ballot for Mr. Bellows. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.2. Joint School Board Committee

Councilor Varney stated that the Committee had decided not to replace the CTE trusses at the December 18th Committee meeting. There is no new information to report at this time.

Mayor McCarley said that she has appointed Councilors Hutchinson and Hamann to serve on the Joint Building Committee to replace the two City Councilors who had previously been assigned to this Committee.

10.3. Public Safety Committee

- 10.3.1. **Committee Recommendation to the Full City Council:** To place "no thru truck" signs on both ends of Quail Drive with the gross vehicle weights recommended by DPW (*Motion to take off the Table for Council Action*)

Councilor Walker said that one item had been left in Committee concerning Quail Drive; however, this item shall be kept in Committee until

information has been provided about what weight limit should be printed on the sign.

Councilor Walker stated that the Public Safety Committee would continue to meet on the third Wednesday of each month; however, the January meeting has been canceled.

10.4. Public Works and Building Committee

Councilor Torr said there are no action items. He said it would be beneficial if the City could obtain a TIGER Grant for the Cocheco Crossing.

Councilor Lachapelle stated that the Codes and Ordinances Committee is scheduled to meet on February 1, 2018, at 6:00 PM. Mayor McCarley added that the Codes and Ordinances Committee would review the City Council Rules of Order at the February 1st meeting.

11. Old Business

No discussion.

12. Consent Calendar

Councilor Lachapelle **MOVED** to **ADOPT** the items of the Consent Calendar. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

- 12.1. **AB 75** Resolution Deauthorizing Fiscal Year 2016-2017 Funding Related to the Highway Safety Sustained Traffic Enforcement Patrol (STEP) Grant in the amount of \$725.18 **Second Reading Required**
- 12.2. **AB 76** Resolution Deauthorizing Fiscal Year 2016-2017 Funding Related to the 2016 Highway Safety DWI Grant in the amount of \$591.54 **Second Reading Required**

13. New Business

- 13.1. **AB 78** Resolution Authorizing the Reprogramming of Community Development Block Grant Funds in the Gross Amount of \$25,374.77 **Second Reading Required**

Councilor Lachapelle **MOVED** to read the resolution by title only for a first time. Councilor Walker seconded the motion. The **MOTION**

CARRIED by a unanimous voice vote. Mayor McCarley read the resolution by title only as follows:

**Resolution Authorizing the Reprogramming of Community
Development Block Grant (CDBG) Funds in the Gross Amount of
\$25,374.77**

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

That on April 4, 2017 the City Council adopted the Fiscal Year 2017-2018 CDBG "Action Plan for the City of Rochester." As part of that plan, Twenty Five Thousand Three Hundred Seventy Four 77/100 Dollars (\$25,374.77) was appropriated for the Job Opportunity Benefit (JOB) Loan Program revolving loan fund.

As the JOB Loan Program revolving loan fund is now fully funded, the City Council now authorizes the reprogramming of Twenty Five Thousand Three Hundred Seventy Four 77/100 Dollars (\$25,374.77) from the JOB Loan Program into other CDBG activities. The funds will be maintained in their original accounts and made available to be reprogrammed into future Community Development Block Grant activities.

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. **CC FY18 01-09 AB 78**

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

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

**13.2. AB 77 Resolution Authorizing Expenditure of
Insurance Reimbursement Funds by the Fire
Department from the Fiscal Year 2012 Special
Revenue Fund in the Amount of \$2,005.45 *Second
Reading Required***

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

resolution by title only as follows:

Resolution Authorizing the Expenditure of Insurance Reimbursement Funds by the Fire Department from the Fiscal Year 2012 Special Revenue Fund in the amount of \$2,005.45

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

That Two Thousand Five and 45/100 Dollars (\$2,005.45) of previously appropriated funds is authorized to be expended from the FY12 Special Revenue Fund by the Fire Department for the purpose of hiring an appraisal service for Fire Department antiques and to purchase display cabinets for the same.

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 close out the FY12 Special Revenue Fund. **CC FY18 01-09 AB 77**

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

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

13.3. AB 79 Resolution Authorizing Supplemental Appropriation to the Fire Department Fiscal Year 2018 Operating Budget for the Replacement of the Vehicle Assigned to the Fire Chief in the amount of \$75,000 *Second Reading Required*

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

Resolution Authorizing Supplemental Appropriation to the Fire Department Fiscal Year 2018 Operating Budget for the Replacement of the Vehicle Assigned to the Fire Chief in the amount of \$75,000.00

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

That Seventy Five Thousand Dollars (\$75,000.00) is hereby appropriated as a supplemental appropriation to the Fire Department FY2018 operating budget for the purpose of paying for costs and expenses associated with the purchase of an Emergency Management Sport Utility Vehicle (SUV). The funding for this supplemental appropriation shall be derived in its entirety from funds received from New Hampshire Public Risk Management Exchange (Primex3) as a result of the covered loss after the December 12, 2017 Fire Department SUV fire.

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. **CC FY18 01-09 AB 79**

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Keans asked if the insurance is paying for the Fire Chief's replacement vehicle. Mayor McCarley replied yes, the source of funds is for the insurance reimbursement. The **MOTION CARRIED** by a unanimous voice vote.

13.4. AB 80 Resolution Approving a Substance Abuse and Mental Health Services Administration Community-Based Coalition Enhancement Grant Application (Only One Reading)

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

Resolution Approving a Substance Abuse and Mental Health Services Administration Community-Based Coalition Enhancement Grant Application

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, by adoption of

this Resolution, approve the submission by the Bridging the Gaps and the Rochester Police Department of a grant application in an amount up to One Hundred Fifty Thousand Dollars (\$150,000.00) total, or Fifty Thousand Dollars (\$50,000) per year for a period of three years, to the federal Substance Abuse and Mental Health Services Administration in order to continue funding youth substance abuse prevention work performed by Bridging the Gaps. **CC FY 18 AB 80**

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

14. Other

Kelly Walters, City Clerk, said she received a letter from the Planning Department relative to starting the process for a street acceptance application. The process is to first send the letter to the Mayor to accept the letter and to refer the matter to the Public Works Committee. The City Attorney has advised that the referral may take place without a formal resolution. Councilor Lachapelle **MOVED** to refer the application [NP Rochester Associates LLC] to the Public Works Committee for review. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

15. Non-Meeting

Mayor McCarley stated that there would be a Non-Meeting following the adjourned Regular meeting this evening; however, that vote can be taken up after this meeting is adjourned.

16. Adjournment

Councilor Lachapelle **MOVED** to **ADJOURN** the Regular City Council meeting at 7:20 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Kelly Walters, CMC
City Clerk