



**City Council Public Hearing  
July 5, 2022  
Council Chambers  
31 Wakefield Street  
6:00 PM**

**Agenda**

- 1. Call to Order**
  - 2. Resolution Authorizing Supplemental Appropriation in the amount of \$299,000.00 for the Purchase of 181 Highland Street, Rochester, New Hampshire P. 11**
  - 3. Adjournment**
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**City Council Regular Meeting  
July 5, 2022  
Council Chambers  
31 Wakefield Street  
*Immediately following the public hearing***

**Agenda**

- 1. Call to Order**
- 2. Opening Prayer**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Acceptance of Minutes**
  - 5.1 Correction to the April 5, 2022 Regular City Council Minutes *consideration for approval* P. 13**
  - 5.2 Regular City Council Meeting: June 7, 2022 *consideration for approval* P. 15**
  - 5.3 City Council Special Meeting: June 14, 2022 *consideration for approval* P. 67**

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6. Communications from the City Manager

6.1 City Manager's Report P. 75

7. Communications from the Mayor

7.1. Mayoral appointment – Vice Chair of Public Safety Committee

8. Presentation of Petitions and Council Correspondence

9. Nominations, Appointments, Resignations, and Elections

9.1 **Election:** City Council Ward 5, Seat A P. 93

- a. Alexander de Geofroy P. 95
- b. Karen Stokes P. 99
- c. Susan J. Rice P. 103

9.2 **Oath of Office:** City Council Ward 5, Seat A

10. Reports of Committees

10.1 Finance Committee P. 107

10.1.1 **Committee Recommendation:** To establish the system development fee in the water fund and to revise the current sewer system fee *First reading, refer to the Codes and Ordinance Committee meeting on July 7, 2022, and refer to Public Hearing July 19, 2022* P. 113 & 118

10.1.2 **Committee Recommendation:** To adopt the water/sewer rate schedule as detailed by the Utility Advisory Board *First reading and refer Public Hearing on July 19, 2022* P. 121

10.2 Planning Board P. 147

10.2.1 Amendment to Chapter 275 of the General Ordinances of the City of Rochester regarding Electric Vehicle Charging Stations *first reading and refer to public hearing July 19, 2022* P. 153

10.3 Public Safety P. 159

10.3.1 **Committee Recommendation:** To reduce the speed limit on Grant and Common Streets at the technical discretion of the Public

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Works Department *consideration for approval* P. 161

10.3.2 **Committee Recommendation:** To install 30 mph speed limit signs on Spring Street *consideration for approval* P. 162

10.4 Public Works P. 167

10.4.1 **Committee Recommendation:** To approve the requested pavement moratorium waiver on North Main Street for the service tie ins at 44-55 North Main Street with the condition that the pavement patch be made as directed by the Department of Public Works *consideration for approval* P. 167

10.4.2 **Committee Recommendation:** To approve a forty-eight foot extension to the Columbus Avenue Parking Lot fence to the end of the property at 19 Lambert Court as requested by the property owner *consideration for approval* P. 168

10.4.3 Resolution Authorizing Supplemental Appropriation to the FY 2023 Capital Improvement Plan (CIP) Project Fund in Connection with the Strafford Square Project in the Amount of \$3,000,000.00 and Borrowing Authority pursuant to RSA 33:9 *first reading and refer to public hearing July 19, 2022* P. 175

10.4.4 Resolution Authorizing City Manager to Execute a State of New Hampshire ARPA Grant Agreement for the Wastewater Treatment Plant (WWTP) Secondary Clarifier Upgrade Project *first reading and consideration for adoption* P. 181

11. Old Business

11.1 Resolution Adopting an FY 2023 Rochester CDBG “Action Plan for the City of Rochester, N.H.” and Approving and Appropriating the FY 2023 Community Development Budget for the City of Rochester *second reading and consideration for adoption* P. 185

11.2 Resolution Authorizing Supplemental Appropriation in the amount of \$299,000.00 for the Purchase of 181 Highland Street, Rochester, New Hampshire *second reading and consideration for adoption* P. 11

11.3 Resolution Pursuant to RSA 34:1-a Establishing an Economic Development Reserve Fund *second reading and consideration for adoption* P. 191

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- 11.4 Resolution Authorizing Supplemental Appropriation to the FY 2022 Sewer Fund Capital Improvement Plan (CIP) Project Fund in Connection with Wastewater Treatment Plant (WWTP) Biosolids Dewatering Facility Project in the Amount of \$2,500,000.00 and Borrowing Authority pursuant to RSA 33:9 *second reading and consideration for adoption (requires 2/3 majority roll call)* P. 195
- 11.5 Amendment to Chapter 275-8 of the General Ordinances of the City of Rochester regarding the Granite Ridge Development Zone *second reading and consideration for adoption* P. 201
- 12. Consent Calendar
- 13. New Business
  - 13.1 Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Table 18-C *first reading and action* P. 215
  - 13.2 Resolution Approving Contract and Cost Items Associated with Proposed City of Rochester School Department Multi-Year Collective Bargaining Agreement with Rochester Federation of Teachers AFT Local 3607, AFT-NH, AFL-CIO *first reading and consideration for adoption* P. 217
  - 13.3 Resolution Authorizing Acceptance of Health Trust Wellness Program Benefit for the Police Department and Appropriation in Connection Therewith in the amount of \$625.00 *first reading and consideration for adoption* P. 229
  - 13.4 Resolution, in accordance with RSA 674:39-aa, recognizing the "Involuntary Merger" of a Property Known As 5 Lois Street (Currently, Rochester Tax Map 115, Lot 8), and Acknowledging the Appropriateness of Restoration of Such Lot To Its Pre-Merger Configuration *first reading and consideration for adoption* P. 235
  - 13.5 Resolution Establishing Polling Places and Times for the September 13, 2022 State Primary Election *first reading and consideration for adoption* P. 241
  - 13.6 Resolution Authorizing an Application for Community Development Block Grant – COVID-19 (CDBG-CV) Funding to Support Facilities Project *first reading and refer to public hearing July 19, 2022* P. 243
  - 13.7 Resolution Authorizing Acceptance of New Hampshire Department of Safety Grant in the amount of up to \$50,000.00 and Supplemental

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**Appropriation to the FY 22 CIP Police-Body Camera Account in Connection Therewith *first reading and consideration for adoption* P. 249**

- 13.8 Resolution Authorizing Acceptance of New Hampshire Department of Justice (NHDOJ) Forfeiture Funds and Appropriation in Connection Therewith in the amount of \$1,288.80 *first reading and consideration for adoption* P. 255**
- 14. Adjournment**

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**Resolution Authorizing Supplemental Appropriation in the amount of \$299,000.00 for the  
Purchase of 181 Highland Street, Rochester, New Hampshire**

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 authorized a supplemental appropriation in the amount of Two Hundred Ninety Nine Thousand Dollars (\$299,000.00) to cover the costs associated with the purchase of 181 Highland Street, Rochester, New Hampshire. The supplemental appropriation will be derived in its entirety from the General Fund Unassigned Fund Balance.

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

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year, non-lapsing accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution.

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

**10.4.5 Resolution Pursuant to RSA 34:1 Establishing a Fire Apparatus Replacement Capital Reserve Fund and Supplemental Appropriation of \$500,000.00 in Connection Therewith *first reading and refer to public hearing 4/19/22***

~~Mayor Callaghan read the resolution by title only as follows:~~  
Councilor Lachapelle **MOVED** to read the resolution for a first time and to refer the matter to a public hearing on April 19, 2022. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**Resolution Pursuant to RSA 34:1 Establishing a Fire Apparatus Replacement Capital Reserve Fund and Supplemental Appropriation of \$500,000.00 in Connection Therewith**

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

By adoption of this Resolution, the City Council establishes a Capital Reserve Fund pursuant to RSA 34:1 for the purpose of replacing large fire apparatus. The name of such fund shall be the Fire Apparatus Replacement Capital Reserve Fund.

Further, the City Council hereby appropriates Five Hundred Thousand Dollars (\$500,000.00) to said Fund with the entirety of the said appropriation being derived from the General Fund Unassigned Fund Balance.

Pursuant to RSA 34:6, the Trustees of Trust Funds shall have custody of all capital reserves transferred to the Fire Apparatus Replacement Capital Reserve Fund until such time as the City Council names an agent(s) to carry out the purpose of said Fund. The Trustees of the Trust Fund will hold the monies appropriated to the Fire Apparatus Replacement Capital Reserve Fund in a separate investment account.

Appropriations made to the Fire Apparatus Replacement Capital Reserve Fund will be submitted to the Trustees of the Trust Fund after July 1 but prior to June 30 of the fiscal year of the appropriation.

The City Council may dissolve the Fire Apparatus Replacement Capital Reserve Fund at its sole discretion. Upon dissolution of any portion of said fund any surplus shall be returned to the General Fund as unanticipated revenue.

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

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

**10.4.6 Resolution Pursuant to RSA 34:1 Establishing a City Buildings Renovations Capital Reserve Fund and Supplemental Appropriation of \$500,000.00 in Connection Therewith *first reading and refer to public hearing 4/19/22***

Mayor Callaghan read the resolution for a first time by title only as follows:

**Resolution Pursuant to RSA 34:1 Establishing a City Buildings Renovations Capital Reserve Fund and Supplemental Appropriation of \$500,000.00 in Connection Therewith**

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

By adoption of this Resolution, the City Council establishes a Capital Reserve Fund pursuant to RSA 34:1 for the purpose of renovating, enlarging, rehabilitating, relocating and/or constructing City buildings and facilities. The name of such fund shall be the City Buildings Renovations Capital Reserve Fund.

Further, the City Council hereby appropriates Five Hundred Thousand Dollars (\$500,000.00) to said Fund with the entirety of the said

**Regular City Council Meeting  
June 7, 2022  
Council Chambers  
6:00 PM**

**COUNCILORS PRESENT**

Councilor Beaudoin  
Councilor Berlin  
\*Councilor Desrochers  
Councilor Fontneau  
Councilor Gilman  
Councilor Gray  
Councilor Hainey  
Councilor Hamann  
Councilor Larochelle  
Councilor Malone  
Mayor Callaghan

**OTHERS PRESENT**

Blaine Cox, City Manager  
Katie Ambrose, Deputy City Manager  
Terence, O'Rourke, City Attorney  
Mark Sullivan, Deputy Finance  
Peter Nourse, Director of City Services  
Michael Scala, Economic Development  
Manager  
Paul Lynch, Chair of School Board

**COUNCILORS EXCUSED/ABSENT**

Deputy Mayor Lachapelle

**MINUTES**

**1. Call to Order**

Mayor Callaghan called the meeting to order at 6:00 PM.

**2. Opening Prayer**

Ed Cilley, Chaplain of the Rochester Police Department, gave the opening prayer.

**3. Pledge of Allegiance**

Mayor Callaghan led the Pledge of Allegiance.

**4. Roll Call**

Kelly Walters, City Clerk, called the roll. All Councilors were present, except for Councilor Lachapelle who had been excused and Councilor Desrochers who arrived at 6:20 PM. *The City Councilor of Ward 5 Seat B had been removed from the City Council on April 12, 2022.*

**5. Acceptance of Minutes**

**5.1 City Council Regular Meeting: May 3, 2022**  
***consideration for approval***

Mayor Callaghan **MOVED** to **APPROVE** the Regular City Council meeting minutes of May 3, 2022, as revised with two additional corrections (4.1 and 14.1). Councilor Beaudoin seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**5.2 City Council Special Meeting: May 17, 2022**  
***consideration for approval***

Mayor Callaghan **MOVED** to **ACCEPT** the Special City Council meeting minutes of May 17, 2022. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**6. Communications from the City Manager**

**6.1 City Manager's Report**

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

**Department of Public Works**

- Pre-Paving ROW service agreement – Berry Surveying & Engineering
- Engineering Contract (septage facility)– Brown & Caldwell
- Change order, Winkley Farm paving – D&C Construction
- Estimate/Scope of Service, Hanson Street lot Drainage – S.U.R.
- Change Order, new DPW- Hutter Construction
- Scope of Services, 202A Water Main Ext – S.U.R.
- Haying Agreement Renewal – Parsell Farm
- Change Order, Pavement & Highway Improvement
- Agreement/Notice to Proceed, Woodman Area – S.U.R.
- Task Order, Portland St Bridge Repair – Hoyle, Tanner, and Assoc.
- Construction Phase Agreement, Tara Estates Sewer Pump Station – Weston & Sampson
- Change Order, Colonial Pines Sewer Extension
- Letter of Consent, Rochester Hill Tank site mods – T-Mobile
- Task Order/Engineering Services Agreement - Underwood Engineers

**Economic Development**

- FY22 CDBG Environmental Review – CAP Weatherization Briar Ridge
- Financial Management Plan – Easter Seals CDFA Grant
- FY23 CDBG Environmental Review – Hanson Pines Park Improvements
- FY23 CDBG Environmental Review – Public Service Agency Activities
- FY22 CDBG Environmental Review – CAP Weatherization, May 9
- CDBG-CV Environmental Reviews – Easter Seals Project
- FY22 CDBG Environmental Review – CAP Weatherization, May 17
- FY22 CDBG Environmental Review – CAP Weatherization, May 17 #2
- CDBG-CV Environmental Reviews – Gaffney Home Project
- FY23 CDBG Environmental Review – CAP Weatherization Release of Funds

## **IT**

- Service Agreement – Consolidated Communications

## **Standard Reports:**

- Personnel Action Report Summary

Blaine Cox, City Manager, expressed thanks to the organizers of the local Veterans Event held at the Rochester Common, which was named “Field of Honor”. He said there are many folks to thank; however, he wished to give special thanks to Jean Grover and Dawn Dupre who were instrumental in organizing that event.

City Manager Cox wished to thank the organizers of the Wings and Wheels Event, which had been successful. He thanked the Rotary Club members who volunteered and Jenn Marsh, Assistant Director of Economic Development Department who was a key organizer for that event.

Mr. Cox announced that the Lilac Family Fun Festival Event is to be held on Saturday, July 9<sup>th</sup> from 4:00 PM to 9:00 PM. He gave details of the event. Mayor Callaghan announced that volunteers are still needed for this event.

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

Mayor Callaghan wished to thank Ms. Gilman’s 4<sup>th</sup> grade class (William Allen School). Ms. Gilman invited the Mayor to speak to her

class about the City Government.

Mayor Callaghan said he was impressed with the Field of Honor Event held at the Common over the Memorial Day weekend.

Mayor Callaghan said the City Economic Development Team along with the Rochester Chamber of Commerce held two meetings during the month of May relative to the Manufactures Extension Partnership (NH MEP).

### **7.1. Recognition of exemplary service – Public Safety Communications Dispatchers**

Assistant Fire Chief Wilder addressed the City Council. He said on the morning of June 15, 2021, Rochester agencies were dispatched to a home in Gonic, NH for the apparent pre-mature birth of a set of twins (24 weeks). He gave details about the report which included calling other communities to assist and the successful transport of bringing three viable patients to Frisbie Memorial Hospital. Mr. Wilder called upon the following dispatchers to come forward and be recognized with a certificate and an accommodations medal with the colors pink and blue for their efforts during the childbirth:

- Rochester Dispatch:
  - Michelle Kochanowicz
  - Khristine Bibeau

### **7.2. TIF Presentation**

Mark Sullivan, Deputy Finance Director, gave a lengthy PowerPoint presentation about the TIF Districts.

Councilor Fontneau asked if there is new residential development within the Granite Ridge District, if the assessed value of that new development would be retained at 100%? Mr. Sullivan replied yes. Councilor Fontneau understood that a portion of that money would or could be used to off-set the impact on services (*such as schools, water, sewer etc.*). Mr. Sullivan said a dollar amount would need to be identified in order to determine the percentage (*if the new development within the TIF District would cause a direct impact on the school system and other services*). He said at that point, the 100% retained funding would be reduced to an appropriate amount to off-set those expenses. He explained that it would not be a direct cash transfer; however, it would be accomplished through an increase to the assessed property value in order to reduce the money needed to be raised through taxes,

which would have a lowering effect on the tax rate. He stated that other options could be explored to achieve the same goal.

Councilor Fontneau spoke in favor of the concept of the TIF District, however, he expressed concerns over how residential development would be handled.

City Manager Cox explained that the City Council adopted the TIF District Plan, which stipulates the funding is held at 100%; however, that plan can be adjusted. He suggested that Mr. Sullivan send a copy of the current TIF Plan to the City Council.

Councilor Beaudoin said the first obligation the City has with funds that are retained in a TIF District must be to pay back the bonds and interest of the TIF District. Mr. Sullivan agreed that enough assessed value would need to be retained in order to generate enough money to pay the debt service back first; however, once that is established, the amount to be retained by the City could be reduced to an appropriate level if the TIF Plan was adjusted. He gave an example and said by 2027 the TIF District will be at the end of Phase I and will be in a very good position to generate more revenue.

Councilor Hainey questioned the different TIF Districts' restrictions/plans. Mr. Sullivan said each TIF District has its own plan, and it can be different from one another. Councilor Hainey asked if the Ridge TIF District could be separated by commercial development vs residential development. Mr. Sullivan said he was not sure of that answer and would need to consult with the City Assessor.

Councilor Gray agreed with the concerns of Councilor Fontneau. He understood that in a TIF District, the tax revenue is not being sent right away to the School District, County, or other services, which makes sense for non-residential development; however, a residential development would have an immediate impact on the school, City services and other resources on the City. He gave reasons why this is a big step to take and said he is not sure if it is the right decision for the citizens of Rochester.

Mr. Sullivan explained how the County calculates the taxes for Rochester, which includes the assessed value of the TIF Districts. He explained that a portion of the retained funding could be authorized to offset the school expenses and lower the tax rate.

Councilor Gray said if a development project is constructed outside of the TIF District then it becomes part of what is called "new

construction” and the City has the ability to include it in the tax cap calculation. He said it seems inequitable for the schools, *in his opinion*.

Mr. Sullivan said the “net new construction” in a TIF District is not used in the figure to set the Tax Cap. Councilor Gray agreed and said that is the point; the schools would get the money sooner if the development occurred out of the TIF District.

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

### **8.1. Zoning Petition: Amendment to Chapter 275 Table 18-C to allow Indoor Recreation in the Industrial Zone as a permitted use- Lisa Stanley *motion to accept or deny the petition***

Mayor Callaghan read the title of the Zoning Petition as submitted by Lisa Stanley as follows:

#### **Amendment to Chapter 275 Table 18-C to allow Indoor Recreation in the Industrial Zone as a permitted use**

Councilor Beaudoin asked what happens if the petition is accepted this evening. Attorney O’Rourke said if the City Council accepts the petition this evening, the petition is sent to his office (legal department) to transform the petition into a resolution with the correct ordinance format. He said at that point, it is sent back to the City Council for a first reading and follows the adoption process; however, it can also be denied during any of those stages. Councilor Beaudoin **MOVED** to **ACCEPT** the Petition. Councilor Fontneau seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

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

### **9.1 *Nomination:* Mark Jennings - NHDES Local River Management Advisory Committee (Cocheco and Isinglass Rivers) *consideration for approval***

Mayor Callaghan nominated Mark Jennings to be appointed as a Member of the NHDES Local River Management Advisory Committee. Councilor Malone seconded the nomination. The **MOTION CARRIED** by unanimous voice vote.

### **9.2 *Resignation:* Ashley Greene - Supervisor of the Checklist, Ward 3 *consideration for approval***



Councilor Larochelle **MOVED** to **ACCEPT** the resignation of Ashley Greene, with regret, and to send a letter of appreciation. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**9.3 New Appointment: Susan Bailey – Supervisor of the Checklist, Ward 3 *consideration for approval***

Mayor Callaghan **MOVED** to appoint Susan Bailey as the Supervisor of the Checklist, Ward 3. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10. Reports of Committees**

**10.1 Appointments Committee**

**10.1.1 New Appointment: Laura Zimmerman – Zoning Board of Adjustments, Seat I, Alternate Member *term to expire 1/02/2025 consideration for approval***

Councilor Gray said the Committee recommends that Laura Zimmerman be appointed as an Alternate Member of Zoning Board of Adjustments (Seat I). Mayor Callaghan nominated Ms. Zimmerman as stated above. Mayor Callaghan **MOVED** that nominations cease and the Clerk cast one ballot for Ms. Zimmerman. Councilor Malone seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

**10.2 Codes and Ordinances Committee**

**10.2.1 Committee Recommendation: To approve the amendments to Chapter 75-1 of General Ordinances of the City of Rochester "Appointment and Requirement of Fire Chief" *consideration for approval***

Councilor Beaudoin briefed the City Council about the Amendment to Chapter 75-1 as follows:

**§ 75-1 Appointment and requirements of Fire Chief.**

Upon appointment, the Fire Chief shall within six months establish residence *within a 20-mile radius from the fire station located at 37 Wakefield Street. the City's boundaries, unless this requirement is*

~~waived by the City Manager.~~ The Fire Chief shall work under the direct supervision of the City Manager in accordance with the provisions of Section **18** of the Rochester City Charter. The Fire Chief shall manage the Fire Department and consult with and advise the City Manager on all matters pertaining to the equipment and control of the Fire Department. Subject to the approval of the City Manager, the Fire Chief shall make rules and regulations for the internal operation of the Fire Department as he/she deems necessary and shall keep the same posted in the fire station and other buildings of the Department.

Councilor Beaudoin **MOVED** to **APPROVE** the Amendment to Chapter 18. Councilor Fontneau seconded the motion.

Councilor Beaudoin said, initially, the discussion established that the City Manager could waive the residence requirement; however, the Committee further discussed the matter and decided that a limitation of distance (20 mile radius) from the fire department, would be more appropriate. Councilor Larochelle gave reasons why he suggests an edit to the verbiage.

Councilor Larochelle **MOVED** to **AMEND** the proposed change as follows: ~~unless this requirement is waived by the City Manager.~~ Councilor Fontneau seconded the motion.

Councilor Hainey spoke against the amendment all together. She said that she believed that the Fire Chief and other department heads should live within the city limits. Councilor Berlin said that taxpayers should not be paying for the fuel cost (City Vehicle) of a fire chief, if allowed to live outside the city limits (20-mile radius).

Councilor Fontneau wished to clarify that the position of Fire Chief is the only position in the entire City that is required to live within city limits. He said, initially, the request was to eliminate that requirement entirely; however, the Committee determined that instead of eliminating the requirement in its entirety, that a 20-mile radius restriction would make more sense. Councilor Desrochers spoke in favor of the change. The **MOTION CARRIED** to **AMEND** the motion by a majority voice vote.

Mayor Callaghan called for a vote on the motion as amended. The **MOTION CARRIED** by a majority voice vote.

The approved amendment is revised as follows:

§ 75-1 **Appointment and requirements of Fire Chief.**

Upon appointment, the Fire Chief shall within six months establish residence ~~within a 20-mile radius from the fire station located at 37 Wakefield Street. the City's boundaries, unless this requirement is waived by the City Manager.~~ The Fire Chief shall work under the direct supervision of the City Manager in accordance with the provisions of Section **18** of the Rochester City Charter. The Fire Chief shall manage the Fire Department and consult with and advise the City Manager on all matters pertaining to the equipment and control of the Fire Department. Subject to the approval of the City Manager, the Fire Chief shall make rules and regulations for the internal operation of the Fire Department as he/she deems necessary and shall keep the same posted in the fire station and other buildings of the Department.

**10.2.2 Committee Recommendation: To approve the addition to the City Council Rules of Order, section 1.8 "Open Door" as detailed by City Staff consideration for approval**

Councilor Beaudoin **MOVED** to **APPROVE** the City Council Rules of Order as outlined in Section 1.8 below. Councilor Fontneau seconded the motion.

Councilor Beaudoin said there were a few issues left to be addressed, one of which was the question about the need for a "crash bar" on the door, in cases of emergencies. He said the fire department has confirmed that no crash bar is required because the capacity of the room is under 100.

Councilor Beaudoin said that the City Council Chamber's door does in fact lock if closed for a period of time, which would not allow citizens to enter if closed. City Manager Cox explained that there is a thumb-wheel on the door handle that can be rotated to the "unlocked" position, which would allow the door to be open even if closed.

Councilor Beaudoin stated if the door is to be shut due to loud activity in the hallway during a meeting, then a sign would be posted on the outside of the City Council Chamber doors, which would read: Meeting In Session, Open to the Public, Please Enter Quietly, Door to Remain Closed.

Mayor Callaghan called for a vote on the motion. The **MOTION CARRIED** by a majority voice vote.

## **SECTION 1.8 OPEN DOOR**

Except in circumstances when the City Council is using Council Chambers for Non-Public Sessions or Non-Meeting, the door to Council Chambers shall remain open. However, if the Chair determines that noise or other distractions emanating from the rest of City Hall are interfering with the conduct of business, the Chair may order the door to be closed. If the Chair does order the door closed, the door shall be immediately affixed with a sign stating "Meeting In Session, Open to the Public, Please Enter Quietly, Door to Remain Closed." As soon as any interference with the conduct of City Council business has terminated, the door to Council Chambers shall be ordered open by the Chair.

### **10.3 Finance Committee**

#### **10.3.1 Resolution Pursuant to RSA 34:1-a Establishing an Economic Development Reserve Fund first *reading and refer to Public Hearing June 21, 2022***

Mayor Callaghan read the Resolution by title only and referred the matter to a Public Hearing to be held on June 21, 2022.

#### **Resolution Pursuant to RSA 34:1-a Establishing an Economic Development Reserve Fund**

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

By adoption of this Resolution, the City Council establishes a Non-Capital Reserve Fund pursuant to RSA 34:1-a for the purpose of encouraging economic development within the City, encouraging the development of industrial and commercial sites, promoting the City as an attractive location for businesses and residents, and acquisition of land related to the same. The name of such fund shall be the Economic Development Reserve Fund.

The City Council, at its sole discretion, may appropriate funds into said Economic Development Reserve Fund through supplemental appropriations or the annual budgeting process, however, in no case shall said annual appropriation be less than One Hundred Thousand Dollars (\$100,000.00). Revenue sources can be Waste Management Host Fee Revenues, or General Fund Unassigned Fund Balance. In addition, other unanticipated revenue sources, and proceeds from transactions that were originally derived from the Economic Development Reserve Fund, may

also be appropriated into the fund upon a majority vote of the City Council.

Pursuant to RSA 34:6, the Trustees of Trust Funds shall have custody of all non-capital reserves transferred to the Economic Development Reserve Fund. The Trustees of the Trust Fund will hold the monies appropriated to the Economic Development Reserve Fund in a separate liquid investment account. Appropriations made to the Economic Development Reserve Fund will be submitted to the Trustees of the Trust Fund within the same fiscal year of the appropriation.

Pursuant to RSA 34:10, the City Council names the Economic Development Commission as its agent to carry out the objects of the Economic Development Reserve Fund. All expenditures made by the Economic Development Commission shall be made only for or in connection with the purposes for which said Fund was established and only in accordance with §7-38-40 of the City Code. All requests for expenditures shall be approved by the 2/3rds vote of the Economic Development Commission prior to being presented to City Council for final approval. Upon said 2/3rds vote expenditure requests may then be presented to City Council. Expenditure requests shall identify expense categories, or specific project scope detail. General administrative, travel and conference activities shall be ineligible expense activities. Expenditure requests can be presented as part of the annual budget process, or through supplemental appropriations. All approved expenditures shall follow the City's Purchasing Policy.

The City Council may dissolve the Economic Development Reserve Fund at its sole discretion. Upon dissolution of any portion of said fund appropriated from the General Fund said funds will lapse to surplus (General Fund Unassigned Fund balance) and cannot be repurposed directly to a different capital fund or project.

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.

#### **10.4 Planning Board**

No discussion.

#### **10.5 Public Safety**

##### **10.5.1 Committee Recommendation: To place a radar**

**sign permanently on Salmon Falls Road**  
***consideration for approval***

Councilor Berlin **MOVED** to **APPROVE** the Committee Recommendation to place a radar sign permanently on Salmon Falls Road. Councilor Malone seconded the motion.

Councilor Berlin said this roadway has had a number of issues/complaints and this is one of the first steps to resolve those issues. He said the Police Department recently purchased two radar signs; the recommendation is to install one of those signs on Salmon Falls Road permanently.

Mayor Callaghan asked where the sign would be located. Councilor Berlin said it would be placed at the technical discretion of the Department of Public Works. He said it would be close to the Portland Street/Salmon Falls Road intersection. It was determined that those folks traveling towards the State of Maine would see the sign.

Councilor Beaudoin asked if the funding source has been identified. Mayor Callaghan replied that this was a Police Department Budget purchase.

Councilor Larochelle spoke in favor of such signs; however, he said, by erecting a permanent sign on a road may result in other requests being made moving forward. He felt it was a slippery slope. Councilor Berlin said other options have been requested to resolve this issue; however, the costs involved with other solutions have been significantly more expensive than the motion on the floor. He felt Salmon Falls Road has become too dangerous and the City Council would not be obligated to enact this same method on other roads. He said the City Council would always have the final approval.

Mayor Callaghan asked for the traffic/pedestrian data of Salmon Falls Road. Police Chief Boudreau replied that information could be provided to the City Council; however, without that data present, he said Salmon Falls Road has been considered a road with consistent speed related complaints year after year. He spoke about the radar signs used on other roads in the City and spoke in favor of utilizing one of the radar signs for Salmon Falls Road permanently.

Councilor Berlin said the radar report for Salmon Falls Road shows the average speed is 5 mph over the speed limit.

Councilor Fontneau wished to confirm that this permanent radar

sign would not be on a movable trailer. Chief Boudreau replied that is correct. Mayor Callaghan asked if the permanent radar sign could collect speed data. Chief Boudreau replied that the sign has the ability to collect speed data, however, the process is not as seamless as the movable trailers.

Councilor Berlin wished to clarify that the Police Department has purchased two of these radar signs and only one will be permanently erected on Salmon Falls Road.

Mayor Callaghan called for a vote on the motion to adopt. The **MOTION CARRIED** by a unanimous voice vote.

**10.5.2 Committee Recommendation: To reduce the speed limit to 25 mph 2,000 feet prior to the "stop" sign on Salmon Falls Road consideration for adoption**

Councilor Berlin **MOVED** to **APPROVE** the Committee Recommendation to reduce the speed limit to 25 mph 2,000 feet prior to the "stop" sign on Salmon Falls Road. Councilor Malone seconded the motion. The City Council discussed/debated the issue. It was determined that 2,000 feet is located just after Stonewall Drive.

Councilor Berlin **MOVED** to **AMEND** the motion to post the signs on both sides of the Road. Councilor Fontneau seconded the motion. The **MOTION CARRIED** by a majority voice vote.

Mayor Callaghan called for a vote on the motion as amended. The **MOTION CARRIED** by a unanimous voice vote.

**10.5.3 Committee Recommendation: To remove the "2 Hour parking" signs at 197 Columbus Avenue consideration for approval**

Councilor Berlin **MOVED** to **APPROVE** the Committee recommendation to remove the "2 Hour Parking" sign at 197 Columbus Avenue. Councilor Malone seconded the motion. Councilor Fontneau asked for the location of 197 Columbus Avenue. Mayor Callaghan replied that it was the parking spaces in front of the old Lamper's Hardware building. The **MOTION CARRIED** by a unanimous voice vote.

**10.5.4 Committee Recommendation: To place a "dead end" sign on Tuttle Court consideration for approval**



Councilor Berlin **MOVED** to **APPROVE** the Committee Recommendation to place a “dead end” sign on Tuttle Court. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.5.5 Committee Recommendation: To remove the handicap sign on Stillwater circle consideration for approval**

Councilor Berlin **MOVED** to **APPROVE** the Committee Recommendation to remove the handicap sign on Stillwater circle. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.6 Public Works**

**10.6.1 Resolution Authorizing Supplemental Appropriation to the FY 2022 Sewer Fund Capital Improvement Plan (CIP) Project Fund in Connection with Wastewater Treatment Plant (WWTP) Biosolids Dewatering Facility Project in the Amount of \$2,500,000.00 and Borrowing Authority pursuant to RSA 33:9 first reading and refer to public hearing June 21, 2022**

Councilor Hamann read the resolution by title only and referred the matter to a Public Hearing to be held on June 21, 2022:

**Resolution Authorizing Supplemental Appropriation to the FY 2022 Sewer Fund Capital Improvement Plan (CIP) Project Fund in Connection with Wastewater Treatment Plant (WWTP) Biosolids Dewatering Facility Project in the Amount of \$2,500,000.00 and Borrowing Authority pursuant to RSA 33:9**

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

That the amount of Two Million Five Hundred Thousand Dollars (\$2,500,000.00) is hereby appropriated as a supplemental appropriation to the Department of Public Works FY2022 Sewer CIP fund for the purpose of paying costs associated with the WWTP Dewatering Facility Project.

In accordance with the provisions of RSA 33:9 and in conjunction with



this supplemental appropriation, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Two Million Five Hundred Thousand Dollars (\$2,500,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate.

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

## **11. Old Business**

### **11.1 Resolution Authorizing Supplemental Appropriation to the Fiscal Year 2022 General Fund Capital Improvements Plan (CIP) Fund in the amount of \$500,000 for Paving Rehabilitation of Winkley Farm Lane, Fiddlehead Lane and Bickford Road *second reading and consideration for adoption***

Mayor Callaghan read the resolution for a second time as follows:

**Resolution Authorizing Supplemental Appropriation to the Fiscal Year 2022 General Fund Capital Improvements Plan (CIP) Fund in the amount of \$500,000 for Paving Rehabilitation of Winkley Farm Lane, Fiddlehead Lane and Bickford Road.**

**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 authorized a supplemental appropriation to the fiscal year 2022 General Fund Capital Improvements Plan Fund in the amount of Five Hundred Thousand Dollars (\$500,000) for the paving rehabilitation of Winkley Farm Lane, Fiddlehead Lane and Bickford Road.

Further, for the purposes of funding the expenditures for these paving rehabilitation efforts the Mayor and City Council of the City of Rochester hereby resolve that the funding source shall be General Fund Unassigned

Fund Balance. Further, if final expenditures for the rehabilitation of Winkley Farm Lane, Fiddlehead Lane, and Bickford Road result in a surplus of funds said surplus may be allowed to carry forward into the annual pavement rehabilitation Capital Improvements program and be applied to additional pavement rehabilitation efforts.

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

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

**11.2 Resolution Pursuant to RSA 34:11-a Discontinuing the History of Rochester Capital Reserve Fund**  
***second reading and consideration for adoption***

Mayor Callaghan read the resolution for a second time as follows:

**Resolution Pursuant to RSA 34:11-a Discontinuing the History of Rochester Capital Reserve Fund**

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

By adoption of this Resolution, the City Council hereby discontinues the History of Rochester Capital Reserve Fund. The Trustees of the Trust Funds shall pay all monies remaining in said Fund to the City treasury.

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

Councilor Beaudoin **MOVED** to **ADOPT** the resolution. Councilor Malone seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

**11.3 Amendment to Chapter 275-8 of the General Ordinances of the City of Rochester regarding the Granite Ridge Development Zone *second reading and consideration for adoption***

Mayor Callaghan read the Amendment for a second time by title only as can be found in Addendum A.

No motion was made; however, the City Attorney said some type of motion must be made.

Councilor Hamann **MOVED** to **APPROVE** the Amendment to Chapter 275-8. Councilor Fontneau seconded the motion.

Councilor Fontneau supported the project; however, he stated concerns about how the residential development would work in a TIF District. He suggested having another meeting/discussion about the TIF District prior to voting.

Councilor Beaudoin opposed the motion. He gave reasons why a TIF for industrial/commercial purposes is beneficial to the City; however, this residential development could have a huge impact on the local school system. He said a final proposal has not been forthcoming and it is unknown if there are 200 or more apartments being developed. He spoke about the additional burden on traffic in that area as well.

Councilor Malone agreed that there is just not enough information about how this development would impact the services to the City. She said the Conservation Commission has not fully reviewed the proposal.

Councilor Fontneau spoke positively about the Conservation Commission and Planning Board. He said this is simply a request to change the zoning in order to allow the residential development; however, if the amendment is approved, any plan moving forward must be fully vetted through the land use boards. He said, the Governor, in his state of the union address, expressed concerns that New Hampshire is in the midst of a housing crisis. He reiterated his support of the project and suggested other options be explored relative to the residential development/TIF District. He recommended referring this amendment back to Committee level.

Mayor Callaghan asked if this could be sent back to the Planning Board. Attorney O'Rourke replied no, because it was already approved by the Planning Board.

The City Council discussed tabling the motion to a date certain/not certain. The final motion is as follows: Councilor Larochelle **MOVED** to **TABLE/POSTPONE** until August 2, 2022. Councilor Beaudoin seconded the motion The **MOTION CARRIED** by a unanimous roll call vote of 10 – 1. Councilors Beaudoin, Berlin, Desrochers, Fontneau, Gilman Hainey, Hamann, Larochelle, Malone, and Mayor Callaghan voted in favor of the motion. Councilor Gray voted against the motion.

The City Council discussed tabling the motion to a date certain/not certain. The final motion is as follows: Councilor Larochelle **MOVED** to **TABLE/POSTPONE** until August 2022. Councilor Beaudoin seconded the motion The **MOTION CARRIED** by a unanimous roll call vote of 10 – 1. Councilors Beaudoin, Berlin, Desrochers, Fontneau, Gilman Hainey, Hamann, Larochelle, Malone, and Mayor Callaghan voted in favor of the motion. Councilor Gray voted against the motion.

**11.4 Resolution Approving Fiscal Year 2022-2023  
Operating Budget for the City of Rochester *second  
reading and consideration for adoption***

Mayor Callaghan read the resolution by title only as follows:

**Resolution Approving Fiscal Year 2022-2023  
Operating Budget for the City of Rochester**

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

That a twelve (12) month operating budget for the City of Rochester be, and hereby is, approved and appropriated for the period beginning July 1, 2022 and ending June 30, 2023 in the amounts and for the purposes more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2023 (July 1, 2022 - June 30, 2023), as amended, the provisions of which are incorporated herein by reference thereto by attached **Exhibit A**. *See Addendum B*

This budget may be reconsidered before the tax rate is set if City, School and/or County revenues are changed by the State of New Hampshire or by the Federal Government. The budget appropriations contained in this Resolution are predicated upon projected revenues as more particularly

set forth in the City of Rochester, Proposed Budget, Fiscal Year 2023 (July 1, 2022 - June 30, 2023), as amended, the provisions of which are incorporated herein by reference thereto. (Exhibit A – See Addendum B)

Councilor Gray questioned if the motion had been previously tabled. City Attorney O'Rourke replied that after the first reading, the City Council has been meeting as a whole during normal budget deliberations.

Councilor Fontneau **MOVED** to **ADOPT** the resolution. Councilor Malone seconded the motion.

Mayor Callaghan **MOVED** to accept all the changes as outlined in Exhibit A dated May 17, 2022. Councilor Fontneau seconded the motion. Councilor Fontneau wished to clarify that a yes vote would not preclude any additional action on those items. Mayor Callaghan replied that is correct, the budget is still open for amendments. The **MOTION CARRIED** by a 10-1 roll call vote. Councilors Berlin, Desrochers, Fontneau, Hamann, Hainey, Larochelle, Beaudoin, Malone, Gilman, and Mayor Callaghan voted in favor of the motion. Councilor Gray voted against the motion.

Councilor Beaudoin referred to the Issues & Options Booklet (Page 52) Position of Deputy Technical Services/Public Works.

Councilor Beaudoin **MOVED** to **CUT/DELAY** the Position of Deputy Director for Technical Services/Public Works until FY 2024 in the amount of \$141,628. Councilor Malone seconded the motion.

Councilor Hainey asked how this cut would impact the issues the City currently surrounding EPA requirements. Peter Nourse, Director of City Services, said this position was recommended by the Water/Wastewater Workforce Study. He explained that the EPA requirements must be met; however, by eliminating this position it would make the efforts less efficient and more difficult.

Councilor Larochelle said the City is facing an uphill battle with meeting EPA regulations. He supported the expansion of the Department of Public Works personnel. Councilor Larochelle said the director did not come forward and request all of the recommended positions in the study; however, this is a step in the right direction to achieve the recommended level of staffing over the next five years.

Mayor Callaghan asked Mr. Nourse to outline the two proposed management positions being requested this year.

Mr. Nourse stated that the idea of creating a deputy structure within the Department of Public Works has been a goal/need for a long time. The Department of Public Works has the largest department and number of personnel of any department in the City; however, there is no deputy structure in place. He explained the technical and operations services. He said these positions are important to operate effectively, to keep employee retention, and to plan for succession.

Councilor Beaudoin believed the question had been asked if these positions could be delayed for a year and the answer at that time was yes, because the reporting requirements are at least a year-out at this time. He reiterated that his motion is merely to postpone the funding of this position for one year. Councilor Desrochers gave reasons why she would not support cutting this funding. Councilor Malone asked Mr. Nourse which one of the two deputy positions is most needed. Mr. Nourse replied that his first choice would be the Position of Deputy Director for Technical Services/Public Works, although both positions were recommended by the study. Councilor Fontneau said he would support this position because it is most recommended by the director; however, he would vote in favor of delaying the other position. City Manager Cox replied that he strongly supports both of these positions. He said this is the largest departments in the City and it does not currently have a deputy structure. He said even without the additional EPA requirements, the department has struggled without that support staff position.

Councilor Larochelle wished to reiterate that this is only a portion of the Study's recommendation. Mr. Nourse said the Study contains a five-year Master Plan to fully staff the department.

The **MOTION FAILED** by a roll call vote of 3 to 8. Councilors Beaudoin, Gilman, and Councilor Fontneau voted in favor of the motion. Councilors Hamann, Desrochers, Malone, Berlin, Hainey, Larochelle, Gray, and Mayor Callaghan voted against the motion.

Councilor Beaudoin referred to the Issues & Options Booklet (Page 49). Deputy Director for Operations and Administration/Public Works.

Councilor Beaudoin **MOVED** to **ELIMINATE** the Position of Deputy Director for Operations and Administration/Public Works in the amount of \$122,038. Councilor Malone seconded the motion.

The **MOTION FAILED** by a roll call vote of 4 to 7. Councilors Malone, Gilman, Fontneau, and Councilor Beaudoin voted in favor of the motion. Councilors Hainey, Gray, Larochelle, Desrochers, Berlin, Hamann, and Mayor Callaghan voted against the motion.

Councilor Hamann referred to the Issues & Options Booklet (Page 62) Position of Wastewater Pump Station and Collections System Lead.

Councilor Hamann **MOVED** to **ADD** to the City Manager's proposed budget to include the position of Wastewater Pump Station and Collections System Lead in the amount of \$90,935. Councilor Desrochers seconded the motion. Councilor Hamann said this is a position with much training required and it would not be good to delay the hiring for another year, especially since some of the current employees are nearing retirement age. He said it is important to fully staff and train employees prior to the EPA Permitting Requirements coming on board. Mr. Nourse said this is another position recommended by the Water/Wastewater Workforce Study and it is part of the five-year master plan. He said the recommendation is to bring the level of staffing for the Water and Wastewater Facilities from twenty-nine employees to forty-one employees. He said forty-one employees is still less than the regional average. He gave a brief overview of the positions being recommended in the five-year master plan and current staffing at the facilities. He said a Draft Permit for Rochester Wastewater Treatment Facility is approaching very soon and could result in many new regulations/requirements, which the City Council has been briefed upon.

Councilor Beaudoin spoke against the motion because the two previous motions to approve the deputy positions passed. Councilor Fontneau requested the City Manager speak about why this position was not included with the City Manager's proposed budget. City Manager Cox explained that as he reviewed all the requests submitted for personnel, this position would have come next on his list of recommendations, but was unable to because of the Tax Cap compliance; however, He does support funding the position now that City Council has created a situation with more room to include this position, and still be in compliance with

the Tax Cap. Councilor Fontneau agreed with Councilor Beaudoin that if the City Council did not just vote to support both management positions then he would be inclined to support this position.

Councilor Berlin requested the current figures associated with compliance with the Tax Cap. Deputy City Manager Ambrose said the budget is currently \$921,120 below the Tax Cap. She added that the position of Wastewater Pump Station and Collections System Lead would be funded solely through the Sewer Fund and subsequently, not impact the Tax Cap calculation.

The **MOTION FAILED** by a roll call vote of 3 to 6. Councilors Desrochers, Hamann, and Larochelle voted in favor of the motion. Councilors Berlin, Gray, Fontneau, Hainey, Beaudoin, Malone, Gilman, Mayor Callaghan voted against the motion.

Mayor Callaghan **MOVED** to **INCREASE** the City Manager's proposed budget by increasing the Motor Vehicle Registrations Revenues by \$100,000 and by increasing the Waste Management Host Fees Revenues by \$300,000. Councilor Fontneau seconded the motion. Councilor Beaudoin supported the motion; however, he gave reasons why he felt the City is still spending above the Tax Cap by utilizing the unassigned fund balance. Councilor Hainey asked about allocating some of the money from the Host Fees to be given to the schools. Mr. Sullivan said an amendment to the motion would be needed to accomplish that action. The **MOTION CARRIED** by unanimous roll call vote of 11 to 0. Councilors Gilman, Gray, Hainey, Larochelle, Berlin, Fontneau, Hamann, Beaudoin, Desrochers, Malone, and Mayor Callaghan voted in favor of the motion.

Mayor Callaghan **MOVED** to **DECREASE** the School Department's Budget (bottom line) by \$200,000 (CASH/CIP- Operating Budget). Councilor Malone seconded the motion.

Councilor Fontneau asked if this was a general reduction to the School Department Budget or is based upon something more specific. Mayor Callaghan said figure is based upon a conversation he (Mayor Callaghan) had with the School Board Chair and Vice Chair. Councilor Gray requested that Mr. Lynch comment on the conversation, which generated this cut. Mayor Callaghan invited Paul Lynch, Chairman of the Rochester School Board to address the City Council. Mr. Lynch confirmed



that there could be an opportunity in another area in which this amount could be supplemented to work with that amount of a reduction. The **MOTION CARRIED** by 9 to 2 roll call vote. Councilors Hamann, Gilman, Malone, Fontneau, Gray, Berlin, Hainey, Beaudoin, and Mayor Callaghan voted in favor of the motion. Councilors Desrochers and Larochelle voted against the motion.

Councilor Hamann referred to the Issues & Options Booklet (Page 21) Additional Police Personnel – Support Lieutenant.

Councilor Beaudoin **MOVED** to **DECREASE** the City Manager's Proposed Operating Budget in the amount of \$140,392 (Additional Police Personnel – Support Lieutenant). Councilor Fontneau seconded the motion. Councilor Beaudoin spoke about the various new positions already included with the City Manager's Proposed Budget, which equates to approximately \$250,000 in salary/benefits. He said it seems the position being discussed is not a "boots on the ground" position and that the Police Department could request this increase to personnel next year when the economy has turned around.

Councilor Gray asked if this position is currently included in the City Manager's budget or not. Mayor Callaghan replied that the position was not initially included with the City Manager's proposed budget; however, a separate budget adjustment was made to add it into the budget.

Councilor Larochelle said the Police Department is heavily overstressed and over worked. He said the news media reports, on a daily basis, that Police Departments are not functioning properly. He said this position deals specifically with the technical support, which would in effect create more boots on the ground. He said it is an essential safety position.

Councilor Fontneau stated that he fully supports the Police Department; however, he would support a patrolman's position before supporting another management position.

Mayor Callaghan gave reasons why he felt the Police Department created a budget with cost savings. Councilor Beaudoin said this position would be essentially dealing with paperwork, which would in effect create more boots on the ground. The **MOTION FAILED** by a 5 to 6 roll call vote. Councilors Beaudoin, Fontneau, Malone, Desrochers, and Mayor

Callaghan voted in favor of the motion. Councilors Laroche, Gilman, Berlin, Hamann, Gray, and Hainey voted against the motion.

Katie Ambrose, Deputy City Manager, stated that the State Aide Revenue figures just passed based on the NH Retirement Contributions and the budget could be adjusted as follows:

- \$442,538 School Revenue
- \$197,919 City Revenue

City Manager Cox said this increase to State Aid is due to legislation recently adopted at the State level by providing a 7.5% of employee contribution to the Retirement Fund. He said it is a onetime FY 23 additional revenue from the State. It increases the non-property tax revenues, which would reduce the property tax levy. Councilor Fontneau added that the initial legislation was to add that 7.5% as a permanent contribution; however, that legislation was amended to the onetime contribution. Councilor Beaudoin **MOVED** to **APPROVE** the increase as outlined above. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Hainey **MOVED** to **INCREASE** the City Manager's Proposed Budget in the amount of \$174,000 for the purpose of including the Issues and Options request by the Opera House for the Fly Wheel Replacement. Councilor Desrochers seconded the motion.

Councilor Fontneau recalled that a reduced amount had been discussed at a previous meeting in the amount of \$155,000. Councilor Hainey replied yes, she had a previous motion to reduce the amount and move the project into a CIP item. Ms. Ambrose informed the City Council that if this motion passed and the funds were not expended by the end of Fiscal Year, the funds would no longer be available unless the funding source was adjusted to a Cash CIP, in which case it would be in a multi-year fund. City Manager Cox agreed with Councilor Fontneau that the suggestion from the last attempt to have this approved was with a reduced amount and to request that the Opera House make up the difference in cost through fundraising efforts.

The **MOTION FAILED** by a 2 to 9 roll call vote. Councilors Desrochers and Hainey voted in favor of the motion. Councilors Gray,

Hamann, Beaudoin, Gilman, Malone, Fontneau, Larochelle, Berlin, and Mayor Callaghan voted in favor of the motion.

Councilor Berlin asked about the additional contribution from the State relative to retirement funds. He asked what impact that would have on the School's budget next year. Ms. Ambrose explained that the contribution is an increase to the non-property tax revenue for the School Department in the amount of \$442,538, which would bring the School side of the budget below the Tax Cap. Councilor Berlin understood that means their revenues would be that amount "less" next year. Ms. Ambrose said it is not a negative impact on the appropriation side of the budget; however, it is a reduction to the revenue side of the budget for next year. Councilor Gray stated when "new revenue" is received, it does reduce the amount to be raised through taxes and therefore puts the figure under the Tax Cap in the School Budget.

Mayor Callaghan said if there are no more Operating Budget deliberations at this time, he would **TABLE** the deliberations. A discussion ensued regarding tabling the motion until the June 14, 2022 Special Council meeting; however, Attorney O'Rourke advised that the City Council may need to go back to the Operating Budget once the CIP portion of the meeting is complete. Councilors were amendable to the revision. Mayor Callaghan restated that the Operating Budget would now be **TABLED** until after the CIP budget deliberation has been completed. *(Once the CIP Budget deliberations were complete – the Mayor Tabled the Operating Budget to the June 14, 2022, Special City Council meeting).*

**11.5 Resolution Authorizing and Approving Fiscal Year 2022-2023 Capital Budget for the City of Rochester and Authorizing Borrowing in connection therewith**  
***second reading and consideration for adoption***

Mayor Callaghan read the resolution by title only as follows:

**Resolution Authorizing and Approving Fiscal Year 2022-2023  
Capital Budget for the City of Rochester and Authorizing  
Borrowing in connection therewith**

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

That the capital budget for the City of Rochester for fiscal year 2022-2023 (July 1, 2022 to June 30, 2023) in the total amount specified in **Exhibit A** annexed hereto, be, and hereby is, authorized and appropriated, and, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, is hereby authorized to arrange borrowing to finance a portion of said capital budget appropriation as identified on **Exhibit A** annexed hereto.

The aforementioned borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter. The useful lives of the capital projects for which borrowing is authorized by this resolution shall be more particularly set forth in the "City of Rochester, New Hampshire, Proposed CIP Budget, Fiscal Year 2023 (July 1, 2022 –June 30, 2023), as amended. (Exhibit A – See Addendum C)

Councilor Beaudoin **MOVED** to **ADOPT** the resolution. Councilor Malone seconded the motion.

Councilor Fontneau **MOVED** to accept all the changes as outlined in Exhibit A dated May 17, 2022. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Beaudoin said the City Manager has already pushed one of the 6-wheel dump trucks out to FY 24 and he (Councilor Beaudoin) would like to move the other truck out to FY 24.

Councilor Beaudoin **MOVED** to adjust the budget by **DECREASING** the CIP Budget (Cash) in the amount of \$212,000 by **DELAYING** the purchase of Truck #17 Plow & Laser and Stainless-Steel Dump Body Truck, until FY 24. Councilor Fontneau seconded the motion.

Councilor Beaudoin supported the motion. He said the Department of Public Works has a state-of-the-art mechanics bay to make necessary repairs. Councilor Berlin said he was initially in favor of this type of cut; however, once the Director of Public Works explained the issues with the vehicle, he has changed his mind.

Mr. Nourse stated that the original request was to purchase two 6-wheel dump trucks, one purchase was cut from the City Manager's proposed budget and the other remains. Truck #17 , which remains in the budget, has significant problems. He said the solution of maintaining trucks for the long term is what is in place now; however, these trucks have been unwashed/uncovered for many years. He said keeping an old

truck on the road equates to more overtime for labor. He said it is also a risk factor keeping the older trucks on the road. He added that it also causes delays in the time it takes to plow, if one truck is out of service. He said the shipment for trucks/parts is greatly delayed. Councilor Desrochers asked for the additional cost to be quantified. Mr. Nourse said currently he does not have that data; however, he is hopeful that type of data could be collected moving forward through asset management. Councilor Desrochers asked if the City would be paying more money by not investing in this truck now. Mr. Nourse replied that the City would be paying more money (not as much as the cost of a new truck), however, it will take more time to repair the truck with labor/parts and increase the risk on the road.

Councilor Fontneau asked what fuel price was used to calculate the budget for the trucks. Mr. Sullivan replied that the departments with vehicles were advised to keep their fuel budgets level funded over the last five fiscal years. Mr. Sullivan said the City used to seek a vendor to offer a secure flat rate; however, that did not always result in a positive outcome. Mr. Sullivan said keeping the fuel estimate at \$3 average will likely be okay for the remainder of this fiscal year; however, there may be transfer of funds or request from contingency in FY 23. Councilor Fontneau asked what the total cost of fuel is estimated to be for FY 23. Mr. Sullivan replied it is approximately \$217,000 which includes the Police Department, Fire Department, Assessing, Department of Public Works, and any other City Vehicles. Councilor Fontneau questioned if that amount may double in the coming year. Mr. Sullivan said the Finance Department would continue to monitor all factors as it relates to the price and types of fuel needed throughout the year.

The **MOTION FAILED** by a 5 to 6 roll call vote. Councilors Beaudoin, Gilman, Fontneau, Berlin, and Mayor Callaghan voted in favor of the motion. Councilors Malone, Gray, Hamann, Desrochers, Hainey and Councilor Larochelle voted in favor of the motion.

Councilor Beaudoin **MOVED** to **DECREASE** the CIP Budget by \$160,000 by removing the purchase of the Mini Vacuum Street Sweeper. Councilor Fontneau seconded the motion. Councilor Beaudoin was not aware that the City actually swept the sidewalks in Rochester. Mr. Nourse said this is a new resource. He said this device can be operated by one employee and it can accomplish a lot of work. He said it will allow the sidewalks to be swept, which is an ability the City currently lacks and it

will bring the City into compliance with MS-4. He gave details about the vehicle and all the jobs that it can accomplish with a single operator. He said the downtown clean up continues to be an increasing challenge. Councilor Fontneau supported the motion to cut the purchase out of the budget because it seems more of a want and that funding might be better spent on fuel.

City Manager Cox said this was included with his proposed budget because Director Nourse makes a compelling case for the efficiencies the vehicle offers. He agreed that there is more emphasis being placed on the downtown area. Councilor Larochelle questioned what the estimated life expectancy of this vehicle. Mr. Nourse estimated that the life expectancy of the vehicle would be twenty years.

Councilor Malone spoke against the motion. She said it seems this would reduce the labor cost for that work and keep the downtown clean, which she felt is a priority. Councilor Desrochers spoke against the motion as well.

The **MOTION FAILED** by a roll call vote of 4 to 7. Councilors Gilman, Fontneau, Beaudoin, and Mayor Callaghan voted in favor of the motion. Councilors Larochelle, Hainey, Desrochers, Berlin, Gray, Malone, and Hamann voted against the motion.

Councilor Beaudoin **MOVED** to **DECREASE** the CIP Budget by \$200,000 by removing the purchase of the New Sidewalk Tractor. Councilor Berlin seconded the motion.

Councilor Beaudoin said it seem that a sidewalk tractor is needed; however, the price for this piece of equipment seems too pricey. He preferred that Mr. Nourse return with a more feasible option.

Councilor Berlin spoke against the motion. He said winter cleanup is an issue and many times his constituents cannot walk on the sidewalks due to the conditions. Councilor Desrochers agreed and said the sidewalks are not walkable in the winter.

Mr. Nourse gave a detailed overview of the condition of the sidewalk equipment. He said the goal is to purchase the new sidewalk tractors and phase out the older equipment.

Mayor Callaghan asked how many miles of sidewalks the City currently maintains. Mr. Nourse replied appropriately 45-miles of sidewalks.

Councilor Desrochers asked if there has been an increase to the miles of sidewalks that the City maintains over the past several years. Mr. Nourse said the sidewalks have not grown over the last 20 years, however, the sidewalks are deteriorating, which causes problems for the equipment.

City Manager Cox requested that Mr. Nourse expand on the quality of this vehicle. Mr. Nourse gave details about this vehicle and attachments. He said that he would like to standardize this make/model vehicle because it is better than other vehicles of this type. Councilor Fontneau asked how much the other sidewalk track vehicles cost. Mr. Nourse confirmed that they are about the same at an estimated \$180,000.

The **MOTION FAILED** by a roll call vote of 4 to 7. Councilors Fontneau, Malone, Gilman, and Councilor Beaudoin voted in favor of the motion. Councilors Larochelle, Hailey, Desrochers, Gray, Berlin, Hamann, and Mayor Callaghan voted against the motion.

Councilor Beaudoin **MOVED** to **DECREASE** the CIP Budget by \$100,000 (Bond) by removing the current funding of the Economic Development/Water Street Development Design Engineering. Councilor Malone seconded the motion.

Councilor Beaudoin said this may be a project the City could invest in; however, it seems that the project is many years away from that happening. Councilor Fontneau spoke in favor of supporting this project, as it is important for the downtown revitalization. Mayor Callaghan agreed.

Councilor Desrochers requested that Michael Scala, Economic Development Director, address the City Council about the matter.

Michael Scala briefed the City Council about this long term plan for the downtown and connected the four rights-of-way in that area, which would increase the walkability and increase commercial development in the future. He said the Water street is not a City street; however, this is an opportunity to connect the Water street with Main Street and to make it more accessible to all the new apartments being developed in that area. He said it could also tie into the Woodman Renovation Project along Charles Street. He said at this point, the funds are necessary for completing the design work. He said it would connect over to the Riverwalk as well.

Councilor Desrochers shared that she has spoken with the Director of the Housing Authority about the need for walkable areas in the downtown area. She added that there were conversations at the Planning Board last evening about expanding the Riverwalk.

Councilor Beaudoin asked if the City has acquired the real-estate along that corridor. Mr. Scala said in theory, the City has three of the agreements on the four parcels of land; however, the other parcel is still in negotiations.

The **MOTION CARRIED** by a 3 to 8 roll call vote. Councilors Beaudoin, Gray, and Gilman voted in favor of the motion. Councilors Hainey, Desrochers, Gray, Berlin, Fontneau, Malone, Larochelle, and Mayor Callaghan voted against the motion.

Ms. Ambrose gave details about housekeeping adjustments that should be made. She said the first is to remove the Cocheco Well Treatment Upgrades Project from the CIP (Bond) from the FY 23 Budget because it was recently appropriated for FY 22.

Councilor Hamann **MOVED** to **REMOVE** the Cocheco Well Treatment Upgrades Project from the CIP (Bond) from the FY 23 Budget in the amount of \$5,600,000. Councilor Desrochers seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Ms. Ambrose gave details about an additional housekeeping adjustment that should be made. She said adjustments are needed to the Route 11 Capacity Enhancements Projects, as recommended by the State, as follows: to Reduce the total appropriation to \$254,000 as well as to change the funding source to \$203,200 State Highway Funds and \$50,800 TIF Retained Earnings.

Councilor Hamann **MOVED** to **APPROVE** the adjustment to the Route 11 Capacity Enhancements Projects as recommended by Deputy City Manager Ambrose as follows: to Reduce the total appropriation to \$254,000 as well as to change the funding source to \$203,200 State Highway Funds and \$50,800 TIF Retained Earnings. Councilor Desrochers seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Mayor Callaghan **TABLED** the discussion and adoption of the CIP Budget and the Operating Budget to June 14, 2022, at a Special City Council meeting following the Finance Committee meeting.

## **12. Consent Calendar**



Councilor Hamann **MOVED** to **ACCEPT** the Consent Calendar as outlined in 12.1. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**12.1 Resolution Deauthorizing Various Rochester Police Department Grants *first reading and consideration for adoption***

**Resolution Deauthorizing Various Rochester Police Department Grants**

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

That the following funds previously appropriated to the Rochester Police Department as part of the named grants are hereby deauthorized:

<b><u>Name of Grant</u></b>	<b><u>Amount</u></b>
<b>Highway Safety Distracted Driving Grant</b>	<b>\$1,833.62</b>
<b>Highway Safety Drive Sober or Get Pulled Over Grant</b>	<b>\$425.75</b>
<b>Highway Safety Join the Clique Grant</b>	<b>\$15.87</b>
<b>Highway Safety Speed Grant</b>	<b>\$588.39</b>
<b>Highway Safety U-Drive, U-Text, U-Pay Grant</b>	<b>\$55.59</b>

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

**13. New Business**

**13.1 City of Rochester Dog Warrant (May 1, 2021 to April 30, 2022) *Motion to Send Warrant to the Police Department for Action***

Mayor Callaghan **MOVED** to send the Warrant to the Police Department for Action. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**13.2 Resolution Authorizing Acceptance of New Hampshire Department of Justice (NHDOJ) Forfeiture Funds and Appropriation in Connection Therewith in the amount of \$434.25 *first reading and consideration for approval***

Mayor Callaghan read the resolution for a first time as follows:

**Resolution Authorizing Acceptance of New Hampshire  
Department of Justice (NHDOJ) Forfeiture Funds and  
Appropriation in Connection Therewith in the amount of \$434.25**

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

**WHEREAS**, that NHDOJ Forfeiture Funds in the amount of Four Hundred Thirty Four and 25/100 Dollars (\$434.25) awarded to the City of Rochester is hereby accepted by the City of Rochester;

**FURTHER**, that the sum of Four Hundred Thirty Four and 25/100 Dollars (\$434.25) be, and hereby is, appropriated to the Established Forfeiture Fund(s) Account:

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

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

**13.3 Resolution Authorizing the Acceptance of a \$750.00  
Juvenile Court Diversion Network Program Grant by  
the Rochester Police Department (RPD) and  
Supplemental Appropriation in Connection  
Therewith *first reading and consideration for  
adoption***

Mayor Callaghan read the resolution for a first time as follows:

**Resolution Authorizing the Acceptance of a \$750.00 Juvenile  
Court Diversion Network Program Grant by the Rochester Police  
Department (RPD) and Supplemental Appropriation in  
Connection Therewith**

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

That a Seven Hundred Fifty Dollar (\$750.00) Juvenile Court Diversion Network Program Grant is hereby accepted by the City on behalf of the RPD.

Further, the City Council authorizes a supplemental appropriation to the RPD Juvenile Alcohol Grant fund 6128 in the amount of Seven Hundred Fifty Dollars (\$750.00) with the entirety of the supplemental appropriation being derived from said Grant.

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

Mayor Callaghan **MOVED** to **ADOPT** the resolution. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**13.4 Amendment to Chapter 218 of the General Ordinances of the City of Rochester Regarding Stormwater Management and Erosion Control *first reading and consideration for adoption***

Mayor Callaghan read the resolution for a first time as follows:

**Amendment to Chapter 218 of the General Ordinances of the City of Rochester Regarding Stormwater Management and Erosion Control**

**THE CITY OF ROCHESTER ORDAINS:**

That Chapter 218 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (deletions ~~struck out~~ additions in **RED**):

§ 218-11 **Maintenance and inspection.**

\*\*\*\*

- C. Installation, Construction, Maintenance and Inspection Requirements and responsibilities/Post Construction Inspection and Maintenance. All applicants requiring a Stormwater Management and Erosion Control Plan shall submit relevant pollutant accounting

information to the Planning Department as required by the Department of Public Works. Required information shall be submitted at the time of as-builts.

**Amendment is effective upon adoption.**

Mayor Callaghan **MOVED** to **ADOPT** the resolution. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**13.5 Resolution Authorizing the Acceptance of a \$4,000.00 Governor's Commission Alcohol Fund Grant by the Rochester Police Department (RPD) and Supplemental Appropriation in Connection Therewith *first reading and consideration for adoption***

Mayor Callaghan read the resolution for a first time as follows:

**Resolution Authorizing the Acceptance of a \$4,000.00 Governor's Commission Alcohol Fund Grant by the Rochester Police Department (RPD) and Supplemental Appropriation in Connection Therewith**

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

That a Four Thousand Dollar (\$4,000.00) Governor's Commission Alcohol Fund Grant is hereby accepted by the City on behalf of the RPD.

Further, the City Council authorizes a supplemental appropriation to the RPD Juvenile Alcohol Grant fund 6128 in the amount of Four Thousand Dollars (\$4,000.00) with the entirety of the supplemental appropriation being derived from said Grant.

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

Mayor Callaghan **MOVED** to **ADOPT** the resolution. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous

voice vote.

**13.6 Resolution Authorizing City Manager to Execute a State of New Hampshire ARPA Grant Agreement for the Ledgeview Drive Pump Station Upgrade Project**  
***first reading and consideration for adoption***

Mayor Callaghan read the resolution for a first time as follows:

**Resolution Authorizing City Manager to Execute a State of New Hampshire ARPA Grant Agreement for the Ledgeview Drive Pump Station Upgrade Project**

**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 authorize the City Manager to execute a State of New Hampshire ARPA Grant Agreement for the Ledgeview Drive Pump Station Upgrade Project in the amount of Three Hundred Seventy Nine Thousand Five Hundred Dollars (\$379,500.00). The Mayor and City Council previously accepted said Grant by a vote on April 5, 2022.

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.

Mayor Callaghan **MOVED** to **ADOPT** the resolution. Councilor Desrochers seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**14. Non-Public/Non-Meeting**

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

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

City Attorney O'Rourke stated that the Non-Public Session for Personnel has been cancelled.

Councilor Hainey **MOVED** to enter into Non-Public Sessions under

Personnel, RSA 91-A:3, II and Land, RSA 91-A:3, II (d). at 8:29 PM. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote of 10 to 0. (Councilor Beaudoin declared a conflict of interest because he is a stockholder of the Rochester Agricultural and Mechanical Association. Councilors Berlin, Desrochers, Gray, Fontneau, Hamann, Hainey, Larochelle, Malone, Gilman, and Mayor Callaghan voted in favor of the motion. *Councilor Beaudoin abstained from voting and the Non-Public Session.*

Councilor Malone **MOVED** to exit the Non-Public Session at 9:20 PM. Councilor Desrochers seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Malone **MOVED** to seal the minutes because disclosure would render the proposed action ineffective. Councilor Desrochers seconded the motion. The **MOTION CARRIED** by a unanimous roll vote. Councilors Hamann, Desrochers, Malone, Berlin, Hainey, Larochelle, Gray, Gilman, Fontneau, and Mayor Callaghan voted in favor of the motion.

## **15. Adjournment**

Mayor Callaghan **ADJOURNED** the Regular City Council meeting at 9:21 PM.

Respectfully submitted,

Kelly Walters, CMC  
City Clerk

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

## Article 8 Granite Ridge Development (GRD)

### § 275-8.1 Purpose.

Well-planned commercial ~~Zones districts~~ provide many benefits. For the community, tax revenue is maximized, infrastructure burden is reduced, and traffic impacts are minimized. For landowners and developers good planning allows for a process that is coherent, flexible and easy to navigate. ~~The Granite Ridge Development Zone (GRD) is intended to:~~

The Granite Ridge Development Zone (GRD) is intended to:

- Provide landowners and Developers with flexible yet clearly defined requirements.
- Minimize infrastructure cost to the City through good planning for the Zone as a whole rather than based on individual lots.
- Maximize the developable areas on the parcels within the Zone through the development of both commercial and residential projects.
- Minimize traffic impacts to Route 11 through implementation of a service road and shared intersections with Route 11.

~~A. Provide landowners and developers with flexible yet clearly defined requirements.~~

~~B. Minimize infrastructure cost to the City through good planning for the district as a whole rather than based upon individual lots.~~

~~C. Maximize the developable areas on the parcels within the district through creation of flexible dimensional requirements.~~

~~D. Minimize traffic impacts to Route 11 through implementation of a service road and shared intersections with Route 11.~~

#### A. Purpose and Intent

1. Nonresidential Commercial development remains the primary goal of the GRD, but the addition of Multifamily, and Mixed-Use is designed to allow a mixture of residential and commercial uses on one parcel. Developers will be required to receive Conditional Use approval from the Planning Board prior to project construction. The Zone includes options that enable and encourage greater flexibility in the design of mixed-use projects. Developers will provide a Development Plan outlining the project and how it conforms to the regulations and design standards outlined in this document.
2. Developments are intended to be complementary of one another and to create a sense of community between the mixed uses. Housing and commercial uses can be developed to provide the appropriate use of land, facilitate the economical and efficient provision of public services, promote open space conservation, protect the natural and scenic attributes of the land, and expand opportunities for the development of, outside the traditional residential developments.

#### B. Conditional Use Permit

1. Conditional Use approval may be granted by the Planning Board after proper public notice and public hearing provided that the proposed project complies with the following standards:
  - (a) The Applicant demonstrates that the development complies with the design guidelines outlined in the Design Standards portion of this document, as well as, applicable Site Review Regulations and requirements of §275.21.4. These guidelines encourage components that act as one project and not as two adjacent projects.
  - (b) The Applicant demonstrates that the development poses no detrimental effects on surrounding properties. Potential areas of impact that need to be analyzed include, but are not limited to, vehicular traffic, noise, visual blight, light pollution, offensive emissions such as dust, odor, or smoke.

#### § 275-8.2 Delineation of Granite Ridge Development Zone.

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A. The Granite Ridge Development Zone includes those parcels of land so identified on the Zoning Map of the City of Rochester, New Hampshire, which accompanies this chapter and is on file in the offices of the Director of Planning, Zoning, and Development and the Director of Building and Licensing Services. The GRD includes parcels of land located on both the easterly and westerly sides of New Hampshire State Route 11/Farmington Road.

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- ~~A. The zone includes those parcels of land so identified on the Zoning Map of the City of Rochester, New Hampshire, which accompanies this chapter and is on file in the offices of the Director of Planning and Development and the Director of Building, Zoning, and Licensing Services.~~
- ~~B. The Granite Ridge Development Zone includes parcels of land located on both the easterly and westerly sides of Route 11/Farmington Road. These parcels will benefit from any improvements to be made to Route 11/Farmington Road. Parcels located on the westerly side of Route 11/Farmington Road may have direct contact with, and benefit from, the service road planned to be built on the westerly side of Route 11/Farmington Road and intersections connecting to this service road, if and when opportunities for construction of this service road and these intersections develop.~~

#### §275 – 8.3. Permitted Uses

##### A. Principal Uses

1. Nonresidential uses are allowed as follows:
  - [1] Any use as allowed within Tables 18B-18E of §275, Attachments 2-5.
2. Housing: (Conditional Use)
  - [1] Dwelling, mixed-use
  - [2] Dwelling, development multifamily
  - [3] Dwelling, multifamily



## B. Accessory Uses

- (a) Recreational facilities
- (b) Community center
- (c) Maintenance Buildings
- (d) Rental and Sales Offices
- (e) Laundry facilities
- (f) Co-working Space – A space where multiple tenants rent working space and have the use of communal facilities.

## §275-8.4. Site Plan Process

A. The Developer shall prepare a Site Plan, which locates the proposed types of nonresidential and residential development, accessory uses, utilities, access roads, open space, and public ways. The parcels comprising the development may be under separate ownership, but shall be treated as one development and shall be bound by the approval granted for the entire Site Plan. If approval is granted, individual lots must be developed as part of the larger Development Plan and phasing outlined below, and not separately. A long term Maintenance Plan may also be required.

- (1) Commercial is the primary use within the GRD, with residential being considered a secondary use. As such, a minimum of fifty-five percent (55%) of total footprint of the project will be reserved for commercial/non-residential use. The remaining forty-five percent (45%) of the total project footprint may be utilized for residential development. By a majority vote, the Planning Board may adjust the final commercial / residential percent allocations subject to Conditional Use details in §275.21.4.
- (2) Dwelling, Mixed-Use (MU) providing that one-hundred percent (100%) of the square footage of the first floor is reserved for a commercial use. Accessory and support uses (e.g. mechanical, storage, etc.) are permitted on the first floor of a mixed-use building, and will be recognized as commercial use. Buildings classified as MU will be exempt from requirements outlined in §275-8.4.A.1 and §275-8.4.A.6.
- (3) A minimum of fifteen percent (15%) of the square-footage of the original parcel shall be reserved as open space and identified as such on the Development Plan. Fifty percent (50%) of the required open space must be usable uplands and reasonably accessible to all property owners/tenants in the project. Any open space provided above fifteen percent (15%) may be mixed wetlands and upland. Amenities constructed for use by the tenants (clubhouse, gym, ball courts, etc.) may be considered part of the “open space” calculation as determined by the Planning Board. The Planning Board shall have the flexibility to negotiate with the Developer when determining the final open space requirement.
- (4) Residential uses require the submission of a plan outlining the number of proposed units achievable under current zoning allowances. This plan should be based upon maps that include plans for open space, parking, roadways, and all nonresidential and accessory buildings associated with the project. The final number of approved units will be subject to Planning Board review, and in some cases may require an analysis of the project’s impact on existing city infrastructure prior to approval.

(5) The minimum size of a residential unit shall be 500 square feet.

(6) No more than fifty percent (50%) of the residential development may be occupied prior to the completion of between twenty-five to fifty percent (25%-50%) of the non-residential structures. By a majority vote, the Planning Board may adjust these percent allocations subject to Conditional Use details in §275.21.4.

(7) The Development Plan may be phased for a term of up to five years (5).

For purposes of this section, development shall include:

- (a) construction of structures – to include proposed timeline, phasing, and ratio of commercial/residential construction;
- (b) schedule for proposed occupancy and leasing of commercial and residential uses;
- (c) environmental remediation;
- (d) site preparation or demolition;
- (e) roadway utility or recreation and common area design and construction; and
- (f) bonding or other security for site development

(8) Providing the Developer is making reasonable efforts to develop the site, the Planning Board may extend the initial five (5) year phasing period provided a request for extension is submitted before the expiration of the initial five-year (5) phasing term.

(9) Residential Development Plan Guidelines.

- (a) Dwelling layouts shall be so designed that parking is screened from external roadways by landscaping, building locations, grading, or screening. Major topographical changes or removal of existing trees shall be avoided wherever possible, and water, wetlands, and other scenic views from the external streets shall be preserved as much as possible.
- (b) Where possible, it is desirable and encouraged to mix residential and nonresidential uses. This may be achieved through situating the buildings close to each other, or through allowing structures to house residential – preferably on the second or above floor, and nonresidential on the first floor. Creativity and flexibility is encouraged and the development plan may offer another option for mixed-use.
- (c) All residential development must adhere to the architectural design guidelines outlined in section §275-8.5 of this ordinance.

(10) Nonresidential Development Plan Guidelines

- (a) The general character of the nonresidential structures within the development lot is intended to be a pedestrian friendly setting, with emphasis on the natural characteristics of the site. The site design should create a sense of character and cohesiveness through landscaping, façade treatment, and signage.

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## § 275-8.5 Architectural and Design standards.

### A. Architecture:

The purpose of these Standards is to promote flexibility in large-scale mixed-use developments by considering project proposals based upon a comprehensive, integrated, and detailed plan rather than the specific constraints applicable to piecemeal, lot-by-lot development under conventional zoning requirements. A mixed-use development should improve the quality of new development by encouraging attractive features and promoting quality site design.

### B. Non-residential Site Layout

Planning for mixed-use development on a site encompasses items such as its relationship to surrounding uses, building orientation on the site, pedestrian and vehicular circulation, and efficiency of parking areas, screening of loading and utility areas, and the design of landscaping, signage, and lighting.

#### (1) Trash and Loading:

- (a) Trash and loading areas should be integrated into building design, and possibly inset and/or screened with architectural features. Orient support uses such as trash enclosures, compactors, truck loading areas, and outdoor storage away from residential uses to the extent practical.
- (b) Whenever practical, and not impeded by wetlands or other physical constraints, trash and delivery areas shall be located off a shared access driveway between sites. The access driveway may be located at/along the side lot line(s), with each lot having its own trash and delivery area located off this access driveway.
- (c) Trash, delivery, and loading areas shall be well screened from Route 11. The lots situated between Market Place Boulevard and Route 11 call for special treatment because they have double frontages.

#### (2) Building Design:

- (a) Facade treatment. Building facades fronting on a service road and Route 11 shall both be treated as front facades, both thereby meriting attractive treatment, under the architectural standards included in the City of Rochester Site Plan Regulations.
- (b) Outdoor seating. If applicable, restaurant proprietors are encouraged to include seasonal outdoor seating in their initial site plan. Seating should be screened from parking and roadways.
- (c) Signage. All provisions of Article 29, Signage, herein shall apply.
- (d) When practical, locate some parking and service functions behind the building. For multi-building projects, organize the site layout to provide functional pedestrian spaces and landscaping amenities.
- (e) All facades, including back and side elevations of a building generally visible from public view or adjacent to residential areas, should be architecturally treated.
- (f) Design multi-building projects to include architecturally sensitive design elements throughout the project.

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- (g) Building elevations should incorporate architectural features and patterns that consider a pedestrian scale.
- (h) Building roofs shall be uncluttered and when flat roofs are visible from public roads, pitched roofs or parapets are required.
- (i) Rooftop and ground- mounted mechanical units and ventilating fans are to either be integrated into the design of the building, or screened from view.
- (j) At least two of these elements should repeat horizontally. Buildings with facades greater than 150 feet in length should include several of the elements listed below, repeated at appropriate intervals, either horizontally or vertically:
- Color change. Recognizable, but not strongly contrasting.
  - Texture change.
  - Material change.
  - Architectural variety and interest through a change in plane such as offsets, reveals, archways or projecting ribs.
  - Wall plane projections or recesses.
- (k) Service and exit doors should be integrated into the architecture of publicly visible elevations.
- (l) Where practical, variations in rooflines or parapets should be used to reduce the scale of non-residential buildings. Roof size, shape, material, color and slope should be coordinated with the scale and theme of the building.
- (m) All exterior building walls and structures shall be constructed with attractive, durable materials such as textured concrete, masonry, stone, brick, clapboard, finishing wood, stucco or glass.
- (n) The exterior walls of buildings should not predominantly utilize the following materials, except as accents:
- Pre-fabricated steel panels.
  - Corrugated metal.
  - Asphalt shingle roofs, except for period architecture.
  - Highly reflective glass.
- (o) Buildings should have clearly defined customer entrance(s) incorporating appropriate architectural elements

(3) Pedestrian Amenities:

- (a) Wherever practical, design attractive, safe, and convenient pedestrian and bicycle connectivity to streets, to include access to residential, commercial, and open space areas.
- (b) Design sites to minimize pedestrian and vehicular conflicts. Where pedestrian circulation paths cross vehicular routes, provide a change in paving materials, textures or colors to emphasize the conflict point. Where applicable, and to encourage outdoor seating, dining, and other amenities, sidewalks should be constructed of concrete and at least 10 feet wide.

(4) Vehicular Circulation and Parking:

- (a) To promote safe pedestrian access, create wide and well-lit sidewalks (concrete) and pathways.
- (b) Strive to minimize driveway cuts on arterial streets by providing vehicular cross-access easements and shared access driveways between adjacent commercial projects.
- (c) Traffic calming devices are encouraged in the interior of a site to enhance safety.
- (d) Landscaped parking areas shall be consistent with Section 5 of the Site Plan Regulations in order to break up the mass of large parking lots.

(5) Outdoor Display Areas:

- (a) On final site plans, identify the location of all proposed outdoor display and sales areas, including what type of items would be sold. Their location should not displace required parking, pedestrian, or landscaped areas.

(6) Signage:

- (a) Signage should refer to Article 29 of the City's Zoning Ordinance.

(7) Landscaping and Grading:

- (a) All landscaping and grading shall be consistent with Section 5 of the City's Site Plan Regulations, while complementing and enhancing project architecture.

(8) Lighting:

- (a) Design lighting to follow all site plan regulations and requirements, and where applicable, include pedestrian scale lighting

(9) Building Design/Architectural

- (a) Where practical, building mass should be broken into smaller elements, consistent with the proportions of the architectural style selected and surrounding uses.
- (b) Reduction of building mass may be achieved by using a combination of the following techniques:

- Variation in the rooflines and form.
- Use of ground level arcades and covered areas.
- Use of protected and recessed entries.
- Use of vertical elements on or in front of expansive blank walls.
- Use of pronounced wall plane offsets and projections.
- Use of focal points and vertical accents.
- Inclusion of windows on elevations facing streets and pedestrian areas.
- Retaining a clear distinction between roof, body and base of a building.
- The City supports the construction of “Solar Ready” structures designed for rooftop solar arrays.

(10) Dimensional Requirements:

(a) Non-residential / Mixed-use Buildings

- (1) Minimum structure setback from external lot line  
Side: 50 feet  
Rear: 100 feet
- (2) Minimum structure setback from external ROW 300 feet
- (3) Maximum non-residential building height 75 feet.
- (4) Structures over 55 feet shall be placed as close to the center of the lot as practical.

(b) Residential Structures:

- (1) Minimum structure and parking setback from external lot line  
Side: 50 feet  
Rear: 100 feet
- (2) Maximum residential building height 100 feet.
- (3) Structures over 55 feet will be placed as close to the center of the lot as practical.
- (4) Minimum setback from Route 11: 200 feet

(11) Parking:

- (a) All dwelling units shall require two independently accessible parking spaces per unit, or as determined by Planning Board, and be consistent with Section 10.C of the Site Plan Regulations
- (b) Non-residential uses shall comply with parking requirements defined by Site Plan Regulations.

(12) Utility Standards

- a) All utilities shall be underground.
- b) Utilities into individual sites shall be run from the common utility lines to be placed in the service road right-of-way.
- c) Service connections for utilities for pad sites, if any are created, shall be provided within the service road right-of-way.
- d) Transformer boxes shall be screened and utilize proper landscaping features.

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#### ~~§ 275-8.3 Pavement dimensional regulations.~~

The setbacks shown in the table below shall apply to pavement used for parking and interior accessways. Driveways into the site from the service road are exempt from these setbacks. These setbacks guarantee a minimum ten-foot wide area for landscaping around the perimeter of the site (five feet plus five feet for adjoining lots along the side lot lines). This section shall supersede perimeter landscaping buffer requirements (15 feet along the front and 10 feet along the side lot lines) established in the Site Plan Regulations.

	Minimum Property Line Setbacks (in feet)		
	Front	Side	Rear
Pavement	10	5	10

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#### ~~§ 275-8.4 Granite Ridge Development Study.~~

This article was created pursuant to the March 2009 "Granite Ridge Development Study, Farmington Road, Rochester, New Hampshire," prepared by CLD Consulting Engineers. This study should be referred to for reference in designing, reviewing, and approving proposed site plans and subdivision plans.

#### ~~§ 275-8.5 Service road regulations.~~

The following requirements apply to those lots situated on the westerly side of Route 11/Farmington Road, on which the planned service road and access roads leading to or from the service road are to be situated:

- A. ~~Rights-of-way. To the extent practical and appropriate, as determined by the Planning Board, as part of any proposed site plan or subdivision plan, each landowner/developer shall incorporate into his/her plan, on the subject land, a sixty-foot wide right-of-way for the construction of the service road and/or access road(s). The right-of-way shall traverse the subject lot from the southerly lot line to the northerly lot line, as appropriate, and in the case of any access road, from the easterly to the westerly lot line, as appropriate, in accordance with the layout of the planned service road and access road(s).~~
- B. ~~Temporary termination. Where the service road has not been built on the lot adjacent to the subject property, a temporary cul-de-sac shall be built on the subject property to provide for an appropriate turnaround and future connection to the service road on that adjacent lot. Appropriate provisions may be established by the Planning Board to facilitate seamless connection of that cul-de-sac in the future to a service road on the adjacent lot, when that road may be constructed. The temporary cul-de-sac shall~~

~~conform to the City of Rochester Subdivision Regulations.~~

~~C. Route 11 intersections. As part of any site plan or subdivision plan, the landowner/developer shall incorporate predetermined Route 11 access points into his/her plan.~~

~~D. NHDOT. Developers shall coordinate with the New Hampshire Department of Transportation (NHDOT) regarding the design of the access roads and any intersections with Route 11.~~

~~§ 275-8.6 Road design standards.~~

~~[Amended 3-5-2019]~~

~~A. Service and access roads shall comply with the following standards:~~

~~(1) Right of way: 60 feet.~~

~~(2) Lane width (each): 12 feet.~~

~~(3) Paved shoulder (each): four feet.~~

~~(4) Sidewalk (bituminous): five feet.~~

~~(5) Grass strip: five feet (between road and sidewalk).~~

~~(6) Curb: granite.~~

~~(a) Sloped: side without sidewalk.~~

~~(b) Vertical: side with sidewalk.~~

~~(7) Cross-sectional requirements:~~

~~(a) Wearing course (minimum): one inch (NHDOT Item 403.11).~~

~~(b) Bearing course: two inches (NHDOT Item 403.11).~~

~~(c) Crushed gravel: six inches (NHDOT Item 304.3).~~

~~(d) Bank run gravel: 12 inches (NHDOT Item 304.2).~~

~~B. All materials shall be installed in compliance with NHDOT specifications and the City of Rochester Subdivision Regulations.~~

~~§ 275-8.7 Stormwater management requirements.~~

~~A. Stormwater controls for each individual site plan shall be designed in compliance with the New Hampshire Stormwater Manual Volume 2. To ensure adequate stormwater control given the more flexible dimensional regulations, these design guidelines shall be followed regardless of any requirement imposed as part of the New Hampshire Department of Environmental Services alteration of terrain permitting (for 100,000 square feet +\ of disturbed surface).~~



~~B. The Planning Board shall consider proposals for use of innovative stormwater control structures, such as porous pavement, bioretention areas, gravel wetlands, etc. If the Board concludes that use of these structures is in order, then:~~

~~(1) It may be appropriate to allow for interior landscaped islands within parking lots to be constructed without perimeter curbing if the curbing would interfere with the routing of the stormwater.~~

~~(2) The Planning Board is hereby empowered to adjust parking requirements specified in Article 26, Roads and Parking, herein.~~

~~§ 275-8.8 Utility standards.~~

~~A. All utilities shall be underground.~~

~~B. Utilities into individual sites shall be run from the common utility lines to be placed in the service road right of way.~~

~~C. Service connections for utilities for pad sites, if any are created, shall be provided within the service road right of way.~~

~~§ 275-8.9 Parking lot interconnections.~~

~~A. Where practical, and not impeded by wetlands or other physical constraints, parking lots shall be interconnected between sites.~~

~~B. Appropriate cross easements shall be developed between properties to accommodate parking lot interconnections.~~

~~§ 275-8.10 Design standards.~~

~~A. Trash and delivery areas. The lots situated between the service road and Route 11 call for special treatment because they have double frontages.~~

~~(1) Whenever practical, and not impeded by wetlands or other physical constraints, trash and delivery areas shall be located off of a shared access driveway between sites.~~

~~(2) The access driveway may be located at/along the side lot line(s), with each lot having its own trash and delivery area located off this access driveway.~~

~~(3) Trash, delivery, and loading areas shall be well screened from Route 11.~~

~~B. Facade treatment. Building facades fronting on the service road and Route 11 shall both be treated as front facades, both thereby meriting attractive treatment, under the architectural standards included in the City of Rochester Site Plan Regulations.~~

~~C. Outdoor seating. Restaurant proprietors are encouraged to include seasonal outdoor seating.~~

~~D. Signage. All provisions of Article 29, Signage, herein shall apply.~~

~~§ 275-8.11 Adjustments in requirements.~~

~~Since a number of the requirements specified in this Article 8, herein, are design-oriented, the Planning~~

~~Board may adjust any requirements of § 275-8.3, Pavement dimensional regulations, § 275-8.5, Service road regulations, § 275-8.6, Road design standards, § 275-8.7, Stormwater management requirements, § 275-8.8, Utility standards, and § 275-8.10, Design standards, on a case-by-case basis, where it reasonably determines that strict application of any requirement is impracticable due to particular conditions on a given site.~~

Primary Area of Granite Ridge Development			
PID	Address	Acres	Owner
0208-0001-0000	126 Farmington Road	82.50	Adamian Construction & Dev.
0208-0001-0001	116 Farmington Road	34.18	Infinity Properties Rochester
0208-0002-0000	0 Farmington Road	32.00	The Kane Co. Inc.
0208-0004-0000	148 Farmington Road	1.30	John & Carolyn Meader
0208-0005-0000	150 Farmington Road	0.63	Roslyn Stone & Carolyn Meader
0208-0006-0000	154 Farmington Road	1.05	Alkurabli LLC
0208-0006-0001	152 Farmington Road	0.94	Richard Ottino
0208-0007-0000	160 Farmington Road	1.33	160 Farmington Road Realty Trust
0216-0001-0000	20 Farmington Road	15.00	Robert Beranger
0216-0002-0000	22 Farmington Road	2.60	Robert Beranger
0216-0003-0000	0 Farmington Road	2.90	Robert Beranger
0216-0004-0000	36 Farmington Road	17.10	Northgate Investment Properties
0216-0005-0000	46 Farmington Road	1.24	Gene V. Roe
0216-0006-0000	48 Farmington Road	5.62	Casaccio Real Estate Holdings
0216-0007-0000	58 Farmington Road	7.60	Casaccio Real Estate Holdings
0216-0008-0000	60 Farmington Road	6.30	Packy's Investment Properties
0216-0009-0000	68 Farmington Road	20.00	Stratham Industrial Properties
0216-0010-0000	76 Farmington Road	21.00	PSNH
0216-0011-0000	92 Farmington Road	85.00	Stratham Industrial Properties
0216-0017-0000	5 Lydall Way	12.00	State of New Hampshire DOT
0216-0019-0000	0 Farmington Road	4.50	PSNH
0216-0020-0000	8 Crane Drive	6.09	Newport Partners LLC
0216-0021-0000	33 Crane Drive	4.80	Spinelli Realty Trust
0216-0022-0000	27 Crane Drive	6.35	Black Marble Realty Trust
0216-0023-0000	21 Crane Drive	3.16	Black Marble Realty Trust
0216-0024-0000	7 Crane Drive	4.01	Four Hidden Road Trust
0216-0025-0000	47 Farmington Road	2.80	Poulin Realty Acquisition
		<b>382.00</b>	
Secondary Area of Granite Ridge Development			
PID	Address	Acres	Owner
0208-0008-0000	174 Farmington Road	60.00	Diane Smith
0208-0008-0001	176 Farmington Road	11.61	Robidas Properties LLC
0208-0009-0000	178 Farmington Road	4.30	Rochester/Rural District
0208-0010-0000	180 Farmington Road	1.02	WAH Realty Corporation
0208-0011-0000	184 Farmington Road	4.00	Bonnie J. O'Shea
0208-0015-0000	0 Farmington Road	0.29	City of Rochester
0208-0016-0000	0 Farmington Road	1.66	Robert Rowe
0208-0017-0000	127 Farmington Road	8.90	Robert Rowe
0208-0018-0000	17 Sterling Drive	2.02	Raven Realty
0208-0018-0001	18 Sterling Drive	2.85	Raven Realty
0208-0018-0002	27 Sterling Drive	5.04	Axis Property Holdings LLC
0208-0018-0003	23 Sterling Drive	1.55	Raven Realty
0208-0018-0004	0 Sterling Drive	0.64	Raven Realty
0208-0019-0000	123 Farmington Road	1.16	Black Dog Car Wash LLC
0208-0019-0001	115 Farmington Road	1.25	Hermitage Place LP
0208-0019-0002	131 Farmington Road	0.57	JMB Automotive Group LLC

Primary Area of Granite Ridge Development			
PID	Address	Acres	Owner
0209-0001-0000	105 Farmington Road	1.70	Rudolph Tetreault
0216-0012-0000	4 Little Falls Bridge Road	1.89	Ralph Torr Rev. Trust
0216-0013-0000	0 Little Falls Bridge Road	11.80	State of New Hampshire DOT
0216-0018-0000	95 Farmington Road	3.50	Motiva Enterprises LLC
0216-0018-0001	83 Farmington Road	2.25	Joseph Blanchette
0216-0018-0002	77 Farmington Road	3.60	Rochester Hospitality LLC
0216-0019-0000	0 Farmington Road	4.50	PSNH
0216-0020-0000	8 Crane Drive	6.09	Newport Partners LLC
0216-0021-0000	33 Crane Drive	4.80	Rose Realty LLC
0216-0022-0000	27 Crane Drive	5.30	Black Marble Realty Trust LLC
0216-0023-0000	21 Crane Drive	3.16	Black Marble Realty Trust LLC
0216-0024-0000	7 Crane Drive	4.01	Four Hidden Rod Road Realty Trust
0216-0025-0000	47 Farmington Road	2.60	Poulin Realty Acquisitions LLC
0216-0026-0000	0 Farmington Road	68.00	Donald & Bonnie Toy
0216-0028-0000	23 Farmington Road	1.70	Miles Cook III
0216-0028-0001	25 Farmington Road	0.10	City of Rochester
0216-0029-0000	21 Farmington Road	2.41	Cardinals Seafarer Restaurant
0221-0154-0000	2 Farmington Road	20.80	Jean Edgerly Trust
0221-0156-0000	14 Farmington Road	1.20	Renee & Louanne Cardinal
0221-0157-0000	0 Farmington Road	1.20	Wayne Cardinal
0221-0158-0000	14 Farmington Road	1.30	Rene & Luanne Cardinal
0221-0159-0000	10 Farmington Road	2.45	Lawrence Shapiro Trust
0221-0160-0000	18 Farmington Road	1.32	Michael & Jean Garzillo
0221-0162-0000	18A Farmington Road	6.40	Richard & Phyllis Glidden
0221-0163-0000	20 Farmington Road	3.20	Robert & Karen Beranger
0221-0164-0000	17 Farmington Road	0.91	Rene G Cardinal & Cardinal Way
0221-0165-0000	11 Farmington Road	1.70	Seckendorf Real Estate
0221-0166-0000	9 Farmington Road	1.10	MIB LLC Greenwood Inn
0221-0167-0000	7 Farmington Road	0.30	Basel Alkurabi
0221-0168-0000	3 Farmington Road	14.00	Charles Karacas
		<b>290.15</b>	

## PROPOSED 2022-2023 OPERATING BUDGET-EXHIBIT A

### OPERATING BUDGET SUMMARY

<b>Appropriations:</b>		<b>Proposed</b>
City	\$	38,838,989
County Tax	\$	7,254,738
Overlay	\$	350,000
Estimated Veteran's Credits	\$	694,625
School	\$	72,246,585
School Federal Grants	\$	4,415,000
School Lunch	\$	1,900,000
School State Property Tax	\$	3,699,292
City Grants & Special Revenues	\$	297,641
Tax Incremental Financing Districts	\$	1,335,630
Water Fund	\$	7,686,468
Sewer Fund	\$	9,620,843
Arena Special Revenue Fund	\$	431,661
Community Center	\$	941,071
<b>Sub Total</b>	<b>\$</b>	<b>149,712,543</b>
<b>Revenues:</b>		
City	\$	13,330,106
Use of Fund Balance	\$	3,293,250
School	\$	33,245,449
School Federal Grants	\$	4,415,000
School Lunch	\$	1,900,000
City Grants and Donations	\$	297,641
Tax Incremental Financing Districts	\$	1,335,630
Water Fund	\$	7,686,468
Sewer Fund	\$	9,620,843
Arena Special Revenue Fund	\$	431,661
Community Center	\$	941,071
Amount to be Raised by Taxes *	\$	73,215,424
<b>Sub Total</b>	<b>\$</b>	<b>149,712,543</b>

**PROPOSED 2022-2023 CAPITAL BUDGETS-EXHIBIT A**

**CAPITAL BUDGET SUMMARY**

**Proposed Capital Appropriations:**

City	\$ 8,724,250
School	\$ 1,775,000
Water Fund	\$ 6,817,500
Sewer Fund	\$ 2,467,500
Community Center	\$ 766,000
Tax Incremental Financing Districts	\$ 704,400
<b>Total Appropriations</b>	<b>\$ 21,254,650</b>

**Source of Revenues**

**General Fund**

Bonding and/or other Borrowing	\$ 5,780,000
Operating Budget	\$ 3,918,250
Grants	\$ 1,317,000
Other Sources	\$ 250,000
<b>Subtotal General Fund Revenues</b>	<b>\$ 11,265,250</b>

**Enterprise Funds & Tax Incremental Financing Districts**

Bonding and/or other Borrowing	\$ 6,475,000
Operating Budget	\$ 835,000
Grants	\$ 2,679,400
<b>Subtotal Enterprise Funds &amp; Tax Incremental Financing Revenues</b>	<b>\$ 9,989,400</b>

<b>Total Revenues</b>	<b>\$ 21,254,650</b>
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City Clerk's Office

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**City Council Special Meeting  
June 14, 2022  
Council Chambers  
7:12 PM**

**COUNCILORS PRESENT**

Councilor Beaudoin  
Councilor Berlin  
Councilor Desrochers  
Councilor Fontneau  
Councilor Gilman  
Councilor Gray  
Councilor Hailey  
Councilor Hamann  
Councilor Larochelle  
Deputy Mayor Lachapelle  
Mayor Callaghan

**OTHERS PRESENT**

Blaine Cox, City Manager  
Katie Ambrose, Deputy City Manager  
Terence O'Rourke, City Attorney  
Mark Sullivan, Deputy Finance Director  
Gary Boudreau, Chief of Police  
Perry Plummer, Interim Fire Chief  
Sonja Gonzalez, City of Rochester CIO  
Lauren Krans, Asst. Director of Rec & Arena

**COUNCILORS ABSENT/EXCUSED**

Councilor Malone

**Minutes**

**1. Call to Order**

Mayor Callaghan called the City Council Special Meeting to order at 7:12 PM. He asked Councilors Beaudoin to lead the Council in the Pledge of Allegiance for Flag Day.

**2. Resolution Approving Fiscal Year 2022-2023 Operating Budget for the City of Rochester *second reading and consideration for adoption***

Mayor Callaghan stated that he was removing the resolution approving the FY23 operating budget from the table (*adoption of the resolution had been tabled at the June 7, 2022 Regular City Council meeting*). Councilor Beaudoin announced that he had seven additional proposed budget adjustments to review. He explained that instead of making individual cuts to department budgets, he has made suggested reductions to line items within the General Fund summary. He stated that in this process, the City Manager could reallocate these funds as he sees fit based upon the percentage of the decrease.

Councilor Beaudoin directed Council to page 32 of the O&M book, account # 561003 "Materials and Supplies – Office Supplies." He **MOVED** to reduce the City Manager's proposed amount of \$47,073 by \$9,448 for a new total of \$37,625. Councilor Beaudoin explained that he had reviewed the actual spending from 2017 through present and based the reductions on these amounts.

Councilor Fontneau seconded the motion. Councilor Lachapelle stated that supply costs have escalated steadily since 2017 and this needs to be considered. Councilor Beaudoin stated that he had added 7.5% on top of the average of the actual costs over the years to take this into consideration. Councilor Larochelle stated that the City routinely returns the surplus of what is budgeted and not expended; City departments do not spend up to the limit but rather spend only what they need. These reductions would lower the bottom line of each line item reduced for future budget cycles. Councilor Berlin asked for clarification that the money being cut could then be reallocated by the City Manager, which he felt was not a budget reduction at all. Councilor Beaudoin stated that if the City Manager were to reduce the allocation to each department by 25% within this line item, there might be a more “realistic” spending number for future budgets. He also stated that when there is a surplus returned from the unexpended funds, it goes into the unassigned fund balance; therefore he felt that adjusting the budget in this way would have a more direct impact on reducing the tax rate. Councilor Fontneau asked City Manager Cox to weigh in on this manner of budget reductions. City Manager Cox stated it would be difficult for him to accurately respond to the cuts not knowing the actual amounts spent in prior years. He confirmed that the unexpended funds are returned, and the departments are careful about only spending what is necessary, which is why these line items routinely remain underspent.

Councilor Berlin asked Deputy Finance Director Mark Sullivan if this \$10,000 would reduce the tax rate. Deputy Finance Director Sullivan responded that it would affect the tax rate, but the effect would be minuscule; for every \$100,000 spent, there is a 3-cent increase in the tax rate. This cut would result in 10% of a 3-cent reduction. Councilor Beaudoin stated that in total, he had approximately \$240,000 worth of proposed cuts, which he felt would affect the tax rate by approximately 8 cents per \$1,000. Councilor Lachapelle stated that the budget is currently over \$2.1 million under the tax cap and cautioned against further unnecessary reductions that could put the City in a difficult position in future years if the economy declines. This could result in a tax cap override in the future. Mayor Callaghan called for a roll call vote on the question. **The MOTION FAILED** by a 7 to 4 roll call vote with Councilors Hamann, Desrochers, Lachapelle, Berlin, Larochelle, Gray, and Mayor Callaghan voting opposed and Councilors Beaudoin, Hainey, Gilman, and Fontneau voting in favor.

Councilor Beaudoin **MOVED** to reduce “Other Goods”, account #589007, account name “City-wide Programs” (O&M Page 33) from the City Manager’s proposed amount of \$59,180 by \$21,555 for a new total of \$37,625. Councilor Fontneau seconded the motion. Deputy Finance Director Sullivan clarified that “City-wide Programs” is a combination of items from multiple departments; mainly the Police Department and Recreation and Arena. Lauren Krans, Assistant Director of Recreation and Arena, stated that the \$7,000 increase in this particular line item is directly from the Recreation budget, some of which is going towards senior programs in the new senior center. She explained that there is also funding for increases in community programs per past request of the City Council. Ms. Krans said that the past two years have not been indicative of the average spending on this budget due to COVID restrictions and reductions in services. She stated that she had reviewed the budget and just over \$2,000 of the money proposed to be cut would be going to “Concert on the Common.” Councilor Desrochers stated that she did not support this cut based on feedback from constituents on the importance of these types of programs.

Councilor Gray stated that he is reluctant to make cuts from the General Fund summary, because many of these line items cover programs and items throughout multiple departments and it



is difficult to make general cuts not knowing what specific programs, proposals, and purchases they will affect. Councilor Beaudoin stated that he felt the manner in which he had suggested cuts would be less time-intensive than going through the entire budget line by line, and would allow the City Manager to reallocate funds how he determined best. Councilor Gray reiterated that based on the differences between the budgeted amounts for this fiscal year versus last year, he would need more information on what is causing these increases to determine whether the funding should be reduced.

Police Chief Gary Boudreau stated that this reduction would affect his budget in the area of juvenile programing; it supports Teen night, Teen Travel Camp, and other juvenile programs offered through the Police Department. He clarified that this line item had been level funded from last year and there was no increase requested. These programs had been put on hold due to COVID and were proposed to resume shortly. Councilor Desrochers emphasized how crucial these programs are for seniors and the youth of Rochester as detailed by Ms. Krans and Chief Boudreau. Mayor Callaghan called for a roll call vote on the motion. The **MOTION FAILED** by a 9 to 2 roll call vote with Councilors Hainey, Gray, Fontneau, Larochelle, Desrochers, Berlin, Hamann, Lachapelle, and Mayor Callaghan voting opposed and Councilors Gilman and Beaudoin voting in favor.

Councilor Beaudoin **MOVED** to reduce account #534000 “Technical and Professional Services” (O&M page 31) account name “Technical Services” from the City Manager’s proposed amount of \$30,050 by \$11,000 for a new total of \$19,000. Councilor Beaudoin gave an overview of the past several fiscal years and how much was expended from this account. Councilor Desrochers seconded the motion for the sake of discussion. Deputy Finance Director Sullivan stated that this account covers a wide variety of services for multiple departments, with the Fire Department being the largest portion of this allocation. Mayor Callaghan called for a vote on the motion. The **MOTION FAILED** by a 7 to 4 roll call vote with Councilors Berlin, Desrochers, Gray, Hamann, Lachapelle, Larochelle, and Mayor Callaghan voting opposed and Councilors Fontneau, Hainey, Beaudoin and Gilman voting in favor.

Councilor Beaudoin **MOVED** to reduce account # 534006 “Technical and Professional Services”, account name “Consulting” from the City Manager’s proposed budget of \$131,600 by \$11,600 for a new total of \$120,000. Councilor Fontneau seconded the motion. Councilor Beaudoin summarized the actual amounts expended from this account annually since 2017. Mr. Sullivan stated that the City Managers office, Economic Development, IT, as well as others use services through this account, with the bulk being used through IT and Economic Development. He gave further details on how each department may utilize these funds. Councilor Lachapelle pointed out that this account was level funded from the prior fiscal year and there had been no increases. Mayor Callaghan called for a roll call vote on the motion. The **MOTION FAILED** by a 6 to 5 roll call vote with Councilors Gray, Larochelle, Lachapelle, Hamann, Desrochers, and Mayor Callaghan voting opposed and Councilors Gilman, Hainey, Berlin, Fontneau, and Beaudoin voting in favor.

Councilor Beaudoin **MOVED** to reduce account #543002 “Property Services” account name “Equipment Maintenance” from the City Manager’s proposed amount of \$224,666 by \$74,666 for a new total of \$150,000. Councilor Fontneau seconded the motion. Councilor Beaudoin summarized the actual amounts expended for this account annually since 2017. He stated that this budget item has increased significantly despite the City’s proactive equipment replacement policy. He questioned the validity of the almost-\$75,000 increase in light of this replacement policy. Mr. Sullivan stated that the “Equipment Maintenance” line covers almost all City departments with the

largest portions being through the Police Department and IT. He stated that IT uses this budget to support their servers, firewalls, security cameras, network switches, as well as multiple other items that contribute to this total. He reported that the Police Department also has a list of dozens of items requiring annual maintenance that contribute to this total. Councilor Larochelle referenced an earlier discussion in which it was stated that City equipment is being ordered, but there are significant delays in receiving these items, which will necessitate the life of older equipment to be extended in the interim. Chief Boudreau stated that in his department, the majority of the costs for this account is allocated to their records management software (IMC). He stated that there are mandatory increases of approximately 5% each year in order to maintain and utilize the software. Councilor Fontneau questioned the approximately 40% increase in this budget from the prior fiscal year to FY23. Chief Boudreau explained the \$22,000 increase in this account, which is mainly in required or mandatory items. Councilor Lachapelle spoke about his personal work experience and the drastically increasing costs of equipment and maintenance. He stated that reducing this line item would cause issues in the future as costs continue to rise. Councilor Berlin stated that within the IT department, much of this budget seems associated with cyber security measures; an area that he felt should not be compromised. CIO Sonja Gonzalez explained that prior to her employment with the City, there were fewer costs associated with equipment and software because the products in-house were all paid for and at the end of their useable life. She explained the upgrades made to infrastructure and the improvements made since that time. Ms. Gonzalez outlined the 3-year CIP cycle for hardware and equipment, which causes elevations in the CIP budget every three years before it levels out again. The **MOTION FAILED** by a 7 to 3 roll call vote with Councilors Hamann, Fontneau, Larochelle, Gray, Berlin, Lachapelle, and Mayor Callaghan voting opposed and Councilors Gilman, Hailey, and Beaudoin voting in favor.

Councilor Beaudoin **MOVED** to reduce account #558000 "Administrative Costs" account name "Travel" from the City Manager's proposed amount of \$60,791 by \$12,041 for a new total of \$48,750. Councilor Beaudoin outlined the actual spending from this account from FY17 through the present. Councilor Fontneau seconded the motion. Deputy Finance Sullivan explained that this line item funds staff development events, seminars, and conferences; not only out of state but also locally. Councilor Gray asked for more detail on the increases in this fiscal year and which departments are using this money. Mr. Sullivan stated that the largest use of this account is through Economic Development; however in order to give a more thorough answer, the budget would need to be reviewed line by line for each relevant department. He clarified that this account is level funded from the prior year, and cautioned that before reductions are made, there should be a review of each department to determine their plans and how they intend to utilize these funds. Councilor Gray inquired about the amount of increase in this account and asked how it resulted. Mr. Sullivan stated that from a budgetary perspective, the maximum it could have increased from each department is 2% from the prior year due to the City Manager's directive to increase the operating budget in each department no more than 2%. The **MOTION FAILED** by a 5 to 5 roll call vote with Councilors Beaudoin, Hailey, Gilman, Fontneau, and Berlin voting in favor and Councilors Gray, Hamann, Lachapelle, Larochelle, and Mayor Callaghan voting opposed (*Councilor Desrochers had left the meeting at 7:48 PM, just prior to the vote*)

Councilor Beaudoin **MOVED** to reduce account # 532001 "Technical Profession Services", account name "Staff Development" from the City Manager's proposed amount of \$177,000 by \$100,314 for a new total of \$77,500. Councilor Fontneau seconded the motion. Councilor Beaudoin gave the actual amounts spent in this account for the prior several fiscal years, which averaged

\$70,000. Mayor Callaghan referenced a discussion with the Fire Chief in which he spoke about an increase of approximately \$52,000 for EMT training. Chief Plummer confirmed that the Fire Department accounts for \$52,400 of the increase. He summarized that this total covers leadership training for 12 officers, EMT school for advanced life support, as well as paramedic training for Fire Department staff. Chief Plummer emphasized the importance of this training for not only life savings, but for long-term cost savings to the City. Chief Boudreau explained the Police Department's portion of this increase due to mandatory training. The **MOTION FAILED** by a 9 to 1 roll call vote with Councilors Laroche, Gilman, Berlin, Fontneau, Hamann, Lachapelle, Gray, Hainey, and Mayor Callaghan voting opposed and Councilor Beaudoin voting in favor.

Mayor Callaghan asked if there were any further adjustments to the operating budget. There were no further suggested amendments. Hearing none, Mayor Callaghan called for a vote on the motion to **ADOPT** the budget as amended (*this motion had been made and seconded at the June 7, 2022 meeting*). Councilor Beaudoin questioned if there would be further discussion on the budget and whether or not to adopt. Attorney O'Rourke confirmed that the motion to adopt had been made and seconded at the June 7, 2022 Regular meeting with the vote being tabled until this evening. The Mayor then allowed opportunities for additional adjustments. The only remaining action is to adopt the budget as amended. Councilor Beaudoin took exception to the adoption of the budget and stated that he would not have voted to adopt at the prior meeting had he understood the process being followed. He said that he felt the budget was not yet ready to be adopted in its current state. There was continued discussion by Council on the procedure being followed and whether or not to allow further discussion. It was determined that the discussion was already occurring, and it was decided to continue allowing discussion prior to the vote. Councilor Beaudoin stated that there had been a 17% increase from the prior year's budget to the current proposed fiscal year budget, with very few reductions requested and approved. He spoke about the state of the economy and increased costs being faced by constituents in relation to how residents may be affected by an increased tax rate. The **MOTION CARRIED** by a 9 to 1 roll call vote with Councilors Lachapelle, Laroche, Hainey, Gilman, Berlin, Gray, Fontneau, Hamann, and Mayor Callaghan voting in favor and Councilor Beaudoin voting opposed.

**3. Resolution Authorizing and Approving Fiscal Year 2022-2023 Capital Budget for the City of Rochester and Authorizing Borrowing in connection therewith *second reading and consideration for adoption***

Mayor Callaghan stated that he was removing the resolution approving the FY23 CIP budget from the table (*adoption of the resolution had been tabled at the June 7, 2022 Regular City Council meeting*). He asked if there were any additional adjustments to the CIP. Councilor Fontneau referenced multiple discussions that had taken place at Council meetings in regards to the Opera House Fly Wheel project and how to fund it, if at all. He stated that the last discussion centered on funding a portion of this project with CIP cash and requiring the Opera House to come up with the remaining cost through fundraising. The understanding was that this funding, if approved, would carry over into future fiscal years. Councilor Fontneau **MOVED** to include the Opera House Fly Wheel project, in an amount of \$100,000, in cash CIP. He stated that he felt the project was worthwhile and wanted the City to assist, but also felt the Opera House should invest in the project through fundraising to come up with the remaining cost of the project. Councilor Berlin asked if there would be a timeline imposed for completion on the project so the funding is not rolled over indefinitely. Finance Director Ambrose clarified that cash CIP projects involve an appropriation

from the operating budget where the transfer is made into CIP from an operating revenue sources such as property taxes or Unassigned Fund Balance. However, now that the operating budget has been adopted, this action would cause procedural issues. City Manager Cox reported that the City is currently reviewing the entire City Hall building for life safety issues, and he anticipates a need to come to the Council in the future for an appropriation related to these improvements. He stated that this Opera House project could be included as a resolution at that time. Councilor Fontneau **WITHDREW** his motion. Councilor Hainey withdrew her second.

Councilor Fontneau referenced the Fire Department request for a new Forestry Truck, which had been discussed at the budget retreat. The request had been delayed until FY24, however Councilor Fontneau spoke about the state of disrepair that the vehicle was currently in based on the pictures provided from the Fire Department. Chief Plummer responded that there had been further evaluation performed on the current forestry truck and the department felt that it would last for one more fiscal year.

Mayor Callaghan called for a vote on the motion to adopt the CIP budget. The **MOTION CARRIED** by a 9 to 1 roll call vote with Councilors Gray, Larochelle, Hainey, Gilman, Lachapelle, Berlin, Fontneau, Hamann, and Mayor Callaghan voting in favor and Councilor Beaudoin voting opposed.

4. **Motion to Authorize City of Rochester to join City of Dover's Redistricting Lawsuit**  
*Consideration for Approval*

Councilor Fontneau gave brief background on the item. He stated that earlier in the month there had been a presentation on the State's redistricting proposal; at the time there was a question on whether or not the City of Dover would be moving forward with their lawsuit and, if so, if Rochester should join. Councilor Fontneau reported that earlier in the day, Attorney O'Rourke had been notified that Dover is moving forward with the lawsuit. He summarized that the issue centers around Rochester's Ward 5, which has been combined with Milton, for a total of 3 seats between the two communities. Ward 5 potentially stands to lose their representation if the seats all go to Milton residents. He explained that based on his understanding, Rochester's population warrants one representative seat for each ward. Councilor Fontneau **MOVED** to direct the City Attorney to join the redistricting lawsuit with Dover. Councilor Berlin seconded the motion. Councilor Gray spoke about the redistricting presentation he had given at a prior Council meeting and stated that there are constitutional provisions dealing with how representative districts shall be apportioned. He stated that the way Ward 5 was redistricted along with Milton was consistent with NH law based upon the populations of each community. Councilor Gray said he felt that it could make sense for an individual to join the lawsuit with Dover if they so desired, however he did not feel it was wise for the City of Rochester to expend any funds on this issue.

Mayor Callaghan asked if Dover had filed suit. Attorney O'Rourke stated that Dover had not moved forward yet because they were waiting to see how Rochester was going to vote. Councilor Hainey acknowledged Councilor Gray's statements, but felt that the City had an obligation to the citizens of Ward 5 to ensure they have representation in Concord. She expressed support for joining the lawsuit with the City of Dover. Mayor Callaghan referenced a Supreme Court case 10 years prior (Manchester V. Gardner) with similar circumstances.. He asked Attorney O'Rourke if he was familiar with this case and had reviewed the findings. Attorney O'Rourke stated that he was familiar

with the case and had discussed this with the Dover attorney. He stated that he believed the current redistricting violates Part 2 Article 11 of the State Constitution, and that Ward 5, amongst the 13 other communities being combined with others, has sufficient population to warrant their own representative seat. He gave further details on why he believed Ward 5 should be allowed their own representative. Councilor Gray countered with reasoning why he believed the intent of the law had been followed with the redistricting proposal.

Councilor Larochelle asked if there would be costs associated with Rochester joining the lawsuit. Attorney O'Rourke stated that the City of Dover had already done the bulk of the work and research and it would simply be a matter of amending the draft to include Rochester on the lawsuit. He gave a brief overview of the schedule of the lawsuit moving forward and stated that, outside of his City salary, there should be no additional costs. Councilor Hamann spoke as a Councilor for Ward 5 in support of the lawsuit and expressed the importance of Ward 5 residents having their own representation. The **MOTION CARRIED** by a 6 to 4 roll call vote with Councilors Hamann, Hainey, Lachapelle, Berlin, Fontneau, and Larochelle voting in favor and Councilors Beaudoin, Gray, Gilman, and Mayor Callaghan voting opposed.

## 5. Adjournment

Mayor Callaghan **ADJOURNED** the Special Meeting at 8:23 PM.

Respectfully Submitted,

Cassie Givara  
Deputy City Clerk

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City Clerk's Office

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*City of Rochester, New Hampshire*

OFFICE OF THE CITY MANAGER

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**CITY MANAGER'S REPORT**

**June 2022**

Contracts and documents executed since last month:

- **Department of Public Works**
  - Engineering Services Agreement, WWTF – Brown and Caldwell **P. 77**
  - Scope of Services/Estimate, Pearl St Drainage – S.U.R. **P. 78**
  - Project Agreement Tebbetts/Old Dover Intersection – NHDOT **P. 79**
  - Change Order – D & C Construction **P. 80**
  - ARPA Grant Application, Sewer System Master Plan **P. 81**
  - Engineering Services Agreements(2), Sewer System Master Plan – Weston & Sampson **P. 82**
  - Award of Bid, Betts/Cross Intersection – Northeast Earth Mechanics, LLC **P. 83**
  - Contract amendment & Engineering proposal, Betts/Cross – Greenman Pedersen, Inc. **P. 84**
  - Task Order, water transmission pipeline – Weston & Sampson **P. 85**
  - Revision of the Stormwater Management Program **P. 86**
- **Economic Development**
  - MOU, 32 Wakefield Parking – Troxi Properties LLC **P. 87**
- **Government Channel**
  - Video on Demand contract/Live Streaming services **P. 88**
- **Recreation and Arena**
  - Entertainment Agreement – Larry Cushing Enterprises, Inc **P. 89**
  - Performance contract – Strafford Wind Symphony **P. 90**

The following standard report has been enclosed:

- Personnel Action Report Summary **P. 91**

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City Clerk's Office

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# City of Rochester, New Hampshire

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## INTEROFFICE MEMORANDUM

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

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

**DATE:** June 2, 2022

**SUBJECT:** **WWTF Asset Management Program  
Engineering Report Phase Contract**

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

---

Attached is an Agreement for Engineering Services for the development and implementation of Phase 1 of an Asset Management Program for the Wastewater Treatment Facility (WWTF). This contract is between the City and Brown and Caldwell for engineering services in the amount of \$29,350.00. Brown and Caldwell has been selected through the qualifications based solicitation for on-call engineering services RFQ 21-19. Funds are available for this contract in the following account line:

- Sewer Fund CIP account line: 55026020-773800-20528

Katie - If you have any questions, please let me know. If not, please sign below and forward to the City Manager for signature. The signed original of this contract should be returned to DPW for distribution. Thank you.

Signature\_\_\_\_\_

Katie Ambrose  
Deputy City Manager/ Director of Finance & Administration

Attachment: WWTF AM – Phase 1 Engineering Report Phase Contract with B&C



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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 28, 2022

**SUBJECT:** SUR Construction  
Pearl Street – Drainage / Dewatering  
Amount \$9,771.25

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

---

Attached please find (1) one copy of the SUR Construction Company estimate/ scope of service for signature. SUR was selected for this project using the Bid # 21-35 for Emergency and Contracted Construction Services and the pricing is good through 12/31/2022. This scope of is for additional drainage improvement in regards to the Pearl Street Dewatering and Drainage project.

The funds are available in the following Account:  
15013010-771000-21520

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)



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**INTEROFFICE MEMORANDUM**

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

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

**DATE:** May 13, 2022

**SUBJECT:** Tebbetts Road/Old Dover Road Intersection Improvements Project  
 NHDOT Project Agreement

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

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Attached is a NHDOT Highway Safety Improvement Program (HSIP) Project Agreement for the Tebbetts Road/Old Dover Road Intersection Improvements project. This contract is between the City and the State of NH Department of Transportation (NHDOT) regarding funding of the HSIP project. The funding split for this project will be 90% federal funding through NHDOT (\$1,426,658.40) and 10% local funding (\$158,517.60). Funds have been requested for the construction of this project in the FY23 CIP budget; funds are available for the design of this project in the following account line:

- General Fund Public Works CIP account line: 15013010-771000-22532

Katie - If you have any questions, please let me know. If not, please sign below and forward to the City Manager for signature. The signed original of this contract should be returned to DPW for distribution. Thank you.

Signature\_\_\_\_\_

Katie Ambrose  
 Deputy City Manager/ Director of Finance & Administration

Attachment: NHDOT HSIP Project Agreement for Tebbetts Road/Old Dover Road



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## INTEROFFICE MEMORANDUM

---

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

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

**DATE:** June 7, 2022

**SUBJECT:** D&C Construction  
Change Order #3 Signature  
Amount \$2,623.65

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

---

Attached please find (1) one copy of the D&C Construction Change Order #3. This change order is associated with work outside the scope of the contract to install a one 4" floor drain to exit the tank base slab.

The funds are available in the following account:

55016010-771000-20635 = \$2,623.65

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)



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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:** June 8, 2022

**SUBJECT:** ARPA Grant Application  
Sewer System Master Plan  
Amount \$100,000.00

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

---

Attached please find (1) one copy of the Sewer System Master Plan American Rescue Plan Act Grant Application (ARPA) for City Manager Signature. The City Council authorized the acceptance of the grant and designated authority to the City Manager to execute grant documents at the May 3, 2022 Regular City Council Meeting.

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

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



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## INTEROFFICE MEMORANDUM

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

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

**DATE:** June 9, 2022

**SUBJECT:** **Sewer System Master Plan  
Year 1, Phase 2 Engineering Agreements**

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

---

Attached are two Agreements for Engineering Services for the second phase of the Year 1 efforts of a Sewer System Master Plan for the City's wastewater collection system. Both contracts are between the City and Weston & Sampson Engineers, Inc. for engineering services. Weston & Sampson has been selected through the qualifications based solicitation for on-call engineering services RFQ 21-19. The first contract is Task Order 2022-03 in the amount of \$60,000.00. The second contract is a NHDES CWSRF Engineering Report Phase Contract for Professional Services in the amount of \$100,000; this second contract is 100% reimbursable by NHDES through awarded ARPA grant funds. Funds are available for these contracts in the following account lines:

- Sewer Fund CIP account line: 55026020-776001-19545 (\$60,000)
- Sewer Fund CIP account line: 55026020-776001-22581 (\$100,000)

Katie - If you have any questions, please let me know. If not, please sign below and forward to the City Manager for signature. The signed originals of these contracts should be returned to DPW for distribution. Thank you.

Signature \_\_\_\_\_

Katie Ambrose

Deputy City Manager/ Director of Finance & Administration

Attachment: Task Order No. 2022-03 – Phase 2 SSMP with W&S  
Engineering Report Phase Contract with W&S



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## INTEROFFICE MEMORANDUM

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

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

**DATE:** June 22, 2022

**SUBJECT:** **Recommendation to Award Bid #22-48**  
**Betts Road/Cross Road Intersection Improvements**

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

---

Based upon a review of the bids received for the above referenced project, I am recommending Award of Bid #22-48 to NorthEast Earth Mechanics, LLC. Our engineering consultant, Greenman Pedersen, Inc., have reviewed the bids received and submitted to the City a Bid Evaluation recommending award to NorthEast Earth (see attached).

The total award is for \$293,395.00. Funds are available for this award in the following CIP account line:

- Public Works 15013010-771000-22528

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

Signature \_\_\_\_\_  
Katie Ambrose  
Deputy City Manager/ Director of Finance & Administration

Attachments: Notice of Award for Bid No. 22-48  
GPI Bid Evaluation letter dated 6/10/22





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## INTEROFFICE MEMORANDUM

---

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

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

**DATE:** June 22, 2022

**SUBJECT:** **Betts Road/Cross Road Intersection Improvements (#22-48)**  
**Construction Engineering Services**

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

---

Attached is one (1) original Contract Amendment for Design Services During Construction and one (1) original Proposal for Construction Engineering Services for the Betts Road/Cross Road Intersection Improvements project. These contracts are between the City and Greenman Pedersen, Inc. (GPI) for construction administration, resident engineering and related services. GPI has been selected through the qualifications based solicitation for on-call engineering services RFQ 21-19. The Contract Amendment for Design Services During Construction is a no fee amendment; the Proposal for Construction Engineering Services is in the amount of \$35,314.80. Funds are available for the Construction Engineering Services Contract in the following CIP account line:

- Public Works 15013010-771000-22528

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

Signature \_\_\_\_\_  
Katie Ambrose  
Deputy City Manager/ Director of Finance & Administration

Attachments: GPI Contract Amendment for Design Services During Construction  
GPI Proposal for Construction Engineering Services





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## INTEROFFICE MEMORANDUM

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

**FROM:** Dana Webber, PE, Assistant City Engineer

**DATE:** June 23, 2022

**SUBJECT:** **Weston & Sampson – Task Order 2022-1**  
**20-inch Pipeline Rehabilitation Design and Bid**  
**\$64,480**

**CC:** Michael Bezanson, PE, City Engineer  
Peter Nourse, PE, Director of City Services  
Lisa Clark, Administrative Supervisor

---

Attached please find (1) an electronic copy of the Weston & Sampson Task Order for engineering services to design and bid the rehabilitation of the City's 20-inch water transmission pipeline. Weston & Sampson was selected for Water and Wastewater engineering services through RFQ 21-19.

City appropriated funds for this work are available in the following ARPA Fund account:

61396010-771000-22570                      \$64,480.00

If you have any questions, please contact me. If not, please sign below and pass on to the City Manager for signature. Once completed, please return to DPW for Distribution.

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



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## INTEROFFICE MEMORANDUM

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**TO:** Blaine Cox, City Manager

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

**DATE:** June 29, 2022

**SUBJECT:** **EPA 2017 NPDES NH Small MS4 General Permit (ID #NHR041028)  
Stormwater Management Program (SWMP) – Year 4 Revision**

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

---

The EPA 2017 NPDES NH Small MS4 General Permit became effective on July 1, 2018. Rochester has been granted authorization to discharge stormwater from our MS4 by EPA under Permit ID NHR041028. A requirement of the permit is to “develop, implement, and enforce a written Stormwater Management Program (SWMP)”. The initial written SWMP was completed within the first year of the effective date of the Permit; however, certain additional requirements are to be included in revisions to the SWMP for each subsequent year of the Permit. Attached please find one (1) original of Revision 3 of the SWMP for Year 4 updates. Revision 3 includes documentation of all compliance steps completed during Permit Year 4 (July 1, 2021 – June 30, 2022), including a Stormwater Pollution Prevention Plan (SWPPP), a Street Design and Parking Lot Guidelines Report, a Green Infrastructure Report, and a Nitrogen Source Identification Report (NSIR), which have all been completed during this past year.

The Certification for this SWMP Revision 3 for signature by the City Manager can be found on page 3 of the attached document. Please sign this original document and return it to me at Public Works.

Once signed, the entire document will be available for public review on the DPW webpage. Please contact me with any questions. Thank you.

Attachment: Stormwater Management Program (SWMP) Revision 3 – June 30, 2022

# MEMO

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**TO:** Blaine Cox, City Manger

**CC:** Terence O'Rourke, City Attorney, Katie Ambrose, Deputy City Manager / Director of Finance

**FROM:** Michael Scala, Director of Economic Development

**DATE:** June 28, 2022

**RE: Troxi Properties LLC Memorandum of Understanding**

---

Blaine:

Please find attached the MOU from Troxi Properties LLC concerning the parking allowance for vehicles behind 32 Wakefield Street.

Troy Dillow (member) has agreed to allow parking behind his building after 5pm on Monday through Friday and all day during the weekend.

This document explains the details of this arrangement.

If you are satisfied with the document, please review, sign, and scan back to me.

Thank you



# *City of Rochester, New Hampshire*

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06/30/2022



## **MEMORANDUM**

DATE: June 20, 2022

To: Mark Sullivan, Deputy Finance Director – Budget Management & Purchasing  
Cc: Katie Ambrose, Deputy City Manager / Director of Finance & Administration, Matt Wyatt, Public Information & Community Engagement Manager, Angie Gray, Account Clerk

FROM: Celeste Plaia, Government Channel Coordinator

RE: Contract Video on Demand/Live Streaming Services for FY23.

Attached please find the contract / quote for continued services of our existing vender live streaming and video on demand services. Our contract runs from July 20, 2021, to July 20, 2022. We will have a PO created on July 1 but given the holiday, vacation schedules, and vast number of Pos to be executed, signing the contract will help ensure our services will not have interruption. The Video on Demand and Live Streaming service was included in the Government Channel FY23 Operating Budget 1000-1-0000-100-000-51-00-0-533012.

Please let me know if you have any questions or concerns.

Thank You  
Celeste

Enclosure:  
VOD-Live Stream contract/quote Connectivity Point



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

**From:** Lauren Krans, Assistant Director of Recreation & Arena

**Date:** June 9, 2022

**CC:** Sarah Ward, Administrative Assistant II Recreation & Arena

**RE: Entertainment Agreement Larry Cushing Enterprises, INC.  
Amount \$10,000**

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Please find the attached entertainment agreement between the City of Rochester and Larry Cushing Enterprises, INC. for amusement rides for the Lilac Family Fun Festival. Funding for the associated \$10,000 is available in the General Overhead Contingency account 11080050-584000.

If you have any questions, please let me know. If not, please sign and submit to the City Manager for signature. This document should be returned to Lauren Krans for distribution.

---

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



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

**From:** Lauren Krans, Assistant Director of Recreation & Arena

**Date:** June 9, 2022

**CC:** Sarah Ward, Administrative Assistant II Recreation & Arena

**RE: Performance Contract – Strafford Wind Symphony  
Amount \$1000**

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Please find the attached performance contract between the City of Rochester and the Strafford Wind Symphony for amusement rides for a concert at the Lilac Family Fun Festival. Funding is available in the FY23 City Wide Programs account 14022072-589007.

If you have any questions, please let me know. If not, please sign and submit to the City Manager for signature. This document should be returned to Lauren Krans for distribution.

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

DEPT	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	STEP (CBA)	COLA (CBA)	MERIT PAY ADJ	NU PAY ADJ	PAY ADJ	PROMOTION	OTHER	MISC. INFO
BUSINESS OFFICE	KATIE AMBROSE	DEPUTY CITY MANAGER	1	X										X				SALARY STEP MARKET ADJUSTMENT
CITY MANAGER	MYLES SYLVESTER	CAMERA OPERATOR	1		X		X											
COMMUNICATIONS	JOLENE COLWELL	COMMUNICATIONS SPECIALIST	1	X						X								
COMMUNICATIONS	MEHAK HILL	COMMUNICATIONS SPECIALIST	1	X						X								
COMMUNICATIONS	TIFFANY PEARCE	COMMUNICATIONS SPECIALIST	1	X						X								
COMMUNICATIONS	JOLENE COLWELL	PER DIEM DISPATCHER	1			X		X										
DPW	GERARD BARNABE	CUSTODIAN	1		X		X											
DPW	DEAN HODGDON	MEDIUM EQUIPMENT OPERATOR	1	X						X								
DPW	KARL BOSTROM	WT PLANT OPERATOR	1	X						X								
DPW	DONALD TIBBETTS	PT CUSTODIAN	1		X								X					
DPW	TODD BRISARD	PT GROUNDS	1		X								X					
DPW		AFSCME	42										X					AVERAGE 3.23%
DPW	SEAN PEARCE	MEDIUM EQUIPMENT OPERATOR	1	X			X											
FIRE	LILAH CHERIM	FIREFIGHTER	1	X							X							ANNIVERSARY DATE 06/15/2020
FIRE	LARRY COON	FIREFIGHTER	1	X							X							ANNIVERSARY DATE 06/15/2020
LIBRARY		TEAMSTERS	15										X					AVERAGE 3.13%
POLICE	HEATHER STEVENS	DISPATCHER	1	X							X							ANNIVERSARY DATE 03/08/2020
POLICE	RHONDA MORGANTI	ACCOUNT CLERK	1	X							X							ANNIVERSARY DATE 06/08/1993
POLICE	LOGAN ALLEN	PATROL OFFICER	1	X						X								
POLICE		CPDC	10										X					AVERAGE 3.62%
POLICE	STEVEN MCPHERSON	PATROL OFFICER	1	X			X											
POLICE	ALEXANDER HOWARDKOPPE	PATROL OFFICER	1	X			X											
RECREATION	COLE CULLIVAN	CAMP DIRECTOR	1			X								X				
RECREATION	ABIGAIL WARD	CAMP DIRECTOR	1			X								X				
RECREATION	JUDITH TURGEON	CAMP DIRECTOR	1			X											X	POOL ATTENDANT/CAMP SIGN IN/OUT TO CAMP DIRECTOR
RECREATION	DEBRA SANBORN	SUPPORT STAFF 2	1			X											X	SUPPORT STAFF 1 TO SUPPORT STAFF 2
RECREATION	HANNAH WINSHIP	CAMP DIRECTOR	1			X											X	SUPPORT STAFF 2 TO CAMP DIRECTOR
RECREATION	MATTHEW FLORIAN	CAMP COUNSELOR	1			X											X	SUPPORT STAFF 1 TO CAMP COUNSELOR
RECREATION	HANNAH JACOBS	CAMP COUNSELOR	1			X											X	SUPPORT STAFF 1 TO CAMP COUNSELOR
RECREATION	HALLIA LITTLEFIELD	HEAD LIFEGUARD	1			X		X										LIFEGUARD TO HEAD LIFEGUARD
RECREATION	JAELYN WOODBURY	CAMP COUNSELOR	1			X	X											
RECREATION	CLAUDIA LAMIE	POOL ATTENDANT	1			X	X											
RECREATION	AMANDA BOTELHO	HEAD CAMP COUNSELOR	1			X	X											
RECREATION	CHRISTOPHER BOWLEN	DIRECTOR OF RAYS	1	X					X									
RECREATION	APRIL BEATTY	POOL ATTENDANT	1			X		X										
RECREATION	MADISON CORRIVEAU	HEAD COUNSELOR	1			X								X				
RECREATION	TAYLOR CORRIVEAU	HEAD COUNSELOR	1			X								X				
RECREATION	ALYSSA ROY	HEAD LIFEGUARD	1			X		X										
RECREATION	SETH CORTINA	CAMP COUNSELOR	1			X											X	LIFEGUARD TO CAMP COUNSELOR
RECREATION	ANNABEL PROCHILLO	POOL ATTENDANT	1			X	X											
RECREATION	MADISON HUDSON	CAMP COUNSELOR	1			X	X											
RECREATION	MICHAEL KIMBLE	CAMP COUNSELOR	1			X	X											
RECREATION	ISABELLA SILVA	CAMP COUNSELOR	1			X											X	LIFEGUARD TO CAMP COUNSELOR
RECREATION	LAUREN KRANS	DIRECTOR OF RAYS	1	X													X	ASSISTANT DIRECTOR OF RECREATION TO DIRECTOR
RECREATION	COURTNEY MARSHALL	PROGRAM LEADER-AQUA ZUMBA	1			X	X											
RECREATION	ISABELLA ORTIZ	CAMP COUNSELOR	1			X	X											
RECREATION	BRAYDEN COLE-MOONEY	CAMP COUNSELOR	1			X	X											
RECREATION	BENJAMIN GREGOIRE	AQUATICS FACILITY OPERATOR	1			X								X				
RECREATION	TREVOR BRENNAN	CAMP COUNSELOR	1			X	X											
RECREATION	EMELIA LAMIE	LIFEGUARD	1			X		X										
RECREATION	ADDISON FRENCH	POOL ATTENDANT	1			X	X											
TAX	TRACY MAJOR	ADMINISTRATIVE TECHNICIAN I	1		X		X											
VARIOUS		ROCHESTER MIDDLE MGT GROUP	14										X					AVERAGE 3.55%
VARIOUS		ROCHESTER MUNICIPAL MGT GROUP	9										X					AVERAGE 3.36%
WELFARE	JENNIFER SPURR	SOCIAL WORKER	1	X							X							ANNIVERSARY DATE 05/20/2019

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City Clerk's Office

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## 9. City Council Ward 5, Seat A Vacancy

### Candidate statements of Interest

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- a. Alexander de Geofroy P. 95
- b. Karen Stokes P. 99
- c. Susan J. Rice P. 103

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City Clerk's Office

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06/30/2022  
**RECEIVED**

**MAY 16 2022**

CITY CLERK'S OFFICE  
ROCHESTER, NH

City of Rochester, New Hampshire  
OFFICE OF THE CITY CLERK  
31 Wakefield Street • Rochester, NH 03867  
FAX (603) 509-1915 PHONE (603) 332-2130

**STATEMENT OF INTEREST  
BOARD AND COMMISSION MEMBERSHIP**

**POSITION DESIRED:** City Council Ward 5A Vacancy

NEW X RE-APPOINTMENT \_\_\_\_\_ REGULAR \_\_\_\_\_ ALTERNATE \_\_\_\_\_

**NAME:** Alexander de Geofroy

**STREET ADDRESS:** 18 Sheepboro Rd.

**ZIP** 03867

**TELEPHONE:** (H) 508 680 6320 (W) same **E-MAIL** adegeofroy@gmail.com

**REGISTERED VOTER:** (CIRCLE ONE) (YES) NO \_\_\_\_\_ **WARD** 5

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

I have a long record of experience serving my country and communities, including volunteering at our elections. My commitment to leadership excellence would be an asset to the city, which I would be honored to share. See attached resume for more.

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

N/A

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older:

Alexander de Geofroy

**ALEXANDER M. DE GEOFROY**

Rochester, NH – (508) 680-6320 – adegeofroy@gmail.com

- SUMMARY:** Accomplished civilian and military leader, experienced at building and motivating diverse teams to execute on bold data strategies and digital transformations in manufacturing and R&D environments
- EXPERIENCE:**
- Nov '20 – Present** **AGILYX CORPORATION**, Portsmouth, NH  
*Director of Information Technology (pending promotion to VP of IT & Analytics)*
- Developed and executed an IT sourcing strategy to address the needs of a rapid-growth, multi-subsidary plastics recycling business with over 100 employees worldwide (IT budget > \$2MM)
  - Led implementation of a SaaS ERP (NetSuite), including finance & accounting, manufacturing, inventory management, CRM, and supply chain management
  - Selected and directs an IT Managed Services Provider to ensure delivery of quality help desk, procurement, infrastructure ops, and security services for a blend of on-premises and remote employees
  - Created and executing an Enterprise Architecture and Digital Transformation roadmap
  - Responsible for ensuring the security of all corporate systems and data
  - Built an internal team of analysts, project managers, and data professionals to create and integrate advanced statistical models and machine learning algorithms into manufacturing and supply chain business processes
  - Launched IT Governance & Data Governance Executive Steering Committees
  - Currently leading design & implementation of an IT Governance Framework (COBIT)
- June '19 – Nov '20** **PHILLIPS EXETER ACADEMY**, Exeter, NH  
*Manager of Integrations & Business Intelligence*
- Managed a team of database administrators, data scientists, integration specialists, and software developers at an elite college preparatory school
  - Developed data strategy to support the organization's goal of a cloud-forward systems architecture
  - Developed a modular, scalable integrations and warehouse architecture which enables the achievement of real-time (< 1 min) data integrations and reporting, down from 24 hours
  - Led the selection and implementation of an Integration Platform (SnapLogic), as well as the conversion of existing data pipelines from SSIS to SnapLogic
  - Selected and purchased a cloud-based data warehouse solution (Snowflake) to replace an on-premises warehouse; reduction to total cost of ownership was projected to be >85% at completion
  - Established and managed relationships with consulting agencies for project and operations support
  - Overhauled the Academy's Data Governance program and took ownership of the steering committee, consisting of business and technology leaders across the organization
  - Championed the democratization of business intelligence, providing tools and training to line-of-business users and analysts; resulted in ~90% adoption by departments, up from ~40%
- May '16 – Present** **SAFRAN AEROSPACE COMPOSITES**, Rochester, NH  
*Lead Engineer – Data Analytics*
- Managed a multi-disciplinary team of engineers, data scientists, and developers supporting cutting-edge, data-heavy aerospace mfg. operations in the US, France, and Mexico
  - Conceived and executed the data strategy, which included creating a DevOps architecture, implementing CI/CD pipelines, centralized logging, codifying standards & best practices, and more
  - Led complex, multi-year digital transformation projects touching every aspect of the business, including a new Product Lifecycle Management platform and deployment of a new Manufacturing Execution System
  - Developed web & desktop apps and scripts (Python, C#) for process analysis, shopfloor interfaces and interactive data dashboards, business intelligence tools, and process automation
  - Employed machine learning and other data science techniques to provide analytical support for investigations into process anomalies, and to improve efficiency & yield, and lower costs
  - Established standard processes and workflows to align the data supply chain; notably, led a project with Albany Engineered Composites to build robust data sharing and collaboration capabilities
- Aug. '14 – May '16** **PP SYSTEMS, INC.**, Amesbury, MA  
*Senior Product Design Engineer*
- Led development of new products and accessories for life sciences markets, including infrared gas analyzers, plant & soil respiration chambers, and environmental monitoring systems
  - Managed entire product life cycle from conception & rapid prototyping of mechanical and electrical systems to assembly, test, and final validation

- Developed a fully automated calibration system for gas analyzers consisting of test chambers, control software (C#), sensors, heating elements, and solenoid valves. Reduced cycle time more than 50%
- Worked closely with manufacturers to create machined, molded, and 3D printed parts, as well as sheet metal assemblies

Nov. '11 – Sept. '13 **LONGWAVE PHOTONICS, LLC.,** Newton, MA  
*Senior R&D Engineer (Electrical & Mechanical)*

- Involved in all aspects of a startup business focused on the development and commercialization of Terahertz Quantum Cascade Laser (QCL) systems and accessories
- Interfaced with domestic and international customers translate needs into design specifications
- Designed power supplies, optical assemblies, motorized translation & rotation stages, and control hardware including analog & digital circuits, PCB layout, and microprocessor and FPGA programming
- Used MATLAB and C++ to develop Windows GUIs and touch-screen interfaces for user control of laser systems and support hardware
- Worked extensively in SolidWorks to design mechanical components including vacuum chambers, enclosures & translation stages for imaging, non-destructive testing, and gas spectroscopy applications
- Invented a new MEMS (Microelectromechanical System) assembly process and created the first all-electronically tunable Terahertz QCL, which resulted in a publication (in collaboration with MIT)
- Wrote and edited grant proposals including successful Round I & II National Science Foundation Small Business Innovation Research proposals, worth a combined \$1.5M

Oct. '10 – Sept. '11 **SYNQOR, INC.,** Boxborough, MA  
*Product Engineer, New Product Introduction Team*

- Supported the transition from design to production of new analog & digital power converter products, including characterization, stress testing, burn-in, and development of test programs & procedures
- Performed component-level failure analysis of both released products and products in development
- Conceived of and developed database-mining software that improved production yield and rework efficiency by comparing failure modes to historical data

Feb. '09 – Sept. '10 **LOCKHEED MARTIN SPACE SYSTEMS COMPANY,** Silverdale, WA  
*Missile Systems & Test Engineer, Trident D5 Missile Program*

- Analyzed electrical & mechanical hardware defects and dispositioned non-conforming material
- Directed troubleshooting of electrical support equipment and flight electronics packages
- Developed/edited operating procedures to meet program goals and hardware specifications
- Interfaced with the customer, including government inspectors, engineers, and US Navy personnel

#### **EDUCATION: UNIVERSITY OF MASSACHUSETTS AMHERST**

*Masters in Business Administration, Isenberg School of Management, May 2017*

**Focus:** Operations & Business Development

*Bachelor of Science, Electrical & Computer Engineering, May 2008*

**Focused Coursework:** Communications & Signal Processing, Microelectronic Fabrication, Analog & Digital Electronics, Embedded Systems, Sensors & Controls

Completed graduate coursework in both Electrical Engineering and Neurobiology

**NATIONAL OUTDOOR LEADERSHIP SCHOOL,** Lander, WY

*Wind River Mountaineering, 2004*

Intensive month-long leadership & mountaineering school in an alpine wilderness setting

#### **RESEARCH POSITIONS:**

**UMASS ELECTRICAL & COMPUTER ENGINEERING DEPT.,** Amherst, MA

*Graduate Researcher, Microwave Remote Sensing Lab – Atmospheric Technology Group*

- Led the planning & execution of meteorology experiments, including a two-week field experiment at NOAA's Boulder Atmospheric Observatory in Colorado
  - Developed data collection systems for infrasonic & acoustic tomography arrays
  - Analyzed experimental data using spectral analysis and signal processing techniques
- Undergraduate Research Assistant, Terahertz Laboratory; Teaching Assistant, Circuit Analysis*
- Developed & fabricated carbon nanotube-based semiconductor devices for terahertz detection
  - Operated Class IV lasers and other optical equipment for terahertz & microwave experiments

**MILITARY  
EXPERIENCE:****UNITED STATES ARMY/MASS. ARMY NATIONAL GUARD, 1<sup>st</sup> Lieutenant (11A)***Company Commander, F Co, 3/126<sup>th</sup> Aviation Regt., Air Traffic Control, Camp Edwards, MA*

- Ultimately responsible for mission accomplishment of approximately 40 aviation support soldiers, as well as their health, well-being, professional development, and safety
- Planning and execution of training and readiness to support federal and state emergency missions
- Responsible for maintenance & security of >\$4M of weapons, real estate, equipment, and vehicles
- Served as a liaison to federal and state emergency management personnel

*Platoon Leader, B Co, 1/181<sup>st</sup> Infantry Regt., Gardner, MA*

- Led 40 soldiers in field environments while assuming responsibility for their health & well-being, mission accomplishment, and over \$500K of military hardware
- Graduated top of class from Officer Candidate School (Fort McClellan, Alabama)

**CIVIC  
EXPERIENCE:****ROCHESTER, NEW HAMPSHIRE***Selectman (Ward 5), Elected Nov. 2, 2021**Ward Clerk (Appointment), 2020 & 2021 Elections***PUBLICATIONS:**

Han, N., de Geofroy, A., Burghoff, D. P., Chan, C. I., Lee, A. W., Reno, J. L., et al. (2014). Broadband all-electronically tunable MEMS quantum cascade lasers. *Optics Letters*, 3480-3483

Yngvesson, S., Fu, K., Zannoni, R., Rodriguez-Morales, F., Nicholson, J., Adams, S., et al. (2007). New Results on Microwave and Terahertz Detection Using Metallic Single-Walled Carbon Nanotubes. *18th International Symposium on Space Terahertz Technology* (pp. 272-277). Pasadena, CA: California Institute of Technology

**INTERESTS:**

Civics, continuous learning, reading, mountaineering, motorcycle restoration, snowboarding, travel, home renovations, hobby electronics, and the Oxford comma



06/30/2022

City of Rochester, New Hampshire  
OFFICE OF THE CITY CLERK  
31 Wakefield Street • Rochester, NH 03867  
FAX (603) 509-1915 PHONE (603) 332-2130

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JUN 10 2022

CITY CLERK'S OFFICE  
ROCHESTER, NH

STATEMENT OF INTEREST  
BOARD AND COMMISSION MEMBERSHIP

POSITION DESIRED: Ward 5 City Council

NEW ☒ RE-APPOINTMENT ☐ REGULAR ☐ ALTERNATE ☐

NAME: Karen Stokes

STREET ADDRESS: 34 Wildflower Way

ZIP 03868

TELEPHONE: (H) (603) 781-3782 (W)  E-MAIL JStokes@metrocast.net

REGISTERED VOTER: (CIRCLE ONE) YES ☒ NO ☐ WARD 5

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

See attached letter of interest and resume

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

N/A

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older: Karen Stokes

June 9th, 2022

To the Rochester City Council:

Please consider this as my official request for consideration of the Rochester Ward 5 City Council seat. I have been a Rochester School Board member for the past 10 years. My kids have graduated and I am ready to take the next step in helping Rochester to be the best City it can possibly be. I was raised in Rochester, graduated from Spaulding High School in 1989, and have 3 kids who have been raised and graduated from Rochester. I am proud of all that this City has helped to make my kids strong individuals with a great sense of community.

I have been an active community member and have volunteered in many areas of this City. I was very involved in Roger Allen Park, Spaulding Athletics, and my schools PTA. Currently, I have been nominated to serve on the State Advisory Board on Special Education. I am excited to work with Governor Sununu and Commissioner Edelblut on how the City can best serve our most vulnerable community as well as the Rochester community at large. This includes helping to re-establish our workforce, helping with housing, assisting with mental health, dealing with food security, and the drug addiction problems facing not only Rochester, but the State as a whole.

If selected to serve on the City Council, I am hoping to be an active participant in all areas of the City. I feel that a large part of that is fiscal responsibility. As a taxpayer, I am hoping to help the council be fiscally responsible with taxpayers money while making sure that we continue to help the City grow to its fullest potential. My goal is to serve as a team and assist where needed. I look forward to speaking with you in the near future. Please feel free to reach out to me with any questions you may have. Thank you so much for your consideration.

Karen Stokes  
34 Wildflower Way  
Rochester, NH 03868  
(603) 781-3782



## Karen Stokes

34 Wildflower Way  
Rochester, NH 03868  
(603) 781-3782  
jstokes@metrocast.net

## Skills

I am an elected Rochester School Board Member and have served on the board for the last 10 years. I have been a resident of Rochester for 50 years. I am experienced in dealing with the public on issues/concerns that have happened on the School Board. I have been an advocate for students and parents throughout the City and have always volunteered when needed throughout the years

## Experience

January 2012 - PRESENT

### **Rochester School District** – *School Board Member*

- Primary job is being the policy maker for the Rochester School District
- Member of the Special Services, Instruction, and Policy committee
- Chaired the 5 year committee
- Vice Chair of the Special Services Committee

2016-present

### **Farmington School District** – *Paraeducator*

- Work with classroom teachers to support students in class
- Assist students in academic knowledge in specific classrooms
- Monitor students in non-academic settings when needed
- Continue professional development to ensure up-to-date expectations
- Advocate for the best interest of my students

## Education

2010-2011

### **UNH Leadership on Disabilities** – *Graduate*

Worked with like minded individuals to learn how to advocate for students with disabilities. Worked on public speaking, NH Laws, inclusion, and other areas on disabilities.

June, 1991

### **Hesser College Portsmouth, NH** – *Graduate*

Associates in Business Administration

June, 1989

### **Spaulding High School, Rochester, NH** – *Graduate*

General education diploma with a focus on business

## **Awards/Recognitions**

2021-2022 Farmington High School Freshman Advisor

2016-2018 - Fundraiser Chairperson for Spaulding High School Football

2017-2018 - Concession Coordinator for Roger Allen Football

2019 - Rochester School Board of the Year

2015 - President of Roger Allen Baseball

2015 - Formed the Rochester Rebels baseball Cooperstown Team

2012 - Advocate training through the Parent Information Center

2013 - Helped form the Rochester Middle School Baseball team (Timberwolves)

2006-2018 - Volunteer of Roger Allen Park including baseball and football



06/30/2022

City of Rochester, New Hampshire  
OFFICE OF THE CITY CLERK  
31 Wakefield Street • Rochester, NH 03867  
FAX (603) 509-1915 PHONE (603) 332-2130

RECEIVED  
JUN 14 2022  
CITY CLERK'S OFFICE  
ROCHESTER, NH

**STATEMENT OF INTEREST  
BOARD AND COMMISSION MEMBERSHIP**

**POSITION DESIRED:** City Councilor Ward 5 Seat A

NEW ☒ RE-APPOINTMENT \_\_\_\_\_ REGULAR \_\_\_\_\_ ALTERNATE \_\_\_\_\_

NAME: Susan J Rice

STREET ADDRESS: 159 Ten Rod Road

ZIP 03867

TELEPHONE:(H) \_\_\_\_\_ (W) \_\_\_\_\_ E-MAIL ricesusanj@yahoo.com

**REGISTERED VOTER:** (CIRCLE ONE) YES ☒ NO \_\_\_\_\_ **WARD** 5

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

Please accept this form, resume and associated pages

as my application for the open seat of City Councilor, Ward 5.

Thank you for your time and consideration.

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older: Yes

June 14, 2022

To Whom It May Concern:

My name is Susan Rice, a resident of Rochester for 10+ years. I am applying for the Ward 5 City Council seat. Please find attached my resume, overview of Ward 5 and my personal overall goals.

I would bring the following if selected for Ward 5, Seat A:

- Knowledge, experience, and skillset:
  - NH Revised Statutes Annotated (RSA's)
  - Agricultural, forestry, and residential communities
  - Commercial, industrial, and retail communities
  - Planning and zoning experience both public and private sectors
  - Master Plans, Capitol Improvement Plans, Impact Fee Development/Implementation, Growth Management Development/Implementation, Zoning Ordinance Development,
  - Community "Charrette"
  - Integrity, Ethics, Transparency, Diversity, Equality, Equity
- Business skills such as employment, budgeting (municipal and private business); marketing; project management; business management, negotiation, publishing, trademark/copyright
- Prior elective and appointed public service
- Experience with wetland issues, road construction, fire suppression, recreation, and library

The following issues are of concern, both at the municipal, business, and personal levels:

- |  |   |                                   |
|--|---|-----------------------------------|
| • Housing costs (rental and homeownership)               | * | Food and Medical Insecurity       |
| • Utilities (electric, propane, oil, gas)                | * | Transportation Costs              |
| • Ability to pay taxes/daily bills (making hard choices) | * | Mental Health, Drugs, Immigration |

I recognize the following--the completion of major capital improvement projects:

- Water/sewer projects;                      \*                      new DPW facilities;                      \*                      The municipal annex

During elections, I have served as a ballot clerk in Ward 5. My volunteer service continued during Covid in the fall of 2020 election volunteering at the City Clerk's Office. I am active with 4-H volunteer activities and currently volunteered to make fleece blankets for the Ukrainians. I am an avid walker and can be found at The Commons almost every morning doing "laps".

Living in one of the most rural wards, but by the same token one of the most interesting and diverse, my roots run deep in the agricultural, forestry and business worlds. Our ward is home to many active farming businesses, hobby farms and professional agricultural services. However, we are one of the most diverse with two business parks, commercial development along our State Routes of 11, 16, 125 and 202, and enjoy a diverse selection of housing, making our ward a great place to work and live.

I have been married to my husband, Lindsey, a retired Lt. Salem, NH Fire Dept for almost 38 years and have two children. I am a proud Marine Corp wife, Army daughter and Army mother.

I hope that my involvement will make a difference, especially for the future generations to come.

Thank you for your time and consideration. Susan J. Rice

**Education:**

- Sanborn Regional High School, Kingston, NH    -National Honor Society    -Business Honor Society
- Northern Essex Community College-Haverhill, MA    -Degree in Accounting
- Continuing Education Credits-NH Bar Association and NHMA    -Focus Land Use and 91:A
- Former Licensed NH Real Estate Agent

**Employment:**

- Town of Atkinson, NH    -Planning Board -Zoning Board of Adjustment
- Town of Newton, NH    -Planning Board
- Town of Sandown, NH    -Planning Board -Zoning Board of Adjustment
- Town of East Kingston, NH    -Planning Board -Zoning Board of Adjustment
- Self-Employment    -Property Management/Development    -3 Non-Residential Developments
- NH Farm and Forest Expo    -Coordinator and manager of educational meetings/tradeshow 10+ years  
Based in NH Dept. of Agriculture, Concord, NH

**Business Ownership:**

- Have Ewe Any Wool? -Newton, NH - Focus on sheep and wool production
- Crooked Log Sawmill-Newton, NH -Focus on lumber manufacturing
- Nick's Meadow Farm, Newton, NH and Barrington, NH    -Focus on 40 acres of cut flowers, vegetables, sheep .  
Wholesale to Chelsea Market-Boston, MA and Retail thru 3 farmers markets per week in Seacoast, Farmstand
- Bartlettyarns, Inc., Harmony, ME -1<sup>st</sup> Woman President/Owner of 202-year-old business.
  - Honored by President Trump in the "Made in America" Product Showcase 2018,  
East Room, White House, Washington, D.C.
  - Writer and Recipient of 1 National NSIC Grant; 1 State of Maine Grant.
- Bartlett Fiber Washing, LLC, Athens, ME -Principal Owner

**Civic Involvement:**

- Newton, NH    -Elected Offices: Supervisor of the Checklist, Auditor, Library Trustee, Cemetery Trustee
- Newton, NH    -Appointed Office: Conservation Commission
- Kingston, NH    -Sanborn Seminary Trustee-Subgroup-Finance

**Community Involvement:**

- Rockingham County 4-H    -Member -Junior Leader -Leader 20+ years    -2 National Award Trips
- UNH Cooperative Extension    -Rockingham County Advisory Committee -Treasurer
- Seacoast Growers Association    -President    -Member
- Rochester, NH    -Ballot Clerk    -Volunteer City Clerk's Office 2020 Election

- To help guide our city as it continues to grow and evolve.
- To lend my knowledge to achieve a better place for all to live and work.
- To guide growth in a positive and meaningful direction.
- To listen intently to all constituents of this community.
- To make fair choices and decisions, after all information is generated.
- To protect land uses and our environment.
- To promote the wise and efficient use of our monies, our lands, and our natural resources.
- Thoughtful and prudent use of taxpayer monies.
- To encourage the request/acceptance of grant monies.
- To revisit the TIF districts and allocation percentages into the general fund to assist in the tax burden of our residents.
- To revisit Impact Fees, the rational nexus of the fee itself and implementation.
- Future water supply and trash disposal.
- To understand that decisions of today will affect tomorrow.

**Ward 5 Overall**

- \* The largest land mass ward located in the city. Stretching across the northern tier of the city, from east to west (Barrington to Lebanon, ME) Ward district was recently amended.
- \* Fire, Police and EMS physical locations are not located in the Ward.
- \* The home of the city's two aquifer overlay districts.
- \* The population in the ward is the least dense.
- \* The ward is comprised of high-density sections such as parts of the downtown and Route 11, but transitions into more rural and agricultural areas on the "outskirts".
- \* The ward abuts Lebanon, ME; Milton, NH, Farmington, NH, Strafford, NH and Barrington, NH.
- \* Ward 5 has major routes such as 11, 16, 202 and 125 that run thru it.
- \* Schools-Is the home to the high school but contains no grade schools.
- \* Diversity of uses including industrial, commercial, home-based business.
- \* Diversity of housing
  - \* private and public water/sewer services
  - \* ownership of land is private, rented, community (cluster), apartment
  - \* includes single family, duplex, multi-family, manufactured, apartment

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## Finance Committee

## Meeting Minutes

Meeting Information

Date: June 14, 2022

Time: 6:00 P.M.

Location: 31 Wakefield Street

**Committee members present:** Mayor Callaghan, Deputy Mayor Lachapelle, Councilor Beaudoin, Councilor Gray, Councilor Hainey, Councilor Larochelle, and Councilor Hamann.

**City staff present:** Deputy City Manager Katie Ambrose, Deputy Finance Director Mark Sullivan. CIO, Sonja Gonzalez. Director of City Services, Peter Nourse

**Others present:** Tom Kaczynski, resident. Susan Rice, resident. Ray Barnett, resident. Joe Boudreau, Utility Advisory Board. Shawn Libby, Utility Advisory Board.

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

Mayor Callaghan called the Finance Committee meeting to order at 6:00 PM. Deputy City Clerk Cassie Givara took a silent roll call attendance. All Committee members were present.

**2. Acceptance of Minutes: May 10, 2022**

Councilor Lachapelle **MOVED** to **ACCEPT** the May 10, 2022 Finance Committee meeting minutes as amended based on the minor revision to the minutes in the packet which the Deputy City Clerk had distributed to the Committee. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**3. Public Input**

Tom Kaczynski, resident, addressed the Committee in regards to the potential amendment to the Granite Ridge TIF district to allow residential development.

Susan Rice, resident, spoke to the Committee regarding the Granite Ridge TIF district amendment and proposed further budget reductions.

Ray Barnett, resident, addressed the Committee regarding the elderly tax exemption and the comparison between Rochester and other communities. He also spoke about the veteran's,

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disabled, and blind exemptions.

#### 4. Unfinished Business:

No Discussion.

#### 5. New Business-

##### 5.1.1 Dispatch Software Upgrade Project

Sonja Gonzalez, City of Rochester CIO, explained that this is a joint project between IT, the Police Department Communications, and the Fire Department that was funded as CIP in FY22. She stated they are looking to use CSI technologies as a sole source vendor for this software; this is due to multiple other local agencies using this same software, which would allow Rochester to collaborate with these other entities, do cross agency checks, and support mutual aid for the Fire Department.

Finance Director Ambrose clarified that this allocation would need a recommendation from the Finance Committee, but would not need to be sent to full Council for approval. Councilor Lachapelle **MOVED to APPROVE** the dispatch software upgrade project. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

##### 5.1.2 Water System Development Fee

##### 5.1.3 Sewer System Development Fee

Peter Nourse, Director of City Services, reported that the City of Rochester has had a reserve capacity assessment for sewer since 1995, which equates to \$2 per gallon and is assessed for all new development. This assessment has remained the same since at least 2004 and possibly all the way back to its inception in 1995. Director Nourse indicated that the City wanted to reevaluate the sewer assessment fee as well as looking into the concept of establishing a similar fee for water service, which the City has not previously done. He stated that the purpose of the system development fee is for new development to pay into a system that has been maintained and funded by ratepayers in the long term. Director Nourse reported that there are over \$20 million dollars in water capital improvements needed within the upcoming five years, and while user rates and external funding sources such as grants can be utilized for these improvements, having these system development fees would help offset these costs.

Mark Sullivan, Deputy Finance Director, gave an overview of the calculation on the draft model distributed to the committee; based on the asset base of each fund (water and sewer). He explained that the draft sample contained is a model based on Dover's system and that this is developed using net numbers of the assets pending to be depreciated along with the capacity of the plant. He gave further detail on the model that Rochester is proposing. The funds generated should go to a reserve account, so when there is a need to draw from said funds, it would mitigate



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impact to user rates. Deputy Director Sullivan said the sewer development fee has been collected since the early 2000s and averages between \$30,000-\$50,000 per year. However, this money has been placed directly into the operating account where it is not allowed to accumulate or gain interest. He explained that it would be more beneficial to have this money placed into an account where it can accumulate so the funds can be drawn as needed for larger projects and upgrades.

Deputy Director Sullivan suggested taking some of the funds that have already been collected from the sewer and evaluating the sewer fund's retained earnings to potentially use that balance as a starting point for the new fund. The money in said fund can then take the pressure off user rates for upgrades and improvements.

Councilor Lachapelle asked if the money coming in from the sewer is being used as a revenue source. Mr. Sullivan confirmed that it is a revenue source. Councilor Lachapelle stated that this money should be placed in a special reserve fund to collect over time and used as capital towards bond issues for future upgrades.

Councilor Hailey asked for clarification on what is considered a "development" and how this fee is assessed. Mr. Sullivan answered that this fee is for any new construction in the City that will connect to City sewer/water. He also briefly explained the process to collect this fee that takes place through the Department of Public Works and Building and Licensing Services. Director Nourse reported that currently, for a single-family, three-bedroom home, the fee assessed would be \$450, which is based on a table published by DES.

Councilor Gray stated that this development fee sounds similar to an impact fee. He cautioned that such a fee could be prohibitive to those building low-income housing and stated that he was not in favor of fees that could make it more difficult for residents to obtain housing. He said that he was not prepared to make a decision on the prospect until further review was conducted. Councilor Lachapelle reminded the Committee that the fee is already being collected on the sewer side. He also emphasized the impending EPA requirements and DES regulations to which the City will need to comply; assessing this fee will help in covering the cost for these required improvements.

Finance Director Ambrose stated that, moving forward, the establishment of the system development fee in the water fund would need to be recommended to full Council as well as a recommendation on the revision of the current structure/fee on the sewer side. Full Council would then refer the matter to the Codes and Ordinances Committee for the ordinance revision and the development of a new water ordinance. She stated that if the Committee was not yet prepared to recommend the item to full Council, it could be brought back at the next Finance Committee meeting for further discussion.

Councilor Hailey stated that it would be helpful to have an accounting of the number of new developments each year that would be subject to this fee, the amount which could be collected if the fee were assessed, and how the water and sewer rates would be affected. Mr. Sullivan stated that he would provide this information.

Councilor Lachapelle **MOVED** to recommend the establishment of the system development fee in the water fund and the revision of the current sewer system fee to full Council. Councilor Hamann seconded the motion. Councilor Beaudoin felt that the decision warranted further discussion; he said that this development fee is essentially an impact fee and the imposition of a new water fee would be doubling the “impact fee” already established for sewer. He recommended tabling the motion. Councilor Gray cautioned against the assessment of water development fees on top of already existing construction fees to connect into the City resources, as well as the sewer fees. Councilor Lachapelle stated that the sewer development fees are already within the City ordinances. Councilor Gray acknowledged that the sewer fee is collected by ordinance, but this proposal would more than double the fee from \$2.00 to \$4.33. The **MOTION CARRIED** by a 4 to 3 roll call vote with Councilors Hainey, Lachapelle, Hamann, and Larochelle voting in favor and Councilors Beaudoin, Gray, and Mayor Callaghan voting opposed.

#### 5.1.4 Water-Sewer User Rates Review

Deputy Finance Director Sullivan reported that he had gone to the Utility Advisory Board (UAB) to perform a review of their user rates. These fees had last been updated almost three years ago (although the last update did not go into effect until January of 2021 due to COVID).

Joe Boudreau, UAB member, gave an overview of the UAB and their role in the City, and detailed the history of water and sewer user rates from FY10 through the present. Mr. Boudreau explained the incremental increase in rates to take place over the course of three years, which had been proposed by the UAB in 2019. Due in large part to COVID, only one of these increases was carried out, so currently the water rate is substantially below this original proposal. Due to the absence of increases over the past several years, the City is looking at larger increases rather than gradual increases over time. Additionally, the projected revenues were far below what was anticipated due to this lack of rate increases. However, costs continued to rise, resulting in a deficit.

Mr. Boudreau stated that although sewer usage has remained consistent, the rate increases have been even more sporadic than on the water side, ranging from one year to 60-months between increases. Rates have increased a total of \$1.48 since FY10. He reported that if the rates had been increased an average of 5% annually, the current rate would be \$10.68 (current = \$7.43). He further explained what the current rates would be with average usage taken into consideration, had the rates been increased on a regular basis. Mr. Boudreau stated that due to the lack of regular annual increases as suggested in the 2019 UAB presentation, the current rate is now at the level of the proposed 2020 rate. He stated that this would necessitate larger increases in billing statements as opposed to small, gradual increases.

Mr. Boudreau presented a proposed Water rate increase schedule, with an initial increase of 10% and subsequent rate increases of 5% annually in order to rectify the O&M deficit and to build the surplus back to the proposed levels of the 2019 presentation. He presented a similar rate increase schedule for the sewer side, with proposed increases of 10% annually through FY 2026.

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Mr. Boudreau summarized the issues being faced due to the lack of rate increases and other factors that could exacerbate the problem in the upcoming years.

Councilor Lachapelle asked if it was possible to reduce the water rate increase in the first year from the proposed 10% to around 7% and increase the subsequent years from 5% to 6% in order to make the increases more gradual, but to achieve the same result in reducing the deficit and building a surplus. Deputy Finance Director Sullivan explained the importance of having a surplus in order to fund cash CIP projects and avoid bonding projects. He explained that the rates could be increased in the manner suggested by Councilor Lachapelle, but there would have to be other adjustments made.

Councilor Lachapelle **MOVED** to recommend the rate schedule as proposed by the UAB to full Council. Councilor Hamann seconded the motion. Councilor Hamann stated that in his years on the Council, this discussion has been delayed multiple times, and he emphasized the need for action instead of further delays which will make things more difficult in the future. He stated that inflation affects not only the residents, but the City's costs as well, and with increasing government regulations and requirements related to water systems and nitrogen limits, it is causing the City's costs to increase. Councilor Beaudoin agreed that it was unfortunate that prior Councils had not taken action on these rates because it was putting the City in a position where it would need to raise rates by 10%, which would be a hard hit for many residents. He said that unless there were cuts in other areas of this budget, this rate increase would be an unfortunate reality. Councilor Gray stated that unless this discussion were sent to a committee such as Public Works for further discussion and scrutiny, there would not be opportunity to explore other options or alternatives for cost reduction; at the Council level, the discussion will simply receive an up or down vote. Councilor Lachapelle stated that he felt the Utility Advisory Board did exactly what Councilor Gray was suggesting and had already done the calculations and explored the alternatives. The **MOTION CARRIED** by a 5 to 2 roll call vote with Councilors Lachapelle, Larochelle, Hamann, Hainey, and Mayor Callaghan voting in favor and Councilors Gray and Beaudoin voting opposed.

### **5.1.5 Assessing Memo Property Tax Exemptions**

Finance Director Ambrose reported that the Chief Assessor had supplied a memo in the packet that gave an analysis of Rochester's exemptions and credits versus those of surrounding communities. Mayor Callaghan asked how many more residents would qualify if the income/asset limitation was increased from \$50,000 to \$55,000. Deputy Finance Director Sullivan stated that this information would need to come from the Assessing Department based on the prior years' applications. Councilor Lachapelle suggested the Committee submit their questions to the Chief Assessor ahead of the next Finance meeting so he would have opportunity to review and provide the relevant data. Mayor Callaghan requested that Committee members email questions for the Chief Assessor to Director Ambrose in anticipation of the next meeting. Councilor Gray spoke about the difficulty in determining numbers of those eligible and the numbers of residents who might apply due to the multiple factors, such as the unknown numbers of those arriving at the age of eligibility and those residents' income and whether they meet the limitations.

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Mayor Callaghan referenced the passage of HB 1667, which will go into effect July 26, 2022, to expand the qualification for veterans. He suggested that this information be posted on the City website to inform residents. Councilor Gray clarified that even if this bill was adopted, there would still be Council action needed at the City level to enact the new verbiage and criteria.

## **Reports from Finance & Administration**

### **5.2.1 Monthly Financial Report Summary-May 31, 2022**

Deputy Finance Director Sullivan stated that revenues continue to trend strong, with expenses and enterprise funds trending to budget. Police and Fire Department overtime continue to trend over budget. Mr. Sullivan reported that there are no concerns on the General Fund revenue side.

#### **6. Other**

No discussion.

#### **7. Adjournment**

Mayor Callaghan **ADJOURNED** the Finance Committee meeting at 7:10 PM.

Respectfully Submitted,

Cassie Givara  
Deputy City Clerk

# FINANCE COMMITTEE

## Agenda Item

06/30/2022

**Agenda Item Name:** Water System Development Fees

**Meeting Date Requested:** 6-14-22

**Name of Person Submitting Item:** Peter Nourse-Director City Services/Mark Sullivan-Finance

**E-mail Address:** peter.nourse@rochesternh.net

**Issue Summary:** The Water Fund does not have a system development fee structure. System Development fees are designed to impose a fee on new development as a form of buy-in to the established system infrastructure. The basis of the fee is determined by the asset position of the fund, and uses the total capacity of operations as the denominator. The fees collected would be directed to a multi-year, or capital reserve fund, and be used as a funding source for various Water Treatment Plant capital improvement upgrades.

Attached is a revised ordinance for Water Fund as well as the fee calculation methodology.

**Recommended Action:** Discussion

# Chapter 260A

## Water Development Connection Fee

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### §260A-1 Authority.

The City of Rochester is authorized pursuant to RSA 38:28 and RSA 38:37 to assess a Water Development Connection Fee on new connections and development to help meet the additional water system demands created by the new development including capital construction and improvement of the City's water system. Said fees are assessed on a capacity-buy in approach as set forth in §260-54 below.

### §260A-2 Definitions.

This Chapter incorporates by reference the Definitions found in the City of Rochester Water Ordinance, Chapter 260, §260-2, as amended.

### §260A-3 Purpose.

These regulations shall govern the assessment of connection fees upon new connections and development to the City's Public Water System to generate capital funds to maintain, improve and expand the water system to minimize the effect on existing customers in a fair and equitable manner.

### §260A-4 Water Development Connection Fee

The water development connection fee or assessment imposed pursuant to these provision upon new connections and development, including subdivisions, building construction and other land use changes, are based on a capacity-buy in approach, where new users are required to invest in the equity of the City's Public Water System at a rate that reflects prior investment of existing users per unit of total capacity to raise funds to meet the demands and impacts created by the new connections and development to the City's water treatment and distribution facilities, inclusive of the system defined herein as the Public Water System.

### §260A-5 Calculation of Fees

The water development connection fee is calculated as a per gallon per day charge by dividing the net equity in user paid capital assets by the capacity of the respective water system in gallons per day. The portion of the water system capacity assigned to any new user is determined based on New Hampshire Water Usage Unit Design Standards, as contained in Table 1008-1 in Env-Wq 1000 of the New Hampshire Code of Administrative Rules. The Code of Administrative Rules can be found at:

<https://www.des.nh.gov/sites/g/files/ehbemt341/files/documents/2020-01/Env-Wq%201000.pdf>

### §260A-6 Assessment and Collection of Fees

The water development connection fee will be assessed by the Department at the time of application for new connections pursuant to Article I, §260-4. The fees shall be collected at the time of application for connection in accordance with §260-4 above; however, the Department and applicant may establish an alternate, mutually acceptable schedule of payment of water development connection fees. If an alternate schedule for payment of fees is established, the Department may require the applicant to post surety, in the form of a cash bond, letter of credit or performance bond to guaranty future payment of the assessed impact fees. The Department and City reserve the right to annual review and amend the water development connection fees as necessary.

#### **§260A-7 Waivers**

A. An applicant may request a full or partial waiver of the water development connection fee assessments imposed by this ordinance from the Department. The amount of any such waiver shall not exceed the value of the land, facilities construction, or other contributions to be made by that person toward public capital facilities in lieu of a water development connection fee. The applicant must exclude from a waiver any value of on-site and off-site improvements that are required by the Department or City as a result of a plan or development approval, which the applicant would complete regardless of the water development connection fee under this ordinance. The value of contributions or improvements proposed by the applicant shall be credited only towards facilities of like kind. All costs incurred by the Department for the review of a proposed waiver, including reasonable consultant and counsel fees, shall be paid by the applicant requesting a waiver.

B. An applicant may apply to the Department for a waiver of a portion or the full amount of the water development connection fee, where such waiver application is accompanied by an independent fee calculation study that documents the proportionate capital cost impacts of the new connection or development. The Department shall review any such study, and in its discretion, decide whether a waiver is granted or denied. All costs incurred by the Department for review of any such study shall be paid by the applicant.

#### **§260A-8 Administration of Water Development Connection Fees**

A. All funds collected shall be properly identified and promptly transferred for deposit into an individual capital facilities connection fee account for the water facilities for which fees are assessed, and shall be used solely for the purposes specified in this ordinance. The water development connection fee account shall be a capital reserve fund account and the City shall not accrue these fee revenues to the general fund.

B. Payment, administration, collection, custody and records for the water development connection fee account shall be done by the Finance Department upon the direction of the City Manager.

C. The Department shall make a report to the City Council at the end of the fiscal year providing an account of all public water system facilities funded through impact fees during the prior year.

E. Funds withdrawn from the water development connection fee account shall be used solely for the purpose of acquiring, constructing, expanding or equipping those public water system facilities identified in this ordinance.

**§ 260A-9 Appeals.**

Any party aggrieved by any decision, regulation or provision under this Article, as amended, from time to time, shall have the right to appeal said decision to the Department which shall issue a decision within 30 calendar days of the appeal. If said appeal is denied by the Department, then the aggrieved party shall have the right to appeal to the Utility Advisory Board and then to the City Manager.

**§ 260A-10 Additional rules and regulations; amendments.**

The City reserves the right to adopt, from time to time, additional rules and regulations as it shall deem necessary and proper relating to this Article, which additional rules and regulations, to the extent appropriate, shall be a part of this Article.

**§ 260A-11 When effective**

This Article shall be in full force and effect immediately following its passage, as provided by law.



<b>Categories</b>	<b>WATER Amounts</b>
Land	3,999,472.60
Buildings & Structures	20,099,486.60
Delivery Systems	31,981,805.95
Machinery & Equipment	7,418,193.50
<b>Total Capital Assets</b>	<b>63,498,958.65</b>
Accumulated Depreciation	(28,107,945.91)
Contributed Capital	-
Construction in Progress	(5,558,219.16)
<b>Net Capital Adjustments</b>	<b>(33,666,165.07)</b>
<b>Net Capital Assets</b>	<b>29,832,793.58</b>
Long Term Debt	(17,147,246.00)
<b>Net New User Supported Assets</b>	<b>12,685,547.58</b>
<b>System Capacity -GPD</b>	<b>4,000,000</b>
<b>Calculated Investment Fee</b>	<b>\$3.17</b>
<b>Minimum Invest Fee-450 GPD</b>	<b>\$1,427.12</b>

# FINANCE COMMITTEE

## Agenda Item

06/30/2022

**Agenda Item Name:** Sewer System Development Fees

**Meeting Date Requested:** 6-14-22

**Name of Person Submitting Item:** Peter Nourse-Director City Services/Mark Sullivan-Finance

**E-mail Address:** peter.nourse@rochesternh.net

**Issue Summary:** The Sewer Fund currently has a development fee called a Reserve Capacity Assessment Fee. The fee is \$2.00 times the daily discharge flow gallons of the development as determined by Department of Public Works. The fee has not been updated since inception in the 1990s. The issue with this particular fee is the revenue flows through the annual Sewer Operating budget as an additional revenue source, and is not directed to specific capital improvement projects. The annual revenue collections from this fee range from \$30,000 -\$50,000 per year, and since the early 2000's approximately \$1,000,000 has been collected.

However, this annual revenue has not be able to accumulate and be leveraged into a meaningful revenue source. Allowing this revenue to accumulate, and be used as a revenue source to fund various Waste Water Treatment Plant capital improvement upgrades would be ideal. The request is to convert the current Sewer Reserve Capacity Fee to a System Development Fee structure and direct the collected funds into either a multi-year fund or capital reserve fund. Sewer Ordinance 200 would have to be updated as well.

The basis of the System Development Fee will be determined by the asset position of the fund, and uses the total capacity of operations as the denominator. Attached is a draft fee calculation methodology.

**Recommended Action:** Discussion

<b>Categories</b>	<b>SEWER Amounts</b>
Land	2,319,900.00
Buildings & Structures	49,894,980.58
Delivery Systems	39,157,826.73
Machinery & Equipment	2,700,736.27
<b>Total Capital Assets</b>	<b>94,073,443.58</b>
Accumulated Depreciation	(30,873,339.85)
Contributed Capital	(4,930,732.00)
Construction in Progress	(15,168,601.72)
<b>Net Capital Adjustments</b>	<b>(50,972,673.57)</b>
<b>Net Capital Assets</b>	<b>43,100,770.01</b>
Long Term Debt	(19,268,113.00)
<b>Net New User Supported Assets</b>	<b>23,832,657.01</b>
<b>System Capacity -GPD</b>	<b>5,500,000</b>
<b>Calculated Investment Fee</b>	<b>\$4.33</b>
<b>Minimum Invest Fee-450 GPD</b>	<b>\$1,949.94</b>

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City Clerk's Office

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**ORDINANCE AMENDMENT  
RELATIVE TO WATER USER RATE**

**THE CITY OF ROCHESTER ORDAINS:**

I. That Chapter 260, Section 33 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:

**260-33 Water Rate and Fee Schedule**

Quarterly Water Rates

Residential Customers without exemption:	\$6.41	per 100 cu. ft. of water use
Residential Customers with exemption:	\$2.77	
Commercial and industrial customers:	\$6.41	

Unmetered Residential Customers:	
Per quarter per unit without exemption:	\$171.56
Per quarter per unit with exemption:	\$85.76

Minimum Fee:	
Per quarter per unit without exemption:	\$24.35
Per quarter per unit with exemption:	\$19.54

**II. That this ordinance amendment shall take effect on August 1, 2022**

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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 33 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:

**200.33 Wastewater Rate and Fee Schedule**

Quarterly Wastewater Rates

Residential Customers without exemption:	\$8.17	per 100 cu. ft. of water use
Residential Customers with exemption:	\$5.43	per 100 cu. ft. of water use
Commercial and industrial customers:	\$8.17	per 100 cu. ft. of water use
High Volume Customer (I.e. customers using more than 5,000 units **monthly)	\$7.36	per 100 cu. ft. of water use

Unmetered Residential Customers:	
Per quarter per unit without exemption:	\$252.42
Per quarter per unit with exemption:	\$126.19

Sewer-Metered Customers:	\$8.17 per 100 cu. Ft.
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Minimum Fee:	
Per quarter per unit without exemption:	\$37.74
Per quarter per unit with exemption:	\$30.04

**II. That this ordinance amendment shall take effect on August 1, 2022**

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City Clerk's Office

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06/30/2022

## 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 To Adopt the Water/Sewer Rate Schedule as Detailed by the Utility Advisory Board
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COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
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RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
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AGENDA DATE	July 5, 2022		
DEPT. HEAD SIGNATURE	Katie Ambrose, on file		
DATE SUBMITTED			
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2	

#### COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee
CHAIR PERSON	Mayor Callaghan

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

City Charter

**SUMMARY STATEMENT**

On June 14, 2022 the Finance Committee voted to recommend the Water & Sewer user rate schedule as presented by the Utility Advisory Board. The mechanism to adopt the proposed Water and Sewer user rate increases are ordinance amendments to the quarterly Water and Wastewater Rate and Fee schedules. The proposed changes would increase Water and Sewer rates by 10% and take effect on August 1, 2022 for billing cycle 1.

**RECOMMENDED ACTION**

Refer to a Public Hearing on July 19th, adopt the amended ordinance schedules.

# FINANCE COMMITTEE

## Agenda Item

06/30/2022

**Agenda Item Name:** Water-Sewer User Rate Reviews

**Meeting Date Requested:** 6-14-22

**Name of Person Submitting Item:** Mark Sullivan-Deputy Finance Director

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

**Issue Summary:** Review of Water-Sewer user rates. Last rate review was performed in September 2019, last rate increase took effect January 1, 2021. The lag in rate increases is creating larger user rate increases. The rates are projected out to FY26. Also enclosed are the User Rate calculation models. Utility Advisory Board has reviewed these projected, and will be available to offer comments.

**Recommended Action:** Discussion Recommend Approval to Full Council

WATER USER RATE FORECAST  
FY2023

06/30/2022

WATER USER RATE FORECAST		FY21-Results	FY22-Estimate	FY23-Forecast	FY24-Forecast	FY25-Forecast	FY26-Forecast
A	TOTAL REVENUE UNITS (Unaudited)	771,285	782,854	794,597	806,516	818,614	830,893
	OPERATING REVENUES						
	User Fees	\$4,553,777	\$4,564,040	\$5,095,751	\$5,430,797	\$5,787,872	\$6,168,424
	Other Service Charges-Misc	\$336,564	\$346,661	\$357,061	\$367,773	\$378,806	\$390,170
B	TOTAL OPERATING REVENUES	\$4,890,341	\$4,910,701	\$5,452,812	\$5,798,569	\$6,166,677	\$6,558,594
	ALL OPERATIONAL EXPENSES	\$2,647,190	\$2,726,606	\$2,808,404	\$2,892,656	\$2,979,436	\$3,068,819
	WATER CURRENT 20 YR & FORECASTED DEBT SERVICE	\$2,364,054	\$2,302,120	\$2,172,204	\$2,086,814	\$2,033,294	\$1,630,188
	NEW BOND DEBT SERVICE 2023			\$300,000	\$295,000	\$290,000	\$285,000
	NEW BOND DEBT SERVICE 2024				\$150,000	\$147,500	\$145,000
	NEW BOND DEBT SERVICE 2025				\$0	\$150,000	\$147,500
	NEW BOND DEBT SERVICE 2026				\$0	\$0	\$300,000
C	ALL EXPENSE TOTALS	\$5,011,244	\$5,028,726	\$5,280,608	\$5,424,470	\$5,600,230	\$5,576,507
	PROJECTED USER RATES	\$5.83	\$5.83	\$6.41	\$6.73	\$7.07	\$7.42
D	RATE INCREASE PERCENTAGE	5.00%	0.00%	10.00%	5.00%	5.00%	5.00%
E	O&M SURPLUS (DEFICIT)	(\$120,903)	(\$118,024)	\$172,204	\$374,100	\$566,447	\$982,087
F	CASH FUNDED CIP PROJECTS & OTHER TRANSFERS	\$500,000	\$333,000	\$572,500	\$500,000	\$500,000	\$500,000
H	ADJUSTED SURPULS (DEFICIT)	(\$620,903)	(\$451,024)	(\$400,296)	(\$125,900)	\$66,447	\$482,087
I	ESTIMATED CASH FUND BALANCE	(\$2,826,558)	(\$3,277,582)	\$322,122	\$196,222	\$262,669	\$744,756
J	BOND ISSUES	\$0	\$0	\$4,000,000	\$2,000,000	\$2,000,000	\$4,000,000

SEWER USER RATE FORECAST  
FY2023

06/30/2022

SEWER USER RATE FORECAST-EXCLUDES EPA UPGRADES		FY21-Results	FY22-Estimate	FY23-Forecast	FY24-Forecast	FY25-Forecast	FY26-Forecast
A	USER FEE UNITS	588,095	591,035	593,991	596,961	599,945	602,945
	HIGH VOLME UNITS	132,196	132,857	133,521	134,189	134,860	135,534
	OPERATING REVENUES						
	User Fees	\$5,039,128	\$5,320,805	\$5,881,905	\$6,502,177	\$7,187,860	\$7,945,853
	Other Service Charges-Misc	\$720,729	\$425,000	\$425,000	\$425,000	\$425,000	\$425,000
B	TOTAL OPERATING REVENUES	\$5,759,857	\$5,745,805	\$6,306,905	\$6,927,177	\$7,612,860	\$8,370,853
	ALL OPERATIONAL EXPENSES	\$2,888,653	\$2,960,869	\$3,034,891	\$3,110,763	\$3,188,532	\$3,268,246
	SEWER CURRENT 20 YR & FORECASTED DEBT SERVICE	\$3,268,483	\$2,610,004	\$3,305,079	\$3,201,002	\$3,058,001	\$2,677,788
	NEW BOND ISSUED DEBT FY23	\$0	\$1,004,268	\$0	\$0	\$0	\$0
	NEW BOND ISSUED DEBT FY23	\$0	\$0	\$750,000	\$737,500	\$725,000	\$712,500
	NEW BOND ISSUED DEBT FY24	\$0	\$0	\$0	\$600,000	\$590,000	\$580,000
	NEW BOND ISSUED DEBT FY25	\$0	\$0	\$0	\$0	\$600,000	\$590,000
	NEW BOND ISSUED DEBT FY26	\$0	\$0	\$0	\$0	\$0	\$600,000
	TOTAL DEBT SERVICE	\$3,268,483	\$3,614,272	\$4,055,079	\$4,538,502	\$4,973,001	\$5,160,288
C	ALL EXPENSE TOTALS	\$6,157,136	\$6,575,141	\$7,089,970	\$7,649,266	\$8,161,533	\$8,428,534
	PROJECTED USER RATES	\$7.43	\$7.43	\$8.17	\$8.98	\$9.88	\$10.87
	HIGH VOLUME RATE	\$6.68	\$6.68	\$7.35	\$8.09	\$8.89	\$9.78
D	RATE INCREASE PERCENTAGE	0.00%	0.00%	10.00%	10.00%	10.00%	10.00%
E	PROJECTED O&M SURPLUS (DEFICIT)	(\$397,279)	(\$829,336)	(\$783,065)	(\$722,089)	(\$548,673)	(\$57,681)
F	CASH FUNDED CIP PROJECTS & OTHER TRANSFERS	\$400,000	\$256,836	\$262,500	\$262,500	\$262,500	\$262,500
H	ADJUSTED SURPULS (DEFICIT)	(\$797,279)	(\$1,086,172)	(\$1,045,565)	(\$984,589)	(\$811,173)	(\$320,181)
I	ESTIMATED CASH FUND BALANCE	\$5,949,039	\$4,862,867	\$3,817,302	\$2,832,713	\$2,021,539	\$1,701,358
J	BOND ISSUES		\$13,830,757	\$10,000,000	\$8,000,000	\$8,000,000	\$8,000,000

## WATER RATE HISTORY

FISCAL YEAR	FORECAST RATE	USER RATE	USER RATE INCREASE %	CPI INCREASES	BILLED UNITS	USER RATE CHANGED	INCREASE CYCLE
<b>FY10</b>		<b>\$4.19</b>	<b>0.00%</b>	<b>3.80%</b>	<b>761,371</b>	<b>No Increase</b>	
FY11		\$4.29	2.39%	-0.40%	784,215	Jul-10	12 Months
FY12		\$4.49	4.66%	1.64%	747,642	Aug-11	13 Months
FY13		\$4.60	2.45%	3.16%	757,145	Dec-12	16 Months
FY14		\$4.67	1.52%	2.10%	722,432	Mar-14	14 Months
FY15		\$4.67	0.00%	1.46%	730,906	No Increase	Crossed FY
FY16		\$4.81	3.00%	1.62%	739,007	Oct-15	19 Months
FY17	\$5.29	\$5.29	9.98%	0.12%	741,699	Nov-16	11 Months
FY18	\$5.85	\$5.55	4.91%	1.26%	727,888	Feb-18	15 Months
FY19	\$6.00	\$5.55	0.00%	2.10%	753,000	No Increase	
FY20	\$5.94	\$5.55	0.00%	2.40%	727,237	No Increase	
FY21	\$6.35	\$5.83	5.00%	1.80%	771,285		24 Months
FY22	\$6.80	\$5.83	0.00%	1.20%	<b>750,000</b>	No Increase	
<b>TOTAL</b>		<b>\$1.36</b>	<b>32.46%</b>	<b>22.26%</b>	<b>-1.10%</b>		

## SEWER RATE HISTORY

FISCAL YEAR	FORECAST RATE	USER RATE	USER RATE INCREASE %	CPI INCREASES	TOTAL BILLED UNITS	USER RATE CHANGED	INCREASE CYCLE
<b>FY10</b>		<b>\$5.95</b>	<b>0.00%</b>	<b>3.80%</b>	<b>796,667</b>	<b>No Increase</b>	
FY11		\$6.11	2.69%	-0.40%	758,052	Jul-10	12 Months
FY12		\$6.24	2.13%	1.64%	758,642	Aug-11	13 Months
FY13		\$6.24	0.00%	3.16%	738,261	No Increase	
FY14		\$6.24	0.00%	2.10%	715,459	No Increase	
FY15		\$6.24	0.00%	1.46%	678,034	No Increase	
FY16		\$6.24	0.00%	1.62%	670,722	No Increase	
FY17	\$6.52	\$6.52	4.49%	0.12%	685,850	Nov-16	5 Years
FY18	\$7.31	\$6.75	3.53%	1.26%	686,471	Feb-18	15 Months
FY19	\$7.41	\$6.75	0.00%	2.10%	708,498	No Increase	
FY20	\$7.43	\$6.75	0.00%	2.40%	716,133	No Increase	
FY21	\$8.17	\$7.43	10.00%	1.80%	720,294		36 Months
FY22	\$8.74	\$7.43	0.00%	1.20%	<b>720,000</b>		
<b>TOTAL</b>		<b>\$0.80</b>	<b>13.45%</b>	<b>16.86%</b>	<b>-11.07%</b>	No Increase	

# **Water and Sewer Fund Analysis & Rate Recommendations**

## **2022 - 2026**

## History

- Review of Rate History
- 2019 Recommendations and Actions
- Impact on revenues & expenses



# Water

## Water Rate History

FISCAL	FORECAST	USER	USER RATE	CPI	BILLED	USER RATE	INCREASE
YEAR	RATE	RATE	INCREASE %	INCREASES	UNITS	CHANGED	CYCLE
FY10		\$4.19	0.00%	3.80%	761,371	No Increase	
FY11		\$4.29	2.39%	-0.40%	784,215	Jul-10	12 Months
FY12		\$4.49	4.66%	1.64%	747,642	Aug-11	13 Months
FY13		\$4.60	2.45%	3.16%	757,145	Dec-12	16 Months
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FY15		\$4.67	0.00%	1.46%	730,906	No Increase	Crossed FY
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FY22	\$6.80	\$5.83	0.00%	1.20%	750,000	No Increase	
TOTAL		\$1.36	32.46%	22.26%	-1.10%		

## Water 09/19 Outlook

	FY 19	FY20	FY21	FY22
<b>Rate Increase</b>				
Recommended	0%	7%	7%	7%
Actual	0%	0%	7%	0%
<b>User Rate</b>				
Recommended	5.55	5.94	6.35	6.80
Actual	5.55	5.55	5.83	5.83
<b>Revenues</b>				
Projected	4,310,014	4,650,227	5,014,839	5,359,513
Actual			4,890,341	4,910,701
<b>O&amp;M Surplus/Deficit</b>				
Projected	(248,098)	(373,024)	91,407	119,587
Actual			(120,903)	(118,024)

# Sewer

## SEWER RATE HISTORY

FISCAL	FORECAST	USER	USER RATE	CPI	TOTAL	USER RATE	INCREASE
YEAR	RATE	RATE	INCREASE %	INCREASES	BILLED UNITS	CHANGED	CYCLE
FY10		\$5.95	0.00%	3.80%	796,667	No Increase	
FY11		\$6.11	2.69%	-0.40%	758,052	Jul-10	12 Months
FY12		\$6.24	2.13%	1.64%	758,642	Aug-11	13 Months
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FY21	\$8.17	\$7.43	10.00%	1.80%	720,294		36 Months
FY22	\$8.74	\$7.43	0.00%	1.20%	720,000		
TOTAL		\$0.80	13.45%	16.86%	-11.07%	No Increase	

## Sewer 09/19 Outlook

	FY 19(est)	FY20	FY21	FY22
<b>Revenues</b>				
Projected	5,409,654	5,922,013	6,487,240	6,636,635
Actual			5,759,857	5,745,805
<b>Rate Increase</b>				
Recommended	0%	10%	10%	7%
Actual	0%	10%	0%	0%
<b>O&amp;M Surplus/Deficit</b>				
Projected	(299,515)	(613,199)	262,618	747,158
Actual			(397,279)	(829,336)
<b>User Rate</b>				
Recommended	6.75	7.43	8.17	8.74
Actual	6.75	7.43	7.43	7.43

## 2022 -2026 Water/Sewer Rate Assumptions

- Water/sewer user volumes remain relatively flat over proposed 2022-2026 timeline
  - New users added
  - More efficient appliances
  - More 1-2 occupants/household
- Increasing costs
  - Personnel costs
  - Equipment costs
  - Chemical/supplies costs
  - Upgrades/maintenance costs increasing
  - \* Potential interest costs increasing
- Services/Taxes
  - Residents, while not happy, understand that increases are necessary to maintain service levels
    - ✓ Fire
    - ✓ Police
    - ✓ Public works
    - ✓ Licensing
    - ✓ Etc.
- Resident expectations
  - Residents are receptive to regular(annual) increases to costs rather than sporadic and potentially larger increases

## **WATER USER RATE FORECAST FY2023**



## WATER USER RATE FORECAST FY2023

WATER USER RATE FORECAST		FY21-Results	FY22-Estimate	FY23-Forecast	FY24-Forecast	FY25-Forecast	FY26-Forecast
A	TOTAL REVENUE UNITS (Unaudited)	771,285	782,854	794,597	806,516	818,614	830,893
	OPERATING REVENUES						
	User Fees	\$4,553,777	\$4,564,040	\$5,095,751	\$5,43,797	\$5,787,872	\$6,168,424
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	NEW BOND DEBT SERVICE 2023				\$150,000	\$147,500	\$145,000
	NEW BOND DEBT SERVICE 2024				\$0	\$150,000	\$147,500
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I	ESTIMATED CASH FUND BALANCE	(\$2,826,558)	(\$3,277,582)	\$322,122	\$196,222	\$262,669	\$744,756
J	BOND ISSUES	\$0	\$0	\$4,000,000	\$2,000,000	\$2,000,000	\$4,000,000

## **SEWER USER RATE FORECAST FY2023**

## SEWER USER RATE FORECAST FY2023

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	HIGH VOLME UNITS	132,196	132,857	133,521	134,189	134,860	135,534
	OPERATING REVENUES						
	User Fees	\$5,039,128	\$5,320,805	\$5,881,905	\$6,502,177	\$7,187,860	\$7,945,853
	Other Service Charges-Misc	\$720,729	\$425,000	\$425,000	\$425,000	\$425,000	\$425,000
B	TOTAL OPERATING REVENUES	\$5,759,857	\$5,745,805	\$6,306,905	\$6,927,177	\$7,612,860	\$8,370,853
	ALL OPERATIONAL EXPENSES	\$2,888,653	\$2,960,869	\$3,034,891	\$3,110,763	\$3,188,532	\$3,268,246
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	TOTAL DEBT SERVICE	\$3,268,483	\$3,614,272	\$4,055,079	\$4,538,502	\$4,973,001	\$5,160,288
C	ALL EXPENSE TOTALS	\$6,157,136	\$6,575,141	\$7,089,970	\$7,649,266	\$8,161,533	\$8,428,534
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	HIGH VOLUME RATE	\$6.68	\$6.68	\$7.35	\$8.09	\$8.89	\$9.78
D	RATE INCREASE PERCENTAGE	0.00%	0.00%	10.00%	10.00%	10.00%	10.00%
E	PROJECTED O&M SURPLUS (DEFICIT)	(\$397,279)	(\$829,336)	(\$783,065)	(\$722,089)	(\$548,673)	(\$57,681)
F	CASH FUNDED CIP PROJECTS & OTHER TRANSFERS						
H	ADJUSTED SURPULS (DEFICIT)	\$400,000	\$256,836	\$262,500	\$262,500	\$262,500	\$262,500
		(\$797,279)	(\$1,086,172)	(\$1,045,565)	(\$984,589)	(\$811,173)	(\$320,181)
I	ESTIMATED CASH FUND BALANCE	\$5,949,039	\$4,862,867	\$3,817,302	\$2,832,713	\$2,021,539	\$1,701,358
J	BOND ISSUES		\$13,830,757	\$10,000,000	\$8,000,000	\$8,000,000	\$8,000,000

Utility Advisory Board 2022

13

## **Process Recommendations**

- Increase rates on an annual bases
- Educate residents on rationale for increases

## Summary

- The Water & Sewer Funds are in a negative financial position – operating Revenues continue to struggle to meet Operating Expenses
- Cash Fund balances are being used to replace the deficits in the short term
- Long term annual deficits will become problematic
- The Authorized – Unissued Bonds on both funds are at the largest level in many years
- The cycle of project completion and converting Authorized-Unissued Bonds into actual debt service is a driver to the User Rates
- It is anticipated that the 2022 & 2024 bond issue cycles will be large on both funds
- Interest rates will likely increase

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City Clerk's Office

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**City of Rochester Planning Board**  
Monday June 6, 2022  
City Hall Council Chambers  
31 Wakefield Street, Rochester, NH 03867  
(These minutes were approved on June , 2022)

**Members Present**

Mark Collopy, *Chair*  
Robert May, *Vice Chair*  
Peter Bruckner  
Keith Fitts  
Paul Giuliano  
Don Hamann  
Mark Sullivan

**Members Absent**

A.Terese Dwyer, *excused*  
Dave Walker, *excused*

**Alternate Members Present**

Ashley Desrochers  
James Hayden  
Michael McQuade  
Matthew Richardson

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

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

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**I. Call to Order**

Mark Collopy called the meeting to order at 6:30 p.m.

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**II. Roll Call**

Shanna B. Saunders conducted roll call.

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**III. Seating of Alternates**

Mr. Collopy asked Michael McQuade to vote for Terry Dwyer and Matthew Richardson to vote for Dave Walker.

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#### IV. Communications from the Chair

No communication at this time.

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#### V. Approval of minutes for May 16, 2022

*Peter Bruckner made a motion to approve the minutes from May 16, 2022. Don Hamann seconded the motion. The motion carried by a unanimous voice vote.*

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#### VI. Opening Discussion/Comments (up to 30 minutes)

##### A. Public comment

No public comment.

##### B. Discussion of general planning issues

Mr. Bruckner discussed an issue that was brought to the attention of the Riverwalk Committee. Mr. Bruckner discussed property owners cutting off access to the river and what that could mean for the Riverwalk. Mr. Bruckner explained that it is important to discuss if easements are needed for access to the public. Ms. Saunders asked what action items or what is needed of the staff and Planning Board. Mr. Bruckner explained putting maps together of the properties located on the Riverwalk and seeing what actions can be taken to allow public access to the Riverwalk. Ms. Saunders discussed talking with the staff liaison, Jenn Marsh, about getting maps and discussing the plan going forward. Mr. May thanked Mr. Bruckner for the update and wants to do anything he can to support the Riverwalk.

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#### VII. New Applications:

- A. [G&P Boston Properties, 55 No Main Street](#) (by Fuss & O'Neill) Extension to meet precedent conditions to an approved Site Plan.  
Case# 121 – 372, 373 & 400 – DC – 21 **EXTENSION to 12/6/2022**

Mr. Lundborn discussed the reason behind the extension request. Mr. Lundborn explained that when the geotechnical exploration was performed a layer of organic soil was found that was not expected, so the overall structural design needs to be changed. Mr. Lundborn stated that it will most likely be ready for begin demolition and constructing in a month or two.

Mr. May asked how many extensions have already been granted. Ms. Saunders explained that this is the first extension.

Mr. Bruckner asked if this would change the architectural that was submitted or if it just structural? Mr. Lundborn explained that it is only structural aspects that will be changing. The façade and the skin of the building will remain the same, the integrated concrete forms were going to be too heavy



for the type of soil in the ground. They will now be using the traditional steel frames and wood frames with panelized walls on the top, but it will look the same as what was presented. Mr. Bruckner asked if the full 6-month extension would be needed? Mr. Lundborn does not believe the full 6 months will be needed as building permits have already been submitted and they are just finishing up things with Department of Public Works.

*Mr. May made a motion to approve the extension request to 12/6/2022. Mr. Bruckner seconded the motion. The motion carried by a unanimous voice vote.*

**B. Haven Hill Road, LLC, Kevin McEneaney, 0 Haven Hill Road (by McEneaney Survey Associates) 5-lot Subdivision Case# 242 – 9-2 – A – 22 Public Hearing  
**ACCEPTANCE/FINAL ACTION\*****

Steve Haight, of Civil Works & McEneaney Survey, presented on behalf of Haven Hill Road, LLC. Mr. Haight discussed the two Technical Review Group meetings that the proposed project went to and the updates that were done as requested by Staff. Mr. Haight explained that the proposed subdivision is a 5-lot subdivision where lot sizes range from 2.5 to 6.5 acres. Requested updates by DPW and the Fire Department were completed.

Mr. Collopy opened the public hearing. Seeing none, he brought it back to the board.

Ms. Saunders asked Mr. Haight to go over waiver request for the proposed project. Mr. Haight explained the need for the Stormwater Waiver due to less than 20,000 sf of impact with the shared driveway. Ms. Saunders went over DPW's reasoning for supporting the waiver request. Ms. Saunders stated that staff supports the waiver with the condition that the design and drainage calculations be changed to show no net increase in post development runoff.

*Mr. Giuliano made a motion to accept the application as complete. Mr. Bruckner seconded the motion. The motion carried by a unanimous voice vote.*

Ms. Saunders discussed the conditions that staff recommends for approval of this subdivision. Ms. Saunders explained the plan modifications including wetlands being flagged, driveway throat being revised for the fire apparatus access, and the application meet NFPA I Fire Safety Chapter 118. Ms. Saunders discussed the need for a street name application as the roadway will be private, a street name sign, and as-builts.

Mr. Collopy opened the floor for discussion.

Mark Sullivan asked the applicant about the stormwater waiver and the conditions set forth. Mr. Haight explained the conditions have already been met.

Paul Giuliano asked if the private roadway will be gravel and if it could ever be paved? Ms. Saunders explained that the gravel is considered impervious already. Mr. Haight explained that it was designed to be paved but the proposal is gravel.

James Hayden asked if there was going to be any under drains at the entrance of the subdivision. Mr. Haight explained that the test pits show very good soil, therefore an under drain is not needed. Mr. Hayden asked if there will be any check dams put into place. Mr. Haight explained that all standard erosion control measures will be taken.

*Mr. Giuliano made a motion to grant the Chapter 218 Stormwater waivers with the revised calculations. Mr. Bruckner seconded the motion. The motion carried by a unanimous voice vote. Mr. Bruckner made a motion to approve the application with the conditions stated. Mr. Guiliana seconded the motion. The motion carried by a unanimous voice vote.*

**C. Dennis & Janine Alfrey Family Trust, 18 Sampson Road (by Norway Plains Assoc)  
3-lot Subdivision. Case# 231 – 18 – A – 22 Public Hearing **ACCEPTANCE/FINAL ACTION\*****

Paul Blanc with Norway Plains Associates, presenting on behalf of Dennis & Janine Alfrey, for a 3-lot pork chop subdivision. Mr. Blanc discussed the waiver for the wetland delineation. Mr. Blanc discussed the total lot having 41 acres and that the subdivision is for Mr. Alfrey and his two children. A 20-foot driveway will allow access to the properties and to accommodate for fire safety. A drainage analysis was done to accommodate the additional pervious area because of the driveway. The drainage analysis requires two infiltration basins that would meet a 50 and 100 year storm event. A wetlands permit was issued by NHDES for the small impact of the driveway. Each lot will be serviced by their own septic system.

Mr. Collopy opened the public hearing. Seeing none, he brought it back to the board.

Ms. Saunders explained the waiver request for the wetland delineation and staff supports the waiver. Staff recommends the application be accepted as complete.

*Mr. Giuliano made a motion to accept the application as complete. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.*

Ms. Saunders stated that staff recommends the application be approved. Ms. Saunders discussed the conditions of approval: the line length dimensions that were on the plan be updated and the access and water supply required by the Fire Department and the sign requirements for house numbers. Mr. Blanc explained where the numbering of the houses for the Fire Department would go. Ms. Saunders discussed the general conditions required for the subdivision, including as-builts. Ms. Saunders also explained the need for a road name application due to the length of the driveway.

Mr. May asked if there were any other options that were presented other than a porkchop subdivision? Joel Runnals of Norway Plains explained that the porkchop style was the only option that was available after further review with the Planning Department and Zoning Administrator. Ms. Saunders explained that if it was configured a different way the wetlands crossing would have been bigger than what is currently being proposed. This was a way to minimize the wetlands crossing.

Mr. Collopy asked what the longest length of a driveway from the roadway. Mr. Blanc stated the longest driveway is 900 feet. It also includes a truck turning plan and it was worked out with Tim Wilder, Assistant Fire Chief and the biggest fire truck that the City has. Mr. Collopy asked what the terrain was like on the land? Mr. Blanc explained that it varies and is thicker around the wetlands. Mr. Collopy asked if there is going to be some buffer behind the homes that are on the abutting properties? Mr. Blanc showed where the houses would be on the site plan in relation to the houses that are on the abutting properties.

Mr. Hayden asked if there was any part of the fire plan that does not involve backing into a driveway? Mr. Blanc explained that there are two spots that are not driveways to back into.

*Mr. Hamann made a motion to approve the wetlands conditional use permit. Mr. Giuliano seconded the motion. The motion carried by a unanimous voice vote.*

*Mr. Hamann made a motion to approve the porkchop conditional use permit. Mr. Guiliano seconded the motion. The motion carried by a unanimous voice vote.*

*Mr. Giuliano made a motion to grant the waiver request. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.*

*Mr. Giuliano made a motion to approve the application with the conditions stated. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.*

**D. Jeffrey & Nikki Metayer, 185 Salmon Falls Road (by Norway Plains Assoc) Lot Line Revision to allow lot 7-1 to have 150' of frontage  
Case# 211 – 7-1&7-2 – A – 22 Public Hearing **ACCEPTANCE/FINAL ACTION\*****

Joel Runnals, from Norway Plains Associates, representing Jeffrey & Nikki Metayer. Mr. Runnals explained that the lot line revision is needed in order to subdivide this lot as there will not be enough frontage otherwise.

Mr. Collopy opened the public hearing. Seeing none, he brought it back to the board.

*Mr. Bruckner made a motion to accept the application as complete. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.*

*Mr. Bruckner made a motion to approve the application. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.*

**E. Jeffrey & Nikki Metayer, 185 Salmon Falls Road (by Norway Plains Assoc) 2-lot Subdivision Case# 211 – 7-1 – A – 22 Public Hearing **ACCEPTANCE/FINAL ACTION\*****

Joel Runnals, from Norway Plains Associates, representing Jeffrey & Nikki Metayer. Mr. Runnals discussed the reasoning for the subdivision. Mr. Runnals explained there is not need for approval from DES just from the state as the lots will have City sewer and water. There are two waivers being requested for wetlands for the entire property and show the buildable area and the topographic survey for the remaining land.

Mr. Collopy opened the public hearing. Seeing none, he brought it back to the board.

Ms. Saunders explained the waivers being requested. Ms. Saunders discussed the delineation of wetlands and topography as it was done in the area of interest and staff does support the waiver request.

*Mr. Bruckner made a motion to accept the application as complete. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.*

Ms. Saunders discussed the conditions of approval, including an update of acreage to go to assessing.

*Mr. Bruckner made a motion to approve the 2-lot subdivision application. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.*

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## **VIII. Other Business**

### **A. Planning Update**

Ms. Saunders discussed the upcoming meetings and the number of applications that have been going through TRG. Ms. Saunders discussed a pickleball facility and a car dealership coming forward. Mr. Collopy reminded the board that the July workshop meeting is only as needed.

### **B. Other**

No other business to discuss.

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## **XI. Adjournment**

*Mr. Bruckner made a motion to adjourn the meeting at 7:15 p.m. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.\*

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Respectfully submitted,

Ashley Greene,  
*Administrative Assistant II*

and

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

**Amendment to Chapter 275 of the General Ordinances of the City of Rochester Electric Vehicle Charging Stations**

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:

**Definition:** (a) An electric vehicle charging station shall mean a public or private parking space located together with a battery charging station, aka Electric vehicle supply equipment (EVSE) which permits the transfer of electric energy (by conductive or inductive means) to a battery or other storage device in an electric vehicle.

An electric vehicle charging station installed as an accessory to a new or existing single family home or a unit within a duplex property and used for personal use and not as a means of income, is a permitted use in all zones and requires no site plan approval. **Only Level 1 and Level 2 electric vehicle supply equipment shall be permitted on residential properties.**

An electric vehicle charging station installed as accessory to a new or existing multi family home or a commercial property is permitted per the use tables located at the end of the Zoning Chapter. Site Plan review is required. **All Level 1 and Level 2 and Level 3 electric vehicle supply equipment may be permitted on multifamily residential and commercial properties.**

Electric vehicle supply equipment, as defined in the National Electric Code, shall obtain any required building permits, electrical permits or other applicable permits prior to their location, construction, installation, or operation.

**Changes to the Use table:**

An electric vehicle charging station is proposed permitted in all residential zones as an accessory use only for personal use.

An electric vehicle charging station is proposed permitted in the DC, OC, GR, HC, GI, RI, HS, AS Zoning Districts. It is permitted by Conditional Use Permit in the Neighborhood Mixed Use Zoning District.

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

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06/30/2022

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

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**



**City of Rochester Planning Board**  
Monday April 18, 2022  
City Hall Council Chambers  
31 Wakefield Street, Rochester, NH 03867  
*(These minutes were approved on May 16, 2022)*

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**X. Proposed Zoning Ordinance Change – Electric Vehicle Charging Station**

Ms. Saunders reminded the Board of the project on Route 11 for an electric charging station, she said at the time staff had a bit of a quandary because the use didn't fall under a fueling station because it didn't have any of the hazmat issues, but it also wouldn't fall under a parking lot either because there would be traffic coming in and out every few minutes in order to refuel. Ms. Saunders explained the applicant had to go before the Zoning Board of Adjustment first for the use. She said it put the applicant at a disadvantage than any other fueling station because they had to go before two land use boards rather than just one. Ms. Saunders said staff came up with a use that captures EV charging stations and proposes to allow them in zones that fueling stations are permitted in such as downtown commercial, office commercial, granite ridge development, highway commercial, general industrial, recycling industrial. She said the other thing Staff realized is people are going to start adding charging stations to their homes so they should be looked at as accessories to the residential use.

Mr. Walker asked why staff is only proposing levels one and two and not a level three charge. Ms. Saunders explained staff's thought was technology isn't there yet.

Mr. Fitts said looking at the proposed ordinance level three charging wouldn't be something someone would have in their home but suggested adding language that specifies one, two, and three to the last paragraph of the proposed ordinance.

Mr. Sullivan asked what a homeowner does now if they have an electric vehicle. Ms. Saunders explained they pull an electrical permit through the Building Licensing Department.

*A motion was made by Mr. Fitts and seconded by Ms. Dwyer to recommend the ordinance with the updated language to specify level one, two, and three level charging to commercial stations only to the last paragraph be forwarded to the City Council for review. The motion carried unanimously.*

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City Clerk's Office

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**Public Safety Committee  
Draft Meeting Minutes  
June 15, 2022  
6:00 PM  
Council Chambers**

**Members Present**

Councilor Peter Lachapelle, Chair  
Councilor Dana Berlin  
Councilor Skip Gilman  
Councilor Amy Malone

**Others Present**

Michael Bezanson, PE, City Engineer  
Dan Camara, GIS Asset Mgmt. Technician  
Captain Andrew Swanberry, PD  
Bob Mayrand, 514 Salmons Falls Road  
Todd Berrios, Skele-Tone Records  
human, Portland Street

**Minutes**

Councilor Lachapelle brought the meeting to order at 6:00 PM.

**1. Approve Minutes from May 18, 2022 Public Safety Meeting.**

***Councilor Berlin MOVED to approve the minutes from May 18, 2022. Councilor Malone seconded the motion. MOTION CARRIED by a unanimous voice vote.***

**2. Public Input**

Todd Berrios of Skele-Tone Records on North Main Street was present to discuss the speeding problem on North Main Street. A couple of months ago a car hit a parked car, went through a crosswalk, and hit his car. He believes the speed limit was reduced to 25 mph, but should be reduced to 5 mph. He would like to see more police present and flashers. He stated that he almost got hit twice in the last two months. He received letters, which he presented to the members of the Committee, from some other North Main Street store owners that stated their concerns regarding the need for changes as well.

human from Portland Street was present to discuss the dangers of nuclear war; he said that the United States is sending weapons to Ukraine, so they can fight against Russia and said that even a simple release of radiation can affect people on the other side of the world. He stated that the City of Rochester does have an Emergency Operations Plan and a Multi-Hazard Mitigation Plan, but although the EOP does contain a Radiological Protection Annex these Plans do not specifically address nuclear war. He stated that the City of Rochester needs to prepare an emergency response plan to address nuclear war. The shelters that the citizens of Rochester are to go to for an emergency are not big enough to accommodate everyone. He said that he has some suggestions and realizes that he has gone over his time limit, so he would be happy to come to another meeting to discuss an emergency response plan for nuclear war.

**3. Flat Rock Bridge Road/Salmon Falls Road Intersection Safety Concerns (kept in committee)**

Councilor Lachapelle summarized the issue. Mr. Bezanson said that he has no update this month, but he might next month.

**4. Salmon Falls Road Traffic Issues (kept in committee)**

Councilor Lachapelle summarized the issue. Bob Mayrand of 514 Salmon Falls Road was present to discuss the ongoing traffic issues on Salmon Falls Road; he wanted to thank the Public Safety Committee and the residents of Salmon Falls Road for supporting him with this concern. He states that he sent an email to Councilor Gilman regarding the data from the speed trailer. The speed trailer was put in front of his house for 7 days. He said that the information that was in the Public Safety packet for the speed trailer can be a little confusing and wanted to isolate the information. He said that there were 613 vehicles that were going 45 to 85 mph and 3119 vehicles were going 35 to 45 mph. The speed trailer was 400 feet from the stop sign; the vehicles are well exceeding the speed limit of the road. He said that the noise reduction signs are not popular, but cities are starting to use them. He feels it is important to add some noise reduction signage along with the 25 mph signs. Councilor Lachapelle said that the reduced speed limit signs are not out yet, as the motion just passed last week; he said he wants to see how these signs work before they proceed to the next thing. Mr. Mayrand said there is a rule of the road: you can do anything you want on the road and it's ok. Why is it ok? Because if you don't get caught, you don't break the law. You don't break the law until you get caught and all the drivers know that. Councilor Gilman suggested to put noise reduction signage at each end of Salmon Falls Road. Councilor Berlin suggested to wait until other resolutions are implemented to see if the situation improves. Councilor Lachapelle wants Mr. Bezanson's input on "noise" signs. He stated he doesn't have much experience with "noise" signs and would want to work with the Police Department before proposing any signs. Mr. Bezanson said the Department of Public Works is working with the Police Department for installation of the radar sign and 25 mph speed limit sign; they will be on the same post. Councilor Lachapelle said that they will continue to monitor the safety concerns on Salmon Falls Road and told Mr. Mayrand to keep the Committee posted on how the radar sign and 25 mph signs are working.

**5. Safety Issue Crosswalk Columbus Avenue near KFC (Route 125) (request was sent by Councilor Berlin (kept in committee))**

Councilor Lachapelle summarized the issue. Mr. Bezanson said that he looked into the solar powered streetlights, he stated that they are not as tall or large as he thought and can't support on the mast arm that is in needed for proper light location on Columbus Avenue; he does not think this particular light would work in this area. Mr. Bezanson said that they could look into having Eversource install a pole and run aerial power lines; they could get a cost for that installation including a cobra head LED streetlight for both sides to compare the cost to an RRFB. Councilor Lachapelle asked if there were any future plans for work this area. Mr. Bezanson

said that they just did work on Upham and May Streets and recently repaved Columbus; no future plans to reconfigure this intersection. Councilor Belin said in his opinion they should go with the least expensive option. This was kept in committee and Mr. Bezanson will get the cost of installing poles with aerial power lines for streetlights.

## 6. Common Street Safety Concerns

Councilor Lachapelle summarized the issue. An email was sent regarding safety concerns on Common Street; the resident that sent the email regarding noise and traffic speed and had suggested some solutions: an additional crosswalk, speed monitoring, active signage (lights etc.), speed tables (at both ends of the Common Street parking area) and a reduced speed limit. Mr. Bezanson did some quick research and about 20 years ago and the City Engineer at the time was working on a project with curbing and road widths. They were having trouble setting the curbs because of the truck traffic running them over. A memo was sent to the Public Safety Committee and City Council to install “no thru trucks” signs and Mr. Bezanson believes the motion may have passed. A few years ago DPW conducted an inventory of “truck traffic” restriction signs and Common and Hancock were listed as having missing signs; the signs are still missing today. He said he could attempt to verify that a motion for “no thru trucks” signs did pass the Council. Councilor Lachapelle said a motion is not needed at this time, if they were already there. Councilor Berlin said if they are missing, DPW should simply put them back up. Councilor Lachapelle asked if there were any “speed limit” signs in the area; Hancock Street has a 30 mph sign. Councilor Lachapelle asked if there was any accident data in the area. Captain Swanberry said they ran data for the last year on Hancock, Upham, Common and Grants Streets and there were 5 accidents in the area. Councilor Berlin asked if the people of Grant and Common Streets would be respective to the speed limit reduced to 25 mph. Councilor Lachapelle asked if the speed limit could be lowered more than 25. Mr. Bezanson said that the City is statutorily limited by how low a speed limit can be lowered. ***Councilor Berlin MOVED to reduce the speed limit on Grant and Common Streets to 25 mph with signs placed at the technical discretion of the Public Works Department. Councilor Gilman seconded the motion. MOTION CARRIED by a unanimous voice vote.***

## 7. Other

### Pickering Road Gonic Post Office Crosswalk

Councilor Berlin said he was at the stop sign on Church Street turning left onto Pickering Road and saw a mother and child in the crosswalk on the right side trying to cross the road to the post office side; there was a line of cars parked on the side of the road and the mother waited approximately 5 minutes before walking down the road, as no cars stopped for her to cross. Councilor Berlin suggested extending the “no parking” on the circle side of the road so vehicles can see people in the crosswalk. Councilor Lachapelle said that moving the crosswalk came to the Public Safety Committee around 6 years ago and the next closest one is near St. Leo’s Church. Mr. Bezanson said there is a minimum separation distance for

parking near a crosswalk. Kept in committee so the Public Works Department can take a look at the area.

#### **Spring Street by Ball Field Near Green Street**

Councilor Gilman said he received a request for speed limit signs; there are currently no speed limit signs in the area. They are requesting a 25 mph speed limit. ***Councilor Gilman MOVED to install 30 mph speed limit signs on Spring Street. Councilor Malone seconded the motion. MOTION CARRIED by a unanimous voice vote.***

#### **North Main Street Speeding near Skele-Tone Records**

Councilor Lachapelle stated this was already brought up under Public Input and he asked if there were any speed limit signs in the area. Kept in committee so more research could be done. Councilor Berlin asked if the one way downtown was 30 mph. Councilor Berlin said it should be at least 25 mph as so many people walk the area.

#### **North Main, Fortier and McDuffee Streets Crosswalks**

Councilor Lachapelle said some residents complained near North Main, Fortier and McDuffee Streets. They would like the crosswalks repainted. Councilor Lachapelle said are they doing striping now. Mr. Bezanson said that the contracted long lines and busy areas are usually painted at night, but many crosswalks can be painted during the regular work day; crews are running a little behind right now. He mentioned there are 4 crosswalks between Strafford Square and the Hannaford signal on North Main; crews are scheduled to paint those crosswalks this week.

#### **Chestnut Hill/202 Homeless Encampment**

Councilor Lachapelle said he received a call regarding the homeless encampment by Chestnut Hill Road and 202 by the underpass near the State barn. He said it is on State land, but the mess is in our City. He said he couldn't find the location, so he is reaching out to this gentleman. Councilor Malone said she doesn't think it is an active camp anymore if its location was by Lydall.

Councilor Lachapelle said the next meeting is July 20, 2022 at 6pm.

**Councilor Lachapelle ADJOURNED the meeting at 6:57 PM.**

The minutes were respectfully submitted by Laura J. McDormand, Admin. Assistant II

## NOTES

To whom it may concern:

My Name is Ellen Christopher and I work at Luxe at 22 N. Main St. I've been in this storefront for almost 3 years, and have been a resident of Rochester for 6.

Through these last 6 years, but esp. the 3 down town, myself, my customers, and coworkers have noticed how dangerous trying to cross Main Street can be. Cars speed down this street. We have even noticed them going the wrong direction! I worry about my customers not from this down who aren't familiar with the flow of traffic.

Possibly having better lit crosswalks could help?

Ellen Christopher

MITCHELL HILL BBQ GRILL & BREW  
50 North Main Street  
Rochester, NH 03867  
(603)-332-2537

06/15/2022

To whom it may concern,

I am writing this letter to bring to your attention the traffic issues we are witnessing and dealing with on Main Street.

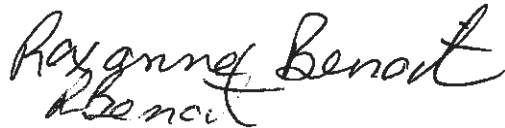
As business owners and pedestrians on our Main Street I am witnessing very unsafe drivers! Driving way over the speed limit, cutting of cars to change lanes. Crossing at the crosswalks is dangerous and cars aren't paying any attention to people standing at them.

Our restaurants have had outdoor dining which has been going pretty well. However, Cars driving by too fast, too loud is not a very pleasant atmosphere for any of our guests and staff.

I have spoken to police officers about this several times. We have little to no police presence downtown.

I feel that speed signs, crosswalk plastic signs in every crosswalk as well as more police presence can help a great deal.

I hope that these things will bring action from the board real soon.

A handwritten signature in cursive script that reads "Roxanne Benoit". Below the main signature, the name "R Benoit" is written in a smaller, simpler script.

Roxanne & Bob Benoit,

Owners



June 14, 2022

To Whom It May Concern:

My name is Kristin Ebbeson and I own River Stones Custom Framing located at 33 N. Main St. here in Rochester. I have been in this location for eight years.

During this time, I have been very aware that much of the traffic through this one way section of N. Main travels at speeds in excess of 35 MPH. - ~~many~~<sup>some</sup> travel ~~real~~ much faster.

It can be very difficult for pedestrians to cross N. Main and I worry not only about myself, but for my customers as well. Even using the cross walks can be very dangerous. Often cars do not stop for pedestrians in the crosswalks and I am concerned for their safety.

Just last week I was crossing the street to get coffee at Fallen Leaf and ~~at~~ seven cars whizzed by without stopping to let me cross. In fact, five of them accelerated down N. Main!

The City of Rochester needs to make this section safer. I believe lowering (or posting) a speed limit of 25 MPH will help, along w/ the same type of crosswalk warning near Lilac City Grill + at the crossing on Wakefield St. by the square.

Kristin Ebbeson

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**Public Works and Buildings Committee**  
**City Hall Council Chambers**  
**Meeting Minutes**  
**June 16, 2022**

**MEMBERS PRESENT**

Councilor Donald Hamann, Chairman

Councilor Jim Gray, Vice Chairman

Councilor John LaRochelle

Councilor Steve Beaudoin

**OTHERS PRESENT**

Peter C. Nourse PE, Director of City Service

Laura McDormand, Administrative Assistant

Jacob Hogue, DPW GIS

Jennifer Marsh, Assistant Economic Developer

David McNamara, Stantec Engineers

**MINUTES**

Councilor Hamann called the Public Works and Building Committee to order at 7PM

**1. Approval of May 19, 2022 Meeting Minutes**

**Councilor Larochelle made a motion to accept the minutes as presented. Councilor Gray seconded the motion. The motion passed unanimously.**

**2. Public Input**

No Public Input

**3. Pavement Moratorium 44-55 North Main Street**

Mr. Nourse stated that this request is related to the renovation and construction of a six floor mixed use building that consists of first floor commercial spaces with residential apartments above. The moratorium is requested by the Developer and is necessary to connect water at the DPW preferred location on North Main Street. Mr. Nourse stated that connecting water to the existing water main in the Union Street lot that is at the back of the building is not advised as that would require tapping a pipe that is aged and in poor condition. He indicated that the Union Street Parking Lot water main is scheduled to be replaced when the Union Street Parking lot is reconstructed. Mr. Nourse advised the Committee that North Main Street had a pavement overlay in 2018 and the road is in year four of a five year moratorium. Mr. Nourse stated that the work would require 3 cuts across the roadway and that the DPW would oversee the proper restoration of the pavement. He explained that this waiver is at the City Council discretion

***Councilor Larochelle made a motion to recommend that the full City Council approve the requested pavement moratorium waiver on North Main for the service tie ins at 44-55 North Main Street with the condition that the pavement patch be made as directed by the Department of Public Works. Councilor Beaudoin seconded the motion. The***

*motion passed unanimously.*

#### **4. 536 Columbus Avenue – Parking Lot Fence**

Mr. Nourse noted that at the May Public Works and Building Committee Meeting the resident of 19 Lambert Court had spoken and requested that the City extend the existing vinyl fence to the end of his property line. Mr. Nourse explained that the property owner had pedestrians crossing his property and hopping the existing wood post fence. He stated that it caused safety concerns for himself and the tenants that occupy the building. The Committee had asked Mr. Nourse to research the history of the existing fence and to get cost information for the fence extension. Mr. Nourse stated that attached to this committee's agenda was the previous history he could find regarding the parking lot, the parking lot extension and the fencing associated. He noted that there didn't appear to be any significant history that would seem to conflict with extending the fence. Mr. Nourse stated that he had obtained pricing for an extension of forty-eight feet (48') which would be to the end of the property line as requested by the owner. That cost would be two thousand seven hundred and thirty-nine dollars (\$2,739). Mr. Nourse stated that the Committee had previously discussed the extension ending at the current foot path opening in the existing wood rail fence. He stated that would be an additional thirty-eight feet (38') and would cost an additional two thousand two hundred and eighty-two dollars (\$2,282). Mr. Nourse stated the cost to extend the fence an additional twenty-eight feet (28') to the paved walking path add an additional one thousand eight hundred and twenty-four dollars (\$1,824) for a total cost of six thousand eight hundred and forty-five dollars (6,845). Mr. Nourse stated that the department would be able to fund the extension after the new fiscal year. Councilor Gray suggested the shortest option as that would accommodate the request and it would leave better visibility to the area for the police Department. Councilor Beaudoin stated going to the property line seems reasonable but stated his concern for plowing and fence damage. He suggested making the property owner responsible for any damages. Mr. Nourse stated that he has the same concern as he believes that the snow is currently plowed in the direction of the proposed fence. Councilor Beaudoin noted that it could be plowed differently and if extended there should be a discussion with the property owner discussing plow damage had responsibility.

***Councilor Gray made a motion to recommend that the full City Council approve a forty-eight foot extension to the Columbus Avenue Parking Lot fence to the end of the property at 19 Lambert Court as requested by the property owner. Councilor Beaudoin seconded the motion. The motion passed unanimously.***

#### **5. Consumer Confidence Report / Water Quality Report**

Mr. Nourse stated that the Water Quality Report known also as the Consumer Confidence Report (CCR) is ready. He stated that the report is required annually by NHDES and is available at the City of Rochester Website or [click here](#) to be directed to the report. He explained that the report gives consumers detailed information about the City's Water System, testing and the high quality water produced by the City, as well as other interesting information. Mr. Nourse also discussed the nationwide shortage of sodium fluoride. He noted that HB 611 to abolish the requirement to add this chemical to treated water either died in Committee or was voted down. Mr. Nourse also discussed the

significant increase to the cost of chemicals for next fiscal year. He stated that the treatment plant will be over the currently budgeted amounts. He stated that the Finance Department has been advised of this issue and that the department will work with them as staff will need to purchase the chemicals necessary to treat and supply water. Councilor Beaudoin asked what percentage to the actual cost of water does the chemical cost pose. Mr. Nourse stated he would get back to the Committee with that number. Councilor Hamann asked about the progress on the project to raise the water levels in Round Pond. Mr. Nourse stated that the project is moving along slowly, but there has been favorable progress with the abutting property owners and the City is working toward the next steps by meeting with NH Department of Environmental Services. Mr. Nourse stated that the DPW has submitted for State Revolving Fund Loans and any possible grant funds to assist with this project's costs. Councilor Gray informed Mr. Nourse that the referenced HB had been tabled in Committee of the NH House

#### **6. Rochester Common Bandstand:**

Mr. Nourse explained that the bandstand on the Common has experienced significant vandalism and graffiti over the past few years and he discussed the recent history of the homeless living on the structure. He mentioned that in response the City has posted the Rules of Use and at times cordoned off the structure. He stated that the Police Department has increased patrols and surveillance in the area. Mr. Nourse explained that just in preparation for the Memorial Day Field of Honor the Buildings and Grounds staff spent thirty hours cleaning up the vandalism, graffiti and then re-painted the structure only to find that by the next day the graffiti was back. He stated that this is done several times throughout the year. Mr. Nourse stated that last year the City Council discussed putting camera surveillance at the Common and our Information Technologies (IT) Department had obtained a quote to do so. He stated that the cost estimate was approximately fifteen- thousand dollars (\$15,000). Ms. Gonzales explained the equipment and the streaming service necessary for video to be accessed from the dispatch center. She explained that it would be similar to other cameras around the City and be accessible from the same software systems. Councilor Beaudoin asked if the video would be recorded and accessible. Ms. Gonzales stated that it would record events as they happen vs. constant recording. She stated that this is the similar set up at the Dewey Street Pedestrian Bridge. Mr. Nourse stated that prior to the camera the new pedestrian had experienced numerous destructive events. The bridge had fires set on it, graffiti and numerous other vandalism events. He stated that at that location the cameras have significantly reduced the problems. Ms. Gonzales stated that she would have the camera company re-evaluate the area around the bandstand and submit a new quote as the current quote was over a year old and referenced a ceiling mounted camera in the Bandstand. She noted the advice of the Building & Ground Supervisor that a ceiling mounted device would not be a safe from vandalism. The Committee discussed the issues and were in support of the putting cameras at the location. Councilor Gray suggested that this be kept in committee and to have Ms. Gonzales work with Mr. Riley and Mr. Nourse to bring back up a new plan and quote with scope to include the bandstand area, playground and portable bathroom area.

## 7. **Katie Lane Drainage**

Mr. Nourse explained the history of the project to improve the ground water problems in the homes and to the properties along Portland Street. He stated that residents in the area have reported significant ground water issues since Katie Lane was built and accepted as a City Street in 2005. Mr. Nourse stated the files indicate that the street was accepted without having the drainage facilities completed to plan specifications and contrary to the recommendations made by the DPW staff at the time. Mr. Nourse stated that the Public Works & Building Committee met on site last year with the abutters. He stated that it was determined that the pond was not build adequately to retain the flow and he explained the design flaws that are causing the problems. Mr. Nourse explained that this is a City property parcel and that per the MS4 permit this is a facility we are required to maintain. He stated that City Staff had met with NHDES and the State stated that any improvements made in the area must be outside of the delineated wetlands. Mr. Nourse stated that he has been working with the City Engineers and the City's contracted construction contractor to come up with the best plan to make the necessary corrections. The Committee discussed lesser cost options and decided that if those options did not work, there would be continued additional costs to make further improvements. Mr. Nourse explained the best option to make corrections and stating his confidence in that the work would ensure significant improvements in the area. Mr. Nourse stated that this option is estimated to cost two hundred and fifty-seven thousand dollars (\$257,000). He stated that there is sufficient funding available with drainage and MS4 funds and if there are no concerns from the Committee he will be proceeding with the plan. The Committee was in support of the project and determined there was no vote required as funding was available.

## 8. **Strafford Square Bid 22-42 Results and Funding**

Mr. Nourse explained that this is a project to improve the intersection of Washington Street, North Main Street and Walnut Street. He stated that this project was the top priority in the 2019 Intersection Master Plan. He stated that the 2001-2002 Washington Street Corridor Study's conceptual plan had depicted this intersection as a roundabout and the Rochester City Council had voted in the fall of 2003 to design a two lane roundabout. Mr. Nourse stated that the City partnership with NH DOT has been in effect since 2005 and that agreement allows for an eighty percent Federal grant share of eligible expenses with a twenty percent City share. Mr. Nourse explained that at that time the project was estimated to cost one- million four hundred thousand dollars. Mr. Nourse stated that the project was originally slated for construction in 2013 was in the NHDOT ten year plan. He noted the NHDOT funding was deferred several times during the past several years. The design engineering for the roundabout started in 2007 and went through several reiterations and the current concept was completed in 2014. During this time the right-of-way (ROW)work was continuing. There were property purchases, building demolitions and archeological studies with documentation as required for federal funding. In 2016 the City requested and was given additional federal aid. He stated that up to that point the NHDOT construction portion of the project eighty percent of costs that were capped at seven hundred thousand dollars. In 2016 that went up and additional one million dollars to one million seven hundred thousand dollars with the eighty/twenty

split. The current final design was presented to the City Council in October of 2018 and a vote was carried to proceed with construction as designed. In 2020 a complicated ROW process with thirty separate abutters was completed and a public information meeting that was very well attended occurred. Mr. Nourse stated that a two phase approach was decided due to the complexity of the project and the undergrounding of utilities. The first phase was to complete the underground utility work that replaced the aged water and sewer infrastructure and moved the power, telephone, and cable from aerial facilities to underground. He stated that this phase of the project will be completed next month and was not supported by federal funds. Mr. Nourse explained that the next phase is for the actual roadway roundabout construction project and that this is the only phase that is considered eligible for the federal funding. Mr. Nourse stated that there have been several appropriations since 2005 for concept, design and construction. He stated that throughout the project history the PWC asked for assistance in decision making and they have been kept informed of design, funding and the timeline of the project. Mr. Nourse stated that the bids for the roadway phase of the project were received last week. He stated that there were two bidders for the project, Northeast Earth Mechanics (NEEM) from Pittsfield and SUR Construction from Rochester. He stated that the low bid was from SUR at three million five hundred thirty thousand seven hundred and seventy-seven dollars (\$3,530,777) and the NEEM bid was four million five hundred sixty-seven thousand four hundred and twelve dollars (\$4,567,412). SUR was lower by one million thirty-six thousand six hundred and thirty-five dollars (\$1,036,635). Mr. Nourse explained that the engineers estimate was about fifteen percent lower than that, but noted the estimated was nearly a year old and that the construction cost index has gone up considerably since that time. Mr. Nourse explained to the committee the bid structure that included a bid alternate for IT in reference to the installation of additional conduit for future use. He stated that a supplemental appropriation to complete the project will be necessary. He explained that the bid total, plus construction administration and a five percent contingency results in a total project value of four million seventy-eight thousand forty-eight dollars and one cent (\$4,780,048.01). Mr. Nourse stated that we have a remaining one million one hundred thousand dollars (\$1,100,000) in previous funding, leaving a short fall of two million nine hundred seventy-eight thousand forty-eight dollars and one cent (\$2,978,048.01). He noted that of that amount we will receive federal aid reimbursements of one million three hundred and sixty thousand dollars (\$1,360,000). He suggested a supplemental appropriation of three million dollars (\$3,000,000). There was discussion of bonding and how the Federal funding will reduce the bonding on the project.

***Councilor Beaudoin made a motion to recommend that the full City Council approve a supplemental appropriation to the general fund in the amount of three million dollars (\$3,000,000) for the completion of the Strafford Square project. Councilor Larochelle seconded the motion.***

Discussion – Councilor Gray stated his concern for the supplemental as the Council had just passed the FY2023 CIP budget. Councilor Beaudoin stated he had similar concerns but assumed that this would be a discussion at the full City Council Meeting.

***The motion passed three to one with Councilor Gray voting opposed.***

## **9. Other**

**Potters House Foot Bridge** – Ms. Marsh stated that there has been previous discussion

regarding the request from the Potter's House Bakery to allow for a footbridge across wet area between the Community Center and parking lot of the Bakery property. Ms. Marsh stated that the Bakery owners were not interested in leasing the property as suggested by the City. She stated that the Bakery owners would like to build and donate a bridge and they have stated that they would perform the winter and summer maintenance to keep it clear for use. Ms. Marsh stated that she had discussed the project with the City's insurance carrier, Primex NH. She stated she spoke with Mr. Ricker at Primex and he suggested that if there was to be a bridge it should be constructed, maintained and controlled by the City of Rochester due to liability issues. He mentioned that Potters House Bakery could give a gift of money or donation of materials to contribute to the project. He also mentioned ADA compliance issues as it would be for public access and he noted that an easement agreement would be necessary with the actual owner of 10 Chestnut Hill Road as the Bakery leases their space. Councilor Larochelle asked if the City should be in the position of providing a benefit for a private business. Ms. Marsh stated that this is why it would be stated as public access for the Bakery and other businesses in the area. Councilor Beaudoin stated with the ADA compliance and the need for paved approaches on both ends it would make it a costly project and this would require City maintenance by sidewalk tractors, which means the simple structure that was originally requested would not work. He suggested a culvert with gravel that would not need to be an ADA bridge. Councilor Gray stated that the area from parking lot to parking lot would need to be addressed. Ms. Marsh stated that this could be a seasonal bridge that could be removed in the winter and she stated that she was going to discuss the need for ADA compliance with the City Attorney. Mr. Nourse stated that there is an elevation issue as the Bakery property is at a higher elevation. Councilor Gray suggested just creating a sitting area with a culvert across the wet area. Councilor Hamann stated that he and Ms. Marsh could work with City Manager and the City Attorney to work out some of the details and come back to the Committee with additional information.

**City Website .gov vs. .net** – Councilor Gray asked that Ms. Gonzales inform the Committee about the change from .net to .gov for the City's website and email systems. Ms. Gonzales stated that the change is a result of new Cyber Security initiatives and she noted that additional securities are required to obtain a .gov domain which makes it beneficial to the City. She stated that it will be a transitional process starting now with the website and later moving to the email addresses.

**Old Dover Road/Tebbetts Road Roundabout** – Councilor Beaudoin ask if there has been any progress on this project. Mr. Nourse stated that the City Manager had just executed the agreement with the NH DOT in regards to this project. He discussed the high instances of accidents at the intersection. Councilor Larochelle asked if a traditional traffic signal vs. roundabout had been looked into. Mr. Nourse stated that it had been looked at but was determined not to be an option due to the level of traffic. The Committee had general discussion on the size of the roundabout and the area surrounding it.

**Spaulding Turnpike and Toll Booth Project** – Councilor Hamann asked if the State of NH was also widening the road. Mr. Nourse stated that they are removing the tolls and putting up the sound wall but are not widening the roadway to his knowledge. Councilor Gray stated that the plans are available online.



**Ten Rod Road Trees** – Councilor Hamann asked if the extent of Eversource’s tree clearing project exceeded the ROW. He stated that he had received complaints about the severity of the trimming. Mr. Nourse stated that he had also noticed the severe trimming on Chestnut Hill Road as well. He stated to his knowledge they have stayed within the ROW.

**NON Flushable Wipes** – Mr. Nourse stated that the issue of flushing wipes and sanitary products into the sewer system continues to be a problem. He noted that he has brought this up several times at this Committee. He stated in 2020 the full City Council carried a vote to support legislation for proper labeling and disposal of sanitary product including wipes. He stated that currently HB 11-34 is at fifty percent progression through the State of NH Study Committee. He stated that he wanted to keep the Committee informed of the progress.

*Councilor Hamann adjourned the meeting at 8:34 pm.*

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

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City Clerk's Office

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**Resolution Authorizing Supplemental Appropriation to the FY 2023 Capital Improvement Plan (CIP) Project Fund in Connection with the Strafford Square Project in the Amount of \$3,000,000.00 and Borrowing Authority pursuant to RSA 33:9**

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

That the amount of Three Million Dollars (\$3,000,000.00) is hereby appropriated as a supplemental appropriation to the FY2023 CIP fund for the purpose of paying costs associated with the Strafford Square Project. Two Million One Hundred Thirty Two Thousand Five Hundred Seventeen and 90/100 Dollars (\$2,132,517.90) of the supplemental shall be derived from borrowing and Eight Hundred Sixty Seven Thousand Four Hundred Eighty Two and 10/100 Dollars (\$867,482.10) of the supplemental shall be derived from a Federal NHDOT Grant.

In accordance with the provisions of RSA 33:9 and in conjunction with this supplemental appropriation, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Two Million One Hundred Thirty Two Thousand Five Hundred Seventeen and 90/100 Dollars (\$2,132,517.90) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate.

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

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City Clerk's Office

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06/30/2022

## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT
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COUNCIL ACTION ITEM <input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
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RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
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AGENDA DATE			
DEPT. HEAD SIGNATURE			
DATE SUBMITTED			
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

## 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				-	-	-

UEI# 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 City Manager to Execute a State of New Hampshire ARPA Grant Agreement for the Wastewater Treatment Plant (WWTP) Secondary Clarifier Upgrade Project**

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 authorize the City Manager to execute a State of New Hampshire ARPA Grant Agreement for the WWTP Secondary Clarifier Upgrade Project in the amount of Three Hundred Fifty Thousand Dollars (\$350,000.00). The Mayor and City Council previously accepted said Grant by a vote on April 5, 2022.

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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06/30/2022

## 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 ☐  
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES ☐ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☐

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**

**RESOLUTION ADOPTING AN FY 2023 ROCHESTER CDBG**  
**“ACTION PLAN FOR THE CITY OF ROCHESTER, N.H.” AND**  
**APPROVING AND APPROPRIATING THE FY 2023 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 2023 (July 1, 2022—June 30, 2023) “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 Forty Five Thousand Eight Hundred Seventy Five Dollars (\$245,875.00) be, and hereby is, approved and appropriated for fiscal year 2023 (July 1, 2022—June 30, 2023). 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	\$ 49,175.00
Public Service Agencies	\$ 36,881.25
Housing/Public Facilities/Infrastructure	\$ 159,818.75
<b>Total</b>	<b>\$ 245,875.00</b>

III. Further, that Twenty Five Thousand Dollars (\$25,000.00) in prior year unexpended CDBG funds be reallocated to FY 2023 Housing/Public Facilities/Infrastructure activities outlined in the FY 2023 Annual Action Plan

IV. Further, that One Hundred Ninety Seven Thousand Eight Hundred Sixty One Dollars (\$197,861.00) 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 2023 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 2023 may be reconsidered if federal funding is changed or if it is inconsistent with the total FY 2023 budget adopted for the Office of Economic and Community Development.

The sums necessary to fund the above appropriation in the amount of Two Hundred Forty Five Thousand Eight Hundred Seventy Five Dollars (\$245,875.00) shall be drawn in their entirety from the above-mentioned FY 2023 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.



06/30/2022

## 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 ☐  
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES ☐ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☐

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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**Resolution Pursuant to RSA 34:1-a Establishing an Economic Development Reserve Fund**

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

By adoption of this Resolution, the City Council establishes a Non-Capital Reserve Fund pursuant to RSA 34:1-a for the purpose of encouraging economic development within the City, encouraging the development of industrial and commercial sites, promoting the City as an attractive location for businesses and residents, and acquisition of land related to the same. The name of such fund shall be the Economic Development Reserve Fund.

The City Council, at its sole discretion, may appropriate funds into said Economic Development Reserve Fund through supplemental appropriations or the annual budgeting process, however, in no case shall said annual appropriation be less than One Hundred Thousand Dollars (\$100,000.00). Revenue sources can be Waste Management Host Fee Revenues, or General Fund Unassigned Fund Balance. In addition, other unanticipated revenue sources, and proceeds from transactions that were originally derived from the Economic Development Reserve Fund, may also be appropriated into the fund upon a majority vote of the City Council.

Pursuant to RSA 34:6, the Trustees of Trust Funds shall have custody of all non-capital reserves transferred to the Economic Development Reserve Fund. The Trustees of the Trust Fund will hold the monies appropriated to the Economic Development Reserve Fund in a separate liquid investment account. Appropriations made to the Economic Development Reserve Fund will be submitted to the Trustees of the Trust Fund within the same fiscal year of the appropriation.

Pursuant to RSA 34:10, the City Council names the Economic Development Commission as its agent to carry out the objects of the Economic Development Reserve Fund. All expenditures made by the Economic Development Commission shall be made only for or in connection with the purposes for which said Fund was established and only in accordance with §7-38-40 of the City Code. All requests for expenditures shall be approved by the 2/3rds vote of the Economic Development Commission prior to being presented to City Council for final approval. Upon said 2/3rds vote expenditure requests may then be presented to City Council. Expenditure requests shall identify expense categories, or specific project scope detail. General administrative, travel and conference activities shall be ineligible expense activities. Expenditure requests can be presented as part of the annual budget process, or through supplemental appropriations. All approved expenditures shall follow the City's Purchasing Policy.

The City Council may dissolve the Economic Development Reserve Fund at its sole discretion. Upon dissolution of any portion of said fund appropriated from the General Fund said funds will lapse to surplus (General Fund Unassigned Fund balance) and cannot be repurposed directly to a different capital fund or project.

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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06/30/2022

## 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 Resolution Pursuant to RSA 34:1-a Establishing an Economic Development Reserve Fund
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COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
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RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
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AGENDA DATE	June 7, 2022		
DEPT. HEAD SIGNATURE	Katie Ambrose, on file		
DATE SUBMITTED			
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	9	

#### COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee
CHAIR PERSON	Mayor Callaghan

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

NH RSA 34:1-a

**SUMMARY STATEMENT**

Finance Committee voted at their May 10th meeting to recommend to full Council the establishment of a Non-Capital Economic Development Reserve Fund. This would ultimately replace the Economic Development Special Reserve Fund; and following establishment further action would be recommended to effectively transfer the funds from the Special Revenue Fund and discontinue the Special Revenue Fund.

The proposed resolution reflects amendments made by the Finance Committee and reviewed by the City Attorney.

**RECOMMENDED ACTION**

Establish a Non-Capital Economic Development Reserve Fund.

**Resolution Authorizing Supplemental Appropriation to the FY 2022 Sewer Fund Capital Improvement Plan (CIP) Project Fund in Connection with Wastewater Treatment Plant (WWTP) Biosolids Dewatering Facility Project in the Amount of \$2,500,000.00 and Borrowing Authority pursuant to RSA 33:9**

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

That the amount of Two Million Five Hundred Thousand Dollars (\$2,500,000.00) is hereby appropriated as a supplemental appropriation to the Department of Public Works FY2022 Sewer CIP fund for the purpose of paying costs associated with the WWTP Dewatering Facility Project.

In accordance with the provisions of RSA 33:9 and in conjunction with this supplemental appropriation, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Two Million Five Hundred Thousand Dollars (\$2,500,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate.

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

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City Clerk's Office

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06/30/2022

## 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 ☐  
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES ☐ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☐

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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The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

## Article 8 Amendments to Chapter 275 of the General Ordinances of the City of Rochester Regarding the Granite Ridge Development Zone

### 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 (deletions ~~struck out~~ additions in RED):

### **Article 8 Granite Ridge Development (GRD)**

#### **§ 275-8.1 Purpose.**

Well-planned commercial Zones ~~districts~~ provide many benefits. For the community, tax revenue is maximized, infrastructure burden is reduced, and traffic impacts are minimized. For landowners and developers good planning allows for a process that is coherent, flexible and easy to navigate. ~~The Granite Ridge Development Zone (GRD) is intended to:~~

The Granite Ridge Development Zone (GRD) is intended to:

- Provide landowners and Developers with flexible yet clearly defined requirements.
- Minimize infrastructure cost to the City through good planning for the Zone as a whole rather than based on individual lots.
- Maximize the developable areas on the parcels within the Zone through the development of both commercial and residential projects.
- Minimize traffic impacts to Route 11 through implementation of a service road and shared intersections with Route 11.

~~A. Provide landowners and developers with flexible yet clearly defined requirements.~~

~~B. Minimize infrastructure cost to the City through good planning for the district as a whole rather than based upon individual lots.~~

~~C. Maximize the developable areas on the parcels within the district through creation of flexible dimensional requirements.~~

~~D. Minimize traffic impacts to Route 11 through implementation of a service road and shared intersections with Route 11.~~

#### A. Purpose and Intent

1. Nonresidential Commercial development remains the primary goal of the GRD, but the addition of Multifamily, and Mixed-Use is designed to allow a mixture of residential and commercial uses on one parcel. Developers will be required to receive Conditional Use approval from the Planning Board prior to project construction. The Zone includes options that enable and encourage greater flexibility in the design of mixed-use projects. Developers will provide a Development Plan outlining the project and how it conforms to the regulations and design standards outlined in this document.

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2. Developments are intended to be complementary of one another and to create a sense of community between the mixed uses. Housing and commercial uses can be developed to provide the appropriate use of land, facilitate the economical and efficient provision of public services, promote open space conservation, protect the natural and scenic attributes of the land, and expand opportunities for the development of, outside the traditional residential developments.

B. Conditional Use Permit

1. Conditional Use approval may be granted by the Planning Board after proper public notice and public hearing provided that the proposed project complies with the following standards:
  - (a) The Applicant demonstrates that the development complies with the design guidelines outlined in the Design Standards portion of this document, as well as, applicable Site Review Regulations and requirements of §275.21.4. These guidelines encourage components that act as one project and not as two adjacent projects.
  - (b) The Applicant demonstrates that the development poses no detrimental effects on surrounding properties. Potential areas of impact that need to be analyzed include, but are not limited to, vehicular traffic, noise, visual blight, light pollution, offensive emissions such as dust, odor, or smoke.

**§ 275-8.2 Delineation of Granite Ridge Development Zone.**

A. The Granite Ridge Development Zone includes those parcels of land so identified on the Zoning Map of the City of Rochester, New Hampshire, which accompanies this chapter and is on file in the offices of the Director of Planning, Zoning, and Development and the Director of Building and Licensing Services. The GRD includes parcels of land located on both the easterly and westerly sides of New Hampshire State Route 11/Farmington Road.

~~A. The zone includes those parcels of land so identified on the Zoning Map of the City of Rochester, New Hampshire, which accompanies this chapter and is on file in the offices of the Director of Planning and Development and the Director of Building, Zoning, and Licensing Services.~~

~~B. The Granite Ridge Development Zone includes parcels of land located on both the easterly and westerly sides of Route 11/Farmington Road. These parcels will benefit from any improvements to be made to Route 11/Farmington Road. Parcels located on the westerly side of Route 11/Farmington Road may have direct contact with, and benefit from, the service road planned to be built on the westerly side of Route 11/Farmington Road and intersections connecting to this service road, if and when opportunities for construction of this service road and these intersections develop.~~

**§275 – 8.3. Permitted Uses**

A. Principal Uses

1. Nonresidential uses are allowed as follows:  
[1] Any use as allowed within Tables 18B-18E of §275, Attachments 2-5.

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## 2. Housing: (Conditional Use)

- [1] Dwelling, mixed-use
- [2] Dwelling, development multifamily
- [3] Dwelling, multifamily

## B. Accessory Uses

- (a) Recreational facilities
- (b) Community center
- (c) Maintenance Buildings
- (d) Rental and Sales Offices
- (e) Laundry facilities
- (f) Co-working Space – A space where multiple tenants rent working space and have the use of communal facilities.

## §275-8.4. Site Plan Process

A. The Developer shall prepare a Site Plan, which locates the proposed types of nonresidential and residential development, accessory uses, utilities, access roads, open space, and public ways. The parcels comprising the development may be under separate ownership, but shall be treated as one development and shall be bound by the approval granted for the entire Site Plan. If approval is granted, individual lots must be developed as part of the larger Development Plan and phasing outlined below, and not separately. A long term Maintenance Plan may also be required.

- (1) Commercial is the primary use within the GRD, with residential being considered a secondary use. As such, a minimum of fifty-five percent (55%) of total footprint of the project will be reserved for commercial/non-residential use. The remaining forty-five percent (45%) of the total project footprint may be utilized for residential development. By a majority vote, the Planning Board may adjust the final commercial / residential percent allocations subject to Conditional Use details in §275.21.4.
- (2) Dwelling, Mixed-Use (MU) providing that one-hundred percent (100%) of the square footage of the first floor is reserved for a commercial use. Accessory and support uses (e.g. mechanical, storage, etc.) are permitted on the first floor of a mixed-use building, and will be recognized as commercial use. Buildings classified as MU will be exempt from requirements outlined in §275-8.4.A.1 and §275-8.4.A.6.
- (3) A minimum of fifteen percent (15%) of the square-footage of the original parcel shall be reserved as open space and identified as such on the Development Plan. Fifty percent (50%) of the required open space must be usable uplands and reasonably accessible to all property owners/tenants in the project. Any open space provided above fifteen percent (15%) may be mixed wetlands and upland. Amenities constructed for use by the tenants (clubhouse, gym, ball courts, etc.) may be considered part of the “open space” calculation as determined by the Planning Board. The Planning Board shall have the flexibility to negotiate with the Developer when determining the final open space requirement.

(4) Residential uses require the submission of a plan outlining the number of proposed units achievable under current zoning allowances. This plan should be based upon maps that include plans for open space, parking, roadways, and all nonresidential and accessory buildings associated with the project. The final number of approved units will be subject to Planning Board review, and in some cases may require an analysis of the project's impact on existing city infrastructure prior to approval.

(5) The minimum size of a residential unit shall be 500 square feet.

(6) No more than fifty percent (50%) of the residential development may be occupied prior to the completion of between twenty-five to fifty percent (25%-50%) of the non-residential structures. By a majority vote, the Planning Board may adjust these percent allocations subject to Conditional Use details in §275.21.4.

(7) The Development Plan may be phased for a term of up to five years (5).

— For purposes of this section, development shall include:

- (a) construction of structures – to include proposed timeline, phasing, and ratio of commercial/residential construction;
- (b) schedule for proposed occupancy and leasing of commercial and residential uses;
- (c) environmental remediation;
- (d) site preparation or demolition;
- (e) roadway utility or recreation and common area design and construction; and
- (f) bonding or other security for site development

(8) Providing the Developer is making reasonable efforts to develop the site, the Planning Board may extend the initial five (5) year phasing period provided a request for extension is submitted before the expiration of the initial five-year (5) phasing term.

(9) Residential Development Plan Guidelines.

- (a) Dwelling layouts shall be so designed that parking is screened from external roadways by landscaping, building locations, grading, or screening. Major topographical changes or removal of existing trees shall be avoided wherever possible, and water, wetlands, and other scenic views from the external streets shall be preserved as much as possible.
- (b) Where possible, it is desirable and encouraged to mix residential and nonresidential uses. This may be achieved through situating the buildings close to each other, or through allowing structures to house residential – preferably on the second or above floor, and nonresidential on the first floor. Creativity and flexibility is encouraged and the development plan may offer another option for mixed-use.
- (c) All residential development must adhere to the architectural design guidelines outlined in section §275-8.5 of this ordinance.

(10) Nonresidential Development Plan Guidelines

- (a) The general character of the nonresidential structures within the development lot is intended to be a pedestrian friendly setting, with emphasis on the natural characteristics of the site. The

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site design should create a sense of character and cohesiveness through landscaping, façade treatment, and signage.

## **§ 275-8.5 Architectural and Design standards.**

### A. Architecture:

The purpose of these Standards is to promote flexibility in large-scale mixed-use developments by considering project proposals based upon a comprehensive, integrated, and detailed plan rather than the specific constraints applicable to piecemeal, lot-by-lot development under conventional zoning requirements. A mixed-use development should improve the quality of new development by encouraging attractive features and promoting quality site design.

### B. Non-residential Site Layout

Planning for mixed-use development on a site encompasses items such as its relationship to surrounding uses, building orientation on the site, pedestrian and vehicular circulation, and efficiency of parking areas, screening of loading and utility areas, and the design of landscaping, signage, and lighting.

#### (1) Trash and Loading:

- (a) Trash and loading areas should be integrated into building design, and possibly inset and/or screened with architectural features. Orient support uses such as trash enclosures, compactors, truck loading areas, and outdoor storage away from residential uses to the extent practical.
- (b) Whenever practical, and not impeded by wetlands or other physical constraints, trash and delivery areas shall be located off a shared access driveway between sites. The access driveway may be located at/along the side lot line(s), with each lot having its own trash and delivery area located off this access driveway.
- (c) Trash, delivery, and loading areas shall be well screened from Route 11. The lots situated between Market Place Boulevard and Route 11 call for special treatment because they have double frontages.

#### (2) Building Design:

- (a) Facade treatment. Building facades fronting on a service road and Route 11 shall both be treated as front facades, both thereby meriting attractive treatment, under the architectural standards included in the City of Rochester Site Plan Regulations.
- (b) Outdoor seating. If applicable, restaurant proprietors are encouraged to include seasonal outdoor seating in their initial site plan. Seating should be screened from parking and roadways.
- (c) Signage. All provisions of Article 29, Signage, herein shall apply.
- (d) When practical, locate some parking and service functions behind the building. For multi-building projects, organize the site layout to provide functional pedestrian spaces and landscaping amenities.
- (e) All facades, including back and side elevations of a building generally visible from public view or adjacent to residential areas, should be architecturally treated.

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- (f) Design multi-building projects to include architecturally sensitive design elements throughout the project.
- (g) Building elevations should incorporate architectural features and patterns that consider a pedestrian scale.
- (h) Building roofs shall be uncluttered and when flat roofs are visible from public roads, pitched roofs or parapets are required.
- (i) Rooftop and ground- mounted mechanical units and ventilating fans are to either be integrated into the design of the building, or screened from view.
- (j) At least two of these elements should repeat horizontally. Buildings with facades greater than 150 feet in length should include several of the elements listed below, repeated at appropriate intervals, either horizontally or vertically:
  - Color change. Recognizable, but not strongly contrasting.
  - Texture change.
  - Material change.
  - Architectural variety and interest through a change in plane such as offsets, reveals, archways or projecting ribs.
  - Wall plane projections or recesses.
- (k) Service and exit doors should be integrated into the architecture of publicly visible elevations.
- (l) Where practical, variations in rooflines or parapets should be used to reduce the scale of non-residential buildings. Roof size, shape, material, color and slope should be coordinated with the scale and theme of the building.
- (m) All exterior building walls and structures shall be constructed with attractive, durable materials such as textured concrete, masonry, stone, brick, clapboard, finishing wood, stucco or glass.
- (n) The exterior walls of buildings should not predominantly utilize the following materials, except as accents:
  - Pre-fabricated steel panels.
  - Corrugated metal.
  - Asphalt shingle roofs, except for period architecture.
  - Highly reflective glass.
- (o) Buildings should have clearly defined customer entrance(s) incorporating appropriate

architectural elements

(3) Pedestrian Amenities:

- (a) Wherever practical, design attractive, safe, and convenient pedestrian and bicycle connectivity to streets, to include access to residential, commercial, and open space areas.
- (b) Design sites to minimize pedestrian and vehicular conflicts. Where pedestrian circulation paths cross vehicular routes, provide a change in paving materials, textures or colors to emphasize the conflict point. Where applicable, and to encourage outdoor seating, dining, and other amenities, sidewalks should be constructed of concrete and at least 10 feet wide.

(4) Vehicular Circulation and Parking:

- (a) To promote safe pedestrian access, create wide and well-lit sidewalks (concrete) and pathways.
- (b) Strive to minimize driveway cuts on arterial streets by providing vehicular cross-access easements and shared access driveways between adjacent commercial projects.
- (c) Traffic calming devices are encouraged in the interior of a site to enhance safety.
- (d) Landscaped parking areas shall be consistent with Section 5 of the Site Plan Regulations in order to break up the mass of large parking lots.

(5) Outdoor Display Areas:

- (a) On final site plans, identify the location of all proposed outdoor display and sales areas, including what type of items would be sold. Their location should not displace required parking, pedestrian, or landscaped areas.

(6) Signage:

- (a) Signage should refer to Article 29 of the City's Zoning Ordinance.

(7) Landscaping and Grading:

- (a) All landscaping and grading shall be consistent with Section 5 of the City's Site Plan Regulations, while complementing and enhancing project architecture.

(8) Lighting:

- (a) Design lighting to follow all site plan regulations and requirements, and where applicable, include pedestrian scale lighting

(9) Building Design/Architectural

- (a) Where practical, building mass should be broken into smaller elements, consistent with the proportions of the architectural style selected and surrounding uses.

(b) Reduction of building mass may be achieved by using a combination of the following techniques:

- Variation in the rooflines and form.
- Use of ground level arcades and covered areas.
- Use of protected and recessed entries.
- Use of vertical elements on or in front of expansive blank walls.
- Use of pronounced wall plane offsets and projections.
- Use of focal points and vertical accents.
- Inclusion of windows on elevations facing streets and pedestrian areas.
- Retaining a clear distinction between roof, body and base of a building.
- The City supports the construction of “Solar Ready” structures designed for rooftop solar arrays.

(10) Dimensional Requirements:

(a) Non-residential / Mixed-use Buildings

- (1) Minimum structure setback from external lot line  
Side: 50 feet  
Rear: 100 feet
- (2) Minimum structure setback from external ROW 300 feet
- (3) Maximum non-residential building height 75 feet.
- (4) Structures over 55 feet shall be placed as close to the center of the lot as practical.

(b) Residential Structures:

- (1) Minimum structure and parking setback from external lot line  
Side: 50 feet  
Rear: 100 feet
- (2) Maximum residential building height 100 feet.
- (3) Structures over 55 feet will be placed as close to the center of the lot as practical.
- (4) Minimum setback from Route 11: 200 feet

(11) Parking:

- (a) All dwelling units shall require two independently accessible parking spaces per unit, or as determined by Planning Board, and be consistent with Section 10.C of the Site Plan Regulations

(b) Non-residential uses shall comply with parking requirements defined by Site Plan Regulations.

(12) Utility Standards

- a) All utilities shall be underground.
- b) Utilities into individual sites shall be run from the common utility lines to be placed in the service road right-of-way.
- c) Service connections for utilities for pad sites, if any are created, shall be provided within the service road right-of-way.
- d) Transformer boxes shall be screened and utilize proper landscaping features.

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**§ 275-8.3 Pavement dimensional regulations.**

The setbacks shown in the table below shall apply to pavement used for parking and interior accessways. Driveways into the site from the service road are exempt from these setbacks. These setbacks guarantee a minimum ten-foot-wide area for landscaping around the perimeter of the site (five feet plus five feet for adjoining lots along the side lot lines). This section shall supersede perimeter landscaping buffer requirements (15 feet along the front and 10 feet along the side lot lines) established in the Site Plan Regulations.

	Minimum Property Line Setbacks (in feet)		
	Front	Side	Rear
Pavement	10	5	10

**§ 275-8.4 Granite Ridge Development Study.**

This article was created pursuant to the March 2009 "Granite Ridge Development Study, Farmington Road, Rochester, New Hampshire," prepared by CLD Consulting Engineers. This study should be referred to for reference in designing, reviewing, and approving proposed site plans and subdivision plans.

**§ 275-8.5 Service road regulations.**

The following requirements apply to those lots situated on the westerly side of Route 11/Farmington Road, on which the planned service road and access roads leading to or from the service road are to be situated.

- A. Rights-of-way. To the extent practical and appropriate, as determined by the Planning Board, as part of any proposed site plan or subdivision plan, each landowner/developer shall incorporate into his/her plan, on the subject land, a sixty-foot-wide right-of-way for the construction of the service road and/or access road(s). The right-of-way shall traverse the subject lot from the southerly lot line to the northerly lot line, as appropriate, and in the case of any access road, from the easterly to the westerly lot line, as appropriate, in accordance with the layout of the planned service road and access road(s).
- B. Temporary termination. Where the service road has not been built on the lot adjacent to the subject

property, a temporary cul-de-sac shall be built on the subject property to provide for an appropriate turnaround and future connection to the service road on that adjacent lot. Appropriate provisions may be established by the Planning Board to facilitate seamless connection of that cul-de-sac in the future to a service road on the adjacent lot, when that road may be constructed. The temporary cul-de-sac shall conform to the City of Rochester Subdivision Regulations.

- C. Route 11 intersections. As part of any site plan or subdivision plan, the landowner/developer shall incorporate predetermined Route 11 access points into his/her plan.
- D. NHDOT. Developers shall coordinate with the New Hampshire Department of Transportation (NHDOT) regarding the design of the access roads and any intersections with Route 11.

**§ 275-8.6 Road design standards.**  
**[Amended 3-5-2019]**

A. Service and access roads shall comply with the following standards:

- (1) Right-of-way: 60 feet.
- (2) Lane width (each): 12 feet.
- (3) Paved shoulder (each): four feet.
- (4) Sidewalk (bituminous): five feet.
- (5) Grass strip: five feet (between road and sidewalk).
- (6) Curb: granite.
  - (a) Sloped: side without sidewalk.
  - (b) Vertical: side with sidewalk.
- (7) Cross-sectional requirements:
  - (a) Wearing course (minimum): one inch (NHDOT Item 403.11).
  - (b) Bearing course: two inches (NHDOT Item 403.11).
  - (c) Crushed gravel: six inches (NHDOT Item 304.3).
  - (d) Bank-run gravel: 12 inches (NHDOT Item 304.2).

B. All materials shall be installed in compliance with NHDOT specifications and the City of Rochester Subdivision Regulations.

**§ 275-8.7 Stormwater management requirements.**

- A. Stormwater controls for each individual site plan shall be designed in compliance with the New Hampshire Stormwater Manual Volume 2. To ensure adequate stormwater control given the more

flexible dimensional regulations, these design guidelines shall be followed regardless of any requirement imposed as part of the New Hampshire Department of Environmental Services alteration of terrain permitting (for 100,000 square feet  $\pm$  of disturbed surface).

- B. The Planning Board shall consider proposals for use of innovative stormwater control structures, such as porous pavement, bioretention areas, gravel wetlands, etc. If the Board concludes that use of these structures is in order, then:
  - (1) It may be appropriate to allow for interior landscaped islands within parking lots to be constructed without perimeter curbing if the curbing would interfere with the routing of the stormwater.
  - (2) The Planning Board is hereby empowered to adjust parking requirements specified in Article 26, Roads and Parking, herein.

**§ 275-8.8 Utility standards.**

- A. All utilities shall be underground.
- B. Utilities into individual sites shall be run from the common utility lines to be placed in the service road right-of-way.
- C. Service connections for utilities for pad sites, if any are created, shall be provided within the service road right-of-way.

**§ 275-8.9 Parking lot interconnections.**

- A. Where practical, and not impeded by wetlands or other physical constraints, parking lots shall be interconnected between sites.
- B. Appropriate cross easements shall be developed between properties to accommodate parking lot interconnections.

**§ 275-8.10 Design standards.**

- A. Trash and delivery areas. The lots situated between the service road and Route 11 call for special treatment because they have double frontages.
  - (1) Whenever practical, and not impeded by wetlands or other physical constraints, trash and delivery areas shall be located off of a shared access driveway between sites.
  - (2) The access driveway may be located at/along the side lot line(s), with each lot having its own trash and delivery area located off this access driveway.
  - (3) Trash, delivery, and loading areas shall be well screened from Route 11.
- B. Facade treatment. Building facades fronting on the service road and Route 11 shall both be treated as front facades, both thereby meriting attractive treatment, under the architectural standards included in the City of Rochester Site Plan Regulations.
- C. Outdoor seating. Restaurant proprietors are encouraged to include seasonal outdoor seating.

D. Signage. All provisions of Article 29, Signage, herein shall apply.

**§ 275-8.11 Adjustments in requirements.**

Since a number of the requirements specified in this Article 8, herein, are design oriented, the Planning Board may adjust any requirements of § 275-8.3, Pavement dimensional regulations, § 275-8.5, Service road regulations, § 275-8.6, Road design standards, § 275-8.7, Stormwater management requirements, § 275-8.8, Utility standards, and § 275-8.10, Design standards, on a case-by-case basis, where it reasonably determines that strict application of any requirement is impracticable due to particular conditions on a given site.

Primary Area of Granite Ridge Development			
PID	Address	Acres	Owner
0208-0001-0000	126 Farmington Road	82.50	Adamian Construction & Dev.
0208-0001-0001	116 Farmington Road	34.18	Infinity Properties Rochester
0208-0002-0000	0 Farmington Road	32.00	The Kane Co. Inc.
0208-0004-0000	148 Farmington Road	1.30	John & Carolyn Meader
0208-0005-0000	150 Farmington Road	0.63	Roslyn Stone & Carolyn Meader
0208-0006-0000	154 Farmington Road	1.05	Alkurabli LLC
0208-0006-0001	152 Farmington Road	0.94	Richard Ottino
0208-0007-0000	160 Farmington Road	1.33	160 Farmington Road Realty Trust
0216-0001-0000	20 Farmington Road	15.00	Robert Beranger
0216-0002-0000	22 Farmington Road	2.60	Robert Beranger
0216-0003-0000	0 Farmington Road	2.90	Robert Beranger
0216-0004-0000	36 Farmington Road	17.10	Northgate Investment Properties
0216-0005-0000	46 Farmington Road	1.24	Gene V. Roe
0216-0006-0000	48 Farmington Road	5.62	Casaccio Real Estate Holdings
0216-0007-0000	58 Farmington Road	7.60	Casaccio Real Estate Holdings
0216-0008-0000	60 Farmington Road	6.30	Packy's Investment Properties
0216-0009-0000	68 Farmington Road	20.00	Stratham Industrial Properties
0216-0010-0000	76 Farmington Road	21.00	PSNH
0216-0011-0000	92 Farmington Road	85.00	Stratham Industrial Properties
0216-0017-0000	5 Lydall Way	12.00	State of New Hampshire DOT
0216-0019-0000	0 Farmington Road	4.50	PSNH
0216-0020-0000	8 Crane Drive	6.09	Newport Partners LLC
0216-0021-0000	33 Crane Drive	4.80	Spinelli Realty Trust
0216-0022-0000	27 Crane Drive	6.35	Black Marble Realty Trust
0216-0023-0000	21 Crane Drive	3.16	Black Marble Realty Trust
0216-0024-0000	7 Crane Drive	4.01	Four Hidden Road Trust
0216-0025-0000	47 Farmington Road	2.80	Poulin Realty Acquisition
		<b>382.00</b>	

Secondary Area of Granite Ridge Development			
PID	Address	Acres	Owner
0208-0008-0000	174 Farmington Road	60.00	Diane Smith
0208-0008-0001	176 Farmington Road	11.61	Robidas Properties LLC
0208-0009-0000	178 Farmington Road	4.30	Rochester/Rural District
0208-0010-0000	180 Farmington Road	1.02	WAH Realty Corporation
0208-0011-0000	184 Farmington Road	4.00	Bonnie J. O'Shea
0208-0015-0000	0 Farmington Road	0.29	City of Rochester
0208-0016-0000	0 Farmington Road	1.66	Robert Rowe
0208-0017-0000	127 Farmington Road	8.90	Robert Rowe
0208-0018-0000	17 Sterling Drive	2.02	Raven Realty
0208-0018-0001	18 Sterling Drive	2.85	Raven Realty
0208-0018-0002	27 Sterling Drive	5.04	Axis Property Holdings LLC
0208-0018-0003	23 Sterling Drive	1.55	Raven Realty



Primary Area of Granite Ridge Development			
PID	Address	Acres	Owner
0208-0018-0004	0 Sterling Drive	0.64	Raven Realty
0208-0019-0000	123 Farmington Road	1.16	Black Dog Car Wash LLC
0208-0019-0001	115 Farmington Road	1.25	Hermitage Place LP
0208-0019-0002	131 Farmington Road	0.57	JMB Automotive Group LLC
0209-0001-0000	105 Farmington Road	1.70	Rudolph Tetreault
0216-0012-0000	4 Little Falls Bridge Road	1.89	Ralph Torr Rev. Trust
0216-0013-0000	0 Little Falls Bridge Road	11.80	State of New Hampshire DOT
0216-0018-0000	95 Farmington Road	3.50	Motiva Enterprises LLC
0216-0018-0001	83 Farmington Road	2.25	Joseph Blanchette
0216-0018-0002	77 Farmington Road	3.60	Rochester Hospitality LLC
0216-0019-0000	0 Farmington Road	4.50	PSNH
0216-0020-0000	8 Crane Drive	6.09	Newport Partners LLC
0216-0021-0000	33 Crane Drive	4.80	Rose Realty LLC
0216-0022-0000	27 Crane Drive	5.30	Black Marble Realty Trust LLC
0216-0023-0000	21 Crane Drive	3.16	Black Marble Realty Trust LLC
0216-0024-0000	7 Crane Drive	4.01	Four Hidden Rod Road Realty Trust
0216-0025-0000	47 Farmington Road	2.60	Poulin Realty Acquisitions LLC
0216-0026-0000	0 Farmington Road	68.00	Donald & Bonnie Toy
0216-0028-0000	23 Farmington Road	1.70	Miles Cook III
0216-0028-0001	25 Farmington Road	0.10	City of Rochester
0216-0029-0000	21 Farmington Road	2.41	Cardinals Seafarer Restaurant
0221-0154-0000	2 Farmington Road	20.80	Jean Edgerly Trust
0221-0156-0000	14 Farmington Road	1.20	Renee & Louanne Cardinal
0221-0157-0000	0 Farmington Road	1.20	Wayne Cardinal
0221-0158-0000	14 Farmington Road	1.30	Rene & Luanne Cardinal
0221-0159-0000	10 Farmington Road	2.45	Lawrence Shapiro Trust
0221-0160-0000	18 Farmington Road	1.32	Michael & Jean Garzillo
0221-0162-0000	18A Farmington Road	6.40	Richard & Phyllis Glidden
0221-0163-0000	20 Farmington Road	3.20	Robert & Karen Beranger
0221-0164-0000	17 Farmington Road	0.91	Rene G Cardinal & Cardinal Way
0221-0165-0000	11 Farmington Road	1.70	Seckendorf Real Estate
0221-0166-0000	9 Farmington Road	1.10	MIB LLC Greenwood Inn
0221-0167-0000	7 Farmington Road	0.30	Basel Alkurabi
0221-0168-0000	3 Farmington Road	14.00	Charles Karacas
		<b>290.15</b>	

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City Clerk's Office

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**Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding  
Table 18-C**

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:

Within Table 18-C, Recreation, Indoor shall be designated as a Permitted Use within the General Industrial (GI) District.

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

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City Clerk's Office

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**RESOLUTION APPROVING CONTRACT  
AND COST ITEMS ASSOCIATED WITH PROPOSED  
CITY OF ROCHESTER  
SCHOOL DEPARTMENT  
MULTI-YEAR COLLECTIVE BARGAINING  
AGREEMENT WITH  
Rochester Federation of Teachers  
AFT Local 3607, AFT-NH, AFL-CIO**

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

That pursuant to, and in accordance with, the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the multi-year year collective bargaining agreement between the City of Rochester and the Rochester Federation of Teachers employee collective bargaining group, covering the period August 27, 2022 to August 24, 2025, 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: RFT Teachers Tentative Agreement” dated July 5, 2022**, 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.

## EXHIBIT A:

July 5, 2022

## RFT Teachers Tentative Agreement

School Health Contribution	80/20	80/20	80/20	80/20
	SOS \$20/40	SOS \$20/40	SOS \$20/40	SOS \$20/40
	RX 10/20/45	RX 10/20/45	RX 10/20/45	RX 10/20/45
	DED	DED	DED	DED
Health Plan	\$1000/3000	\$1000/3000	\$1000/3000	\$1000/3000
Projected Health Increase		FY 2023 Rates	5%	5%
	Current FY22	FY23	FY24	FY25
<b>Wages</b>				
Base Wage	\$ 24,253,154	\$ 25,396,955	\$ 26,156,326	\$26,931,776
Longevity	\$ 182,000	\$ 182,000	\$ 228,000	\$ 240,400
Total Wages	\$ 24,435,154	\$ 25,578,955	\$ 26,384,326	\$27,172,176
Dollar Change		\$ 1,143,801	\$ 805,371	\$ 787,850
% Change		4.7%	3.1%	3.0%
<b>Benefits</b>				
FICA/Medicare	\$ 1,869,289	\$ 1,956,790	\$ 2,018,401	\$ 2,078,671
Health Insurance	\$ 4,460,995	\$ 4,692,957	\$ 4,927,605	\$ 5,173,985
Opt Out				
Dental	\$ 70,310	\$ 69,265	\$ 70,996	\$ 72,771
Total Rollups	\$ 6,400,594	\$ 6,719,012	\$ 7,017,002	\$ 7,325,428
Dollar Change				
% Change		5.0%	4.4%	4.4%
<b>Totals</b>				
Total Wages Benefits and Rollups	\$ 30,835,748	\$ 32,297,967	\$ 33,401,328	\$34,497,604
Dollar Change		\$ 1,462,219	\$ 1,103,361	\$ 1,096,276
% Change		4.7%	3.4%	3.3%

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



06/30/2022

**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 School Collective Bargaining Agreement (Teachers)

COUNCIL ACTION ITEM ☐  
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☐ NO ☐  
\* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☐ NO ☐FUNDING RESOLUTION FORM? YES ☐ NO ☐

AGENDA DATE	June 7, 2022		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	May 20, 2022		
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**

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	FY2023 Approved Budgets
ACCOUNT NUMBER	Various
AMOUNT	Refer to Resolution
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	FY2023 Approved Budgets

**LEGAL AUTHORITY**

City Charter and RSA 273-A

**SUMMARY STATEMENT**

The School Board has reached tentative collective bargaining agreement (TA) with the Rochester Federation of Teachers. It is requested that the details of these TA's be presented & discussed with the Council in non-public session on June 7th with a public session vote at the Regular City Council meeting on July 5th.

**RECOMMENDED ACTION**

Review and Approval.



## Rochester School Department

**Mr. Kyle M. Repucci**

Superintendent of Schools  
e-mail: repucci.k@sau54.org

**Dr. Sandie MacDonald**

Assistant Superintendent of Schools  
e-mail: macdonald.s@sau54.org

**Ms. Linda Bartlett**

Business Administrator  
e-mail: bartlett.l@sau54.org

**Ms. Sarah Reinhardt**

Director of Student Services  
e-mail: reinhardt.sc@sau54.org

**Office of the Superintendent**

150 Wakefield Street

Suite #8

Rochester, NH 03867-1348

(603) 332-3678

FAX: (603) 335-7367



May 17, 2022

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

Dear Mr. Cox:

This letter is to notify you that the Rochester School Board and Rochester Federation of Teacher's Bargaining Unit have reached a tentative agreement on a collective bargaining agreement for school years 2022 through 2025. The contract has been ratified by the bargaining unit and approved by the Board on May 12, 2022. It is necessary now that we present the cost items in the agreement to the City Council for its consideration. The cost items are attached to this letter. The cost items are all included in the operating budget submitted to the City Council.

Hopefully, I can discuss the cost items with the City Council on June 7, 2022 with a possible vote on June 21, 2022.

Yours truly,

Kyle Repucci  
Superintendent of Schools

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

## MEMO

TO: Blaine Cox, City Manager  
FROM: Kyle Repucci, Superintendent  
DATE: May 17, 2022  
SUBJECT: Collective Bargaining Status Report

### Contents:

Status of Collective Bargaining Agreements  
Teacher's Contract TA

### Status of Collective Bargaining Agreements

1. RFT Teachers' Contract - The current contract expires August 26, 2022; the Rochester School District has reached a tentative agreement (TA) with this group which was ratified on May 9, 2022 by the RFT and by the Board on May 12, 2022..
2. RFT Food Service Chapter contract expires on June 30, 2022. We are about to begin these negotiations in the near future.
3. RFT Paraprofessional Chapter contract expires June 30, 2023.
4. AFSCME Council 93 expires June 30, 2023.
5. Rochester Administrator's contract expires June 30, 2023.

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

Bargaining Status Memo - May 2022

Page 1 of 8

RFT Teacher's Cost Items TA- Duration; 3 years.

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

Rochester Federation of Teachers  
AFT Local 3607, AFT-NH, AFL-CIO  
Teachers Bargaining Unit  
And  
Rochester School Board

Tentative Agreement

May 12, 2022

**Number of Staff: 443**

In the first year, the increases are included in the tax cap compliant budget.

**Cost Items: (attached spreadsheet)**

Year One 2022-2023

Step Increases of \*\$800,241.97 or 3.3%. \$343,559.41 or 1.4% in the steps (including a new salary step). Total 4.7%. (\* = 21-22 contract granted step at the 11th pay period which resulted in a half step. 22-23 contract makes up for the other half of a step.)

Year Two 2023-2024

Steps increases of \$449,984.32 or 1.8%. \$309,386.33 or 1.2% in the steps. Total 3.4%

Year Three 2024-2025

Year Three step increases of \$443,329.30 or 1.7% plus a 1.3% increase in steps or \$332,120.69. Total 3.3%

**Additional Items:**

1. Updated the recognition clause to specify “**Registered**” Nurses and “**Licensed Practical**” Nurses..The parties will cooperate in the transition including, but not limited to tfling the necessary documentation with the NH Public Employee Labor Relations Board to modify the bargaining unit.
2. Personal Leave process will start with the **building principal** then the Superintendent.

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

3. The **Nursing Department Head** was added to the department head section.
4. MS and HS Guidance Counselors summer work day has been defined from **8:00 am to 2:00 pm**.
5. New section(s) -

“ It is understood that **School Nurses and LPNs will work an additional five (5) days in the summer** to complete care planning, 504 meetings, and other duties. The determination of when the summer days will be worked shall be set by the Administration after reviewing input from the school nurses.”

“**Occupational, Physical and Speech/Language Therapists will work an additional 5 days in the summer** to do work directly related to their professional responsibilities. The determination of when the summer days will be worked shall be set by the Administration after reviewing input from the school Occupational, Physical and Speech/Language Therapists.

6. Longevity:

Effective <del>2021-22</del> 2023-24	
Years of Service	Amount
<del>10-19</del> 10-15	<del>\$1,321</del> \$1,500
<del>20+</del> 16-19	<del>\$1,618</del> \$1,750
20+	\$2,000

Effective 2024-25	
Years of Service	Amount
<del>10-19</del> 10-15	<del>\$1,321</del> \$1,600
<del>20+</del> 16-19	<del>\$1,618</del> \$1,850
20+	\$2,100

7. Annual workshop amount was increased from \$375 to \$425. A \$10,000 increase in course/tuition reimbursement. Courses and workshops are going up in cost. The courses and workshops that teachers take has a great impact on their instruction in the classroom.
8. New section:

The District shall reimburse each member of the bargaining unit the cost of recertification and/or licensing fees up to a maximum of \$130 once every three years

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



provided, that sum is available to the individual employee from their unused allotment for workshop reimbursement in Article VI.F.

#### 9. Resignation Notices

“After July 1 of any year, if a covered employee resigns from his/her employment without the written permission of the School Board, and thereby fails to work for the School District for the entire school year required by his/her employment contract, the covered employee shall pay the School District the sum of \$2,000.00 as reasonable liquidated damages and not as a penalty to compensate the School District for expenses incurred by reason of the covered employee's resignation. The covered employee also shall be liable for the School District's costs of collecting the liquidated damages, including reasonable attorneys' fees. The covered employee may submit information to the School Board in support of a request for the School Board's permission to resign and waiver of liquidated damages. This provision shall be included in each professional employee's individual employment contract.”

#### 10. Preparation Periods:

Elementary - 60 continuous minutes

High - 80 minutes each day

#### 11. New Section:

##### **AFT-NH Presidency**

1. In the event a RFT member is elected to the full-time position of President of AFT-NH, the District shall grant an unpaid leave of absence for at least the duration of the President's term(s) of office.
2. The leave shall commence with the effective date of the term of office for the President or when the district hires a suitable replacement whichever is later.
3. During such leave of absence, the President shall continue to accrue and retain his/her seniority and experience including years of service for longevity. Sick leave accumulation shall be frozen for the duration of the leave of absence however, the accrued sick leave balance earned to date shall be retained. Upon returning from leave of absence, the President shall resume earning sick leave in accordance with the collective bargaining agreement.
4. Once the term(s) expire, the member shall be granted a position in the RFT bargaining unit.

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

Attachments

- RFT TA Financial details

Recommendation

- Approval of the RFT cost items.

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City Clerk's Office

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**Resolution Authorizing Acceptance of Health Trust Wellness Program Benefit for the Police Department and Appropriation in Connection Therewith in the amount of \$625.00**

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

**WHEREAS**, that Health Trust Wellness Program Benefit in the amount of Six Hundred Twenty Five Dollars (\$625.00) awarded to the City of Rochester Police Department is hereby accepted by the City of Rochester;

**FURTHER**, that the sum of Six Hundred Twenty Five Dollars (\$625.00) be, and hereby is, appropriated to the Established Fund(s) Account:

**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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06/30/2022

## City of Rochester Formal Council Meeting

SCANNED

## AGENDA BILL

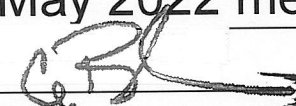
APR 19 2022

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

## AGENDA SUBJECT

Seeking permission from Council to accept a HealthTrust check in the amount of \$125.00 for wellness accomplishments within the department.

COUNCIL ACTION ITEM ☒  
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☒ NO ☐  
\* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	Next May 2022 meeting		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	04/8/22		
ATTACHMENTS	YES <input type="checkbox"/> NO <input checked="" 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 &amp; BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	HealthTrust Wellness Program
ACCOUNT NUMBER	60132041-589000
AMOUNT	\$125.00
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

## LEGAL AUTHORITY

Council action required.

## 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	60132041	589000		-	-	\$125.00
2				-	-	-
3				-	-	-
4				-	-	-

## Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6013241	406218		-	-	\$125.00
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



06/30/2022

## 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

Seeking permission from Council to accept a HealthTrust check in the amount of \$500.00 for wellness accomplishments within the department.

COUNCIL ACTION ITEM ☒  
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☒ NO ☐  
\* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	Next March 2022 meeting		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	02/28/22		
ATTACHMENTS	YES <input type="checkbox"/> NO <input checked="" 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 &amp; BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	HealthTrust Wellness Program
ACCOUNT NUMBER	60132041-589000
AMOUNT	\$500.00
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

## LEGAL AUTHORITY

Council action required.

## AGENDA BILL - FUNDING RESOLUTION

## EXHIBIT

Project Name: Requesting Council accept a check from the HealthTrust in the amount of \$500.00.

Date: 02/28/22

Fiscal Year: FY22

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	60132041	589000		-	-	\$500.00
2				-	-	-
3				-	-	-
4				-	-	-

## Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6013241	406218		-	-	\$500.00
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # N/A

CFDA # N/A

Grant # N/A

Grant Period: From N/A  
To N/A

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

Reimbursement Request will be reduced ☐Funds will be returned ☐

**Resolution, in accordance with  
RSA 674:39-aa, recognizing the "Involuntary Merger" of a  
Property Known As  
5 Lois Street (Currently, Rochester Tax Map 115, Lot 8), and Acknowledging the  
Appropriateness of Restoration of Such Lot  
To Its Pre-Merger Configuration**

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

WHEREAS, the owners of property situate at a property currently known as, 5 Lois Street, Rochester, New Hampshire (Tax Map 115, Lot 8), have filed a request with the City of Rochester, and its City Council, pursuant to the provisions of RSA 674:39-aa, requesting that such property, which they assert was previously "involuntarily merged" by action of one or more administrative agency/official of the City of Rochester, currently known as 5 Lois Street, Rochester, New Hampshire, and currently depicted on Rochester Tax Map 115, Lot 8; and

WHEREAS, RSA 674:39-aa provides that under certain conditions the owner(s) of lots previously involuntarily merged by a municipality, shall, upon request, by the owner(s) to the municipality's governing body, be restored to its pre-involuntary merger status; and

WHEREAS, the owners of 5 Lois Street have filed a request to have the involuntary merger of such lot be restored to its pre-merger five (5) separate lot status configuration; and

WHEREAS, City officials in the Planning and Assessing Departments, as well as other City officials, have reviewed the facts surrounding the merger of the property currently known as 5 Lois Street, and have determined that the lot currently known as 5 Lois Street (Rochester Tax Map 115, Lot 8) was created by the involuntary merger by the City of Rochester and that no voluntary action by, or on behalf of, the current or prior owners of the unmerged lots was taken to bring about their currently merged single lot status;

NOW, THEREFORE, in accordance with the provisions of RSA 674:39-aa, the Mayor and City Council of the City of Rochester, in its capacity as the governing body of the City of Rochester, hereby acknowledges both the request by the owners to have the lot status of 5 Lois Street be restored to its five-lot pre-merger status and the accuracy of the facts set forth above herein, and therefore determine that the request to have the property known as 5 Lois Street (Rochester Tax Map 115, Lot 8) be restored to its pre-involuntary merger status is granted with Conditions. The Conditions are as follows:

- 1) Of the 5 restored lots 4 of them will not meet the minimum zoning for the R1 Zone where this resides. Min lot size in this zone is 10K sf with 100 ft of frontage and these lots are approx. 3K sf with 40 ft of frontage. Because these lots do not meet minimum lot size, they cannot meet the criteria of 275-30.5 A and so under 275-30.5 B each one must obtain a Special Exception prior to building permit.
- 2) By proceeding with this restoration, the property owner will be creating 4 non-conforming lots. These lots will not meet minimum lot size or frontage requirements. With the setbacks it leaves only a 20 x 50 ft building footprint on each lot. These lots will not be eligible for meeting the hardship criteria for a zoning variance based on size of the lot in the future, because the hardship of lot size will be self-imposed.

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City Clerk's Office

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06/30/2022

## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT
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COUNCIL ACTION ITEM <input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
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RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
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AGENDA DATE		
DEPT. HEAD SIGNATURE		
DATE SUBMITTED		
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

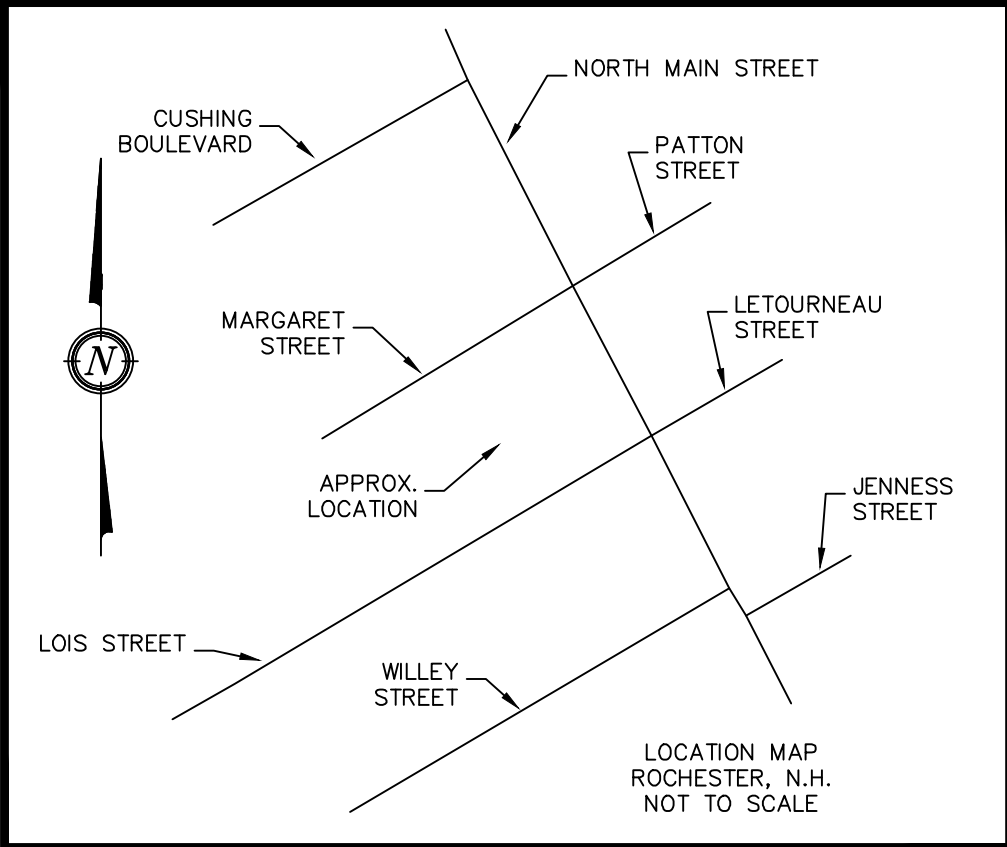
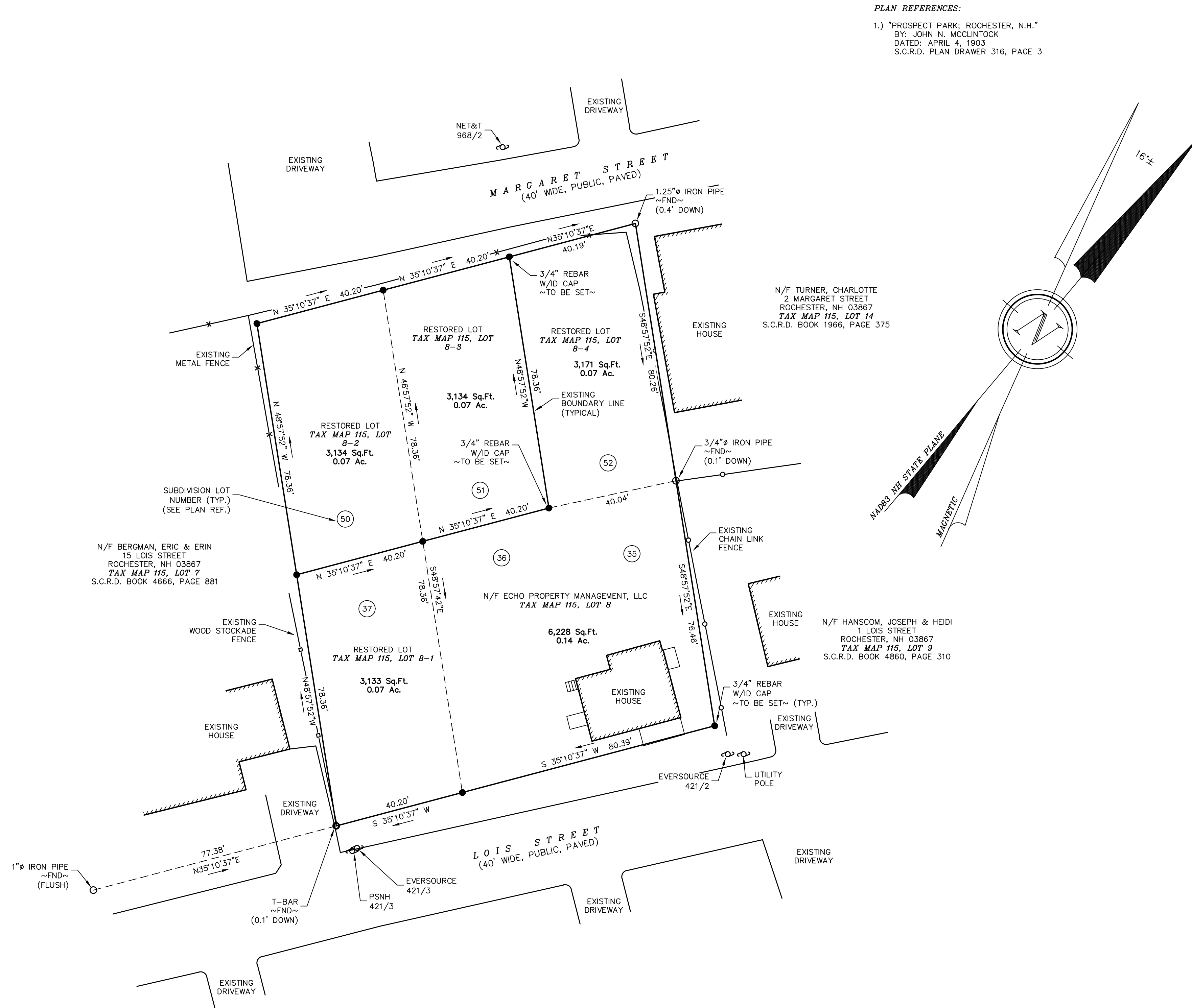
FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

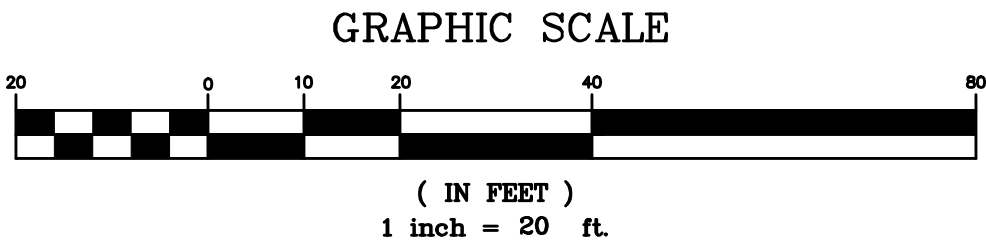
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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**



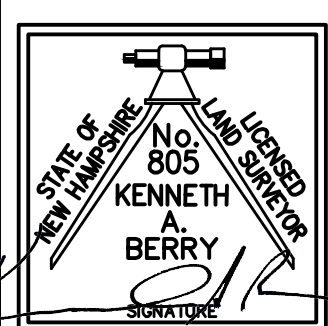
- NOTES:
- 1.) OWNER: ECHO PROPERTY MANAGEMENT, LLC  
PO BOX 2374  
HAMPTON, N.H.
- 2.) TAX MAP 115, LOT 8
- 3.) LOT AREA: 12,532 Sq.Ft., 0.29 Ac.
- 4.) S.C.R.D. BOOK 4864, PAGE 853 & BOOK 4841, PAGE 47 & DECREE IN PETITION TO QUITE TITLE 219-2021-CV-00243
- 5.) THE INTENT OF THIS PLAN IS TO RESTORE THE LOTS SHOWN ON THE ORIGINAL SUBDIVISION PLAN AS 37, 50, 51, & 52. THESE LOTS ARE SHOWN AS PART OF TAX MAP 115, LOT 8.
- 6.) BOUNDARY LINES BASED ON A CLOSED TRAVERSE PERFORMED BY THIS OFFICE IN 2021 WITH A CLOSURE OF BETTER THAN 1 PART IN 10,000.
- 7.) ZONING: RESIDENTIAL - 1 (R1)  
FRONTAGE ~ 100.00' (N/A)  
LOT AREA ~ 10,000 (N/A)  
FRONT SETBACK ~ 10.0'  
SIDE SETBACK ~ 10.0'  
REAR SETBACK ~ 20.0'



#1	6-14-22	UPDATE SCALE BAR
REVISION	DATE	DESCRIPTION
LOT RESTORATION PLAN LAND OF ECHO PROPERTY MANAGEMENT, LLC LOIS STREET ROCHESTER, N.H. TAX MAP 115, LOT 8		
BERRY SURVEYING & ENGINEERING 335 SECOND CROWN POINT RD. BARRINGTON, N.H. (603)332-2863		
SCALE : 1 IN. EQUALS 20 FT.		
DATE : MARCH 22, 2022		
FILE NO. : DB 2021 - 029		

I CERTIFY THAT THIS SURVEY PLAT IS NOT A  
SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE  
LINES OF STREETS AND WAYS SHOWN ARE THOSE OF  
PUBLIC OR PRIVATE STREETS OR WAYS ALREADY  
ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN.

KENNETH A. BERRY L.L.S. 805 DATE 06/14/2022



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City Clerk's Office

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**Resolution Establishing Polling Places and Times for the  
September 13, 2022 State Primary Election**

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

That the following polling places are hereby established for the City of Rochester for the upcoming September 13, 2022 State Primary Election.

- WARD 1: East Rochester Elementary School**  
773 Portland Street, East Rochester
- WARD 2: Chamberlain Street School**  
65 Chamberlain Street, Rochester
- WARD 3: Gonic Elementary School**  
10 Railroad Avenue, Gonic
- WARD 4: McClelland Elementary School**  
59 Brock Street, Rochester
- WARD 5: James W. Foley Memorial Community Center a/k/a  
Rochester Community Center**  
150 Wakefield Street/Community Way, Rochester
- WARD 6: Elks Lodge #1393**  
295 Columbus Avenue, Rochester

**Further, that in accordance with RSA 659:4, and Section 47 of the City Charter – All polling places shall be open from 8:00 A.M. to 7:00 P.M., on said Election Day. The Processing of Absentee Ballots shall begin at 10:00 AM on Election Day.**

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City Clerk's Office

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**Resolution Authorizing An Application For Community Development Block Grant-Covid-19 (CDBG-CV) Funding to Support Facilities Project**

- WHEREAS: The 2020-2025 Rochester CDBG Consolidated Action Plan Documents priorities and areas of high priority need for supportive services and shelter assistance to extremely low, low and moderately low income residents of the City experiencing homelessness; and
- WHEREAS: HUD Community Development Block Grant Covid 19 funds are available through the NH Community Development Finance Authority for CDBG-CV response; and
- WHEREAS: A primary component of the CARES act is assistance to State, Local, Territorial and Tribal Governments with a direct impact of COVID-19 pandemic; and
- WHEREAS: The Homeless Center for Strafford County owns the location at 202 Washington Street, Rochester NH 03839; and
- WHEREAS: The Homeless Center For Strafford County proposes to install rooftop solar energy to supply electricity to the shelter building supplementing the electrical supply that provides specialized air circulation to the shelter building in service to extremely low income, Low income, moderately low income Rochester residents; and
- WHEREAS: Shelter clients are specifically screened to ensure that they are HUD income qualified populations of the City of Rochester; and
- WHEREAS: The Homeless Center For Strafford County services provide a shelter and programming benefit to a large proportion of Rochester clientele made up entirely of extremely low income low income and moderately low income city residents; and
- WHEREAS: An application for CDBG – CV grant has been prepared by The Homeless Center For Strafford County on behalf of the city of Rochester in collaboration with City staff; and
- WHEREAS: A duly noticed public hearing for the purposes of soliciting feedback from the public and meeting the requirements of the CDBG program was held on July 19, 2022.

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

- I. The city of Rochester will submit an application for community development Block Grant COVID-19 funds of \$120,000 for the purpose of installing a solar panel unit on the

rooftop of the building owned by the homeless center for Strafford County located at 202 Washington St., Rochester, NH 03839

II. The city of Rochester here by adopts a project specific energy response that incorporates and is subordinate to the pre-existing CDBG facilities energy plan(s)

III. The City Manager is authorized to apply for and accept and expand the CDBG – CV funds of up to \$120,000 and to officially represent the City of Rochester, New Hampshire in connection with the application including execution of contract on behalf of the city and any other related documents necessary or convenient to carry out the intent of said grant application including acting as the certifying officer for HUD environmental documents without further action of the City Council for the purpose set forth in the grant agreement

IV. The City Manager is here by authorized to enter into agreement with the Homeless Center for Strafford County as sub recipient for the Grant





06/30/2022

## 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 ☐  
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES ☐ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☐

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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**Resolution Authorizing Acceptance of New Hampshire Department of Safety Grant in the amount of up to \$50,000.00 and Supplemental Appropriation to the FY 23 CIP Police-Body Camera Account in Connection Therewith**

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

WHEREAS, that a New Hampshire Department of Safety Grant in the amount of up to Fifty Thousand Dollars (\$50,000.00) awarded to the City of Rochester Police Department is hereby accepted by the City of Rochester;

FURTHER, that the sum of Fifty Thousand Dollars (\$50,000.00) be, and hereby is, appropriated to the Police Department FY 23 CIP Police-Body Camera Account with the entirety of the supplemental appropriation being derived from the Grant; and

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

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City Clerk's Office

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06/30/2022

## 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

Seeking permission from Council to accept NH Department of Safety Grant Funding up to a maximum of \$50,000.00 to purchase body worn cameras.

COUNCIL ACTION ITEM ☒  
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☒ NO ☐  
\* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	Next July 2022 meeting		
DEPT. HEAD SIGNATURE	<i>C. R. L.</i>		
DATE SUBMITTED	6/28/22		
ATTACHMENTS	YES <input type="checkbox"/> NO <input checked="" 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 &amp; BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	State of NH
ACCOUNT NUMBER	TBD
AMOUNT	\$50,000.00 (up to a maximum)
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

## LEGAL AUTHORITY

Council action required.

**SUMMARY STATEMENT**

Seeking permission from Council to accept NH Department of Safety Grant funding up to a maximum of \$50,000.00. Grant requiring City Financial participation - funds must already be appropriated as part of existing budget. Source of matching funds will come from our FY22 CIP Police-Body Camera account 15012010-773150-22519.

**RECOMMENDED ACTION**

Accept funds up to a maximum of \$50,000.00 from the NH Department of Safety.



## AGENDA BILL - FUNDING RESOLUTION

## EXHIBIT

Project Name: Requesting Council accept NH Department of Safety funding up to a maximum of \$50,000.00 for Police Body Camera's.

Date: 6/28/2022

Fiscal Year: FY23

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	TBD	TBD	TBD	-	\$50,000.00	-
2				-	-	-
3				-	-	-
4				-	-	-

## Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD	TBD	-	\$50,000.00	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From 6/15/2022  
To 6/30/2027

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 of New Hampshire Department of Justice (NHDOJ)  
Forfeiture Funds and Appropriation in Connection Therewith in the amount of \$1,288.80**

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

**WHEREAS**, that NHDOJ Forfeiture Funds in the amount of One Thousand Two Hundred Eighty Eight and 80/100 Dollars (\$1,288.80) awarded to the City of Rochester is hereby accepted by the City of Rochester;

**FURTHER**, that the sum of One Thousand Two Hundred Eighty Eight and 80/100 Dollars (\$1,288.80) be, and hereby is, appropriated to the Established Forfeiture Fund(s) Account:

**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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06/30/2022

## 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.

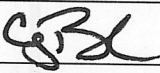
## AGENDA SUBJECT

Seeking permission from Council to accept State forfeiture funds in the amount of \$1,288.80

COUNCIL ACTION ITEM ☒  
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☒ NO ☐

\* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	Next July 2022 meeting	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	6/10/22	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" 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 &amp; BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	State of NH
ACCOUNT NUMBER	61032010-561032-225XX
AMOUNT	\$1,288.80
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

## LEGAL AUTHORITY

Council action required.

**SUMMARY STATEMENT**

Seeking permission from Council to accept forfeiture funds in the amount of \$1,288.80. These funds were seized from a drug arrest and awarded to us from the State.

**RECOMMENDED ACTION**

Accept funds in the amount of \$1,288.80.

## 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	61032010	561032	225XX	-	\$1,288.80	-
2				-	-	-
3				-	-	-
4				-	-	-

## Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6103002	402148	225XX	-	\$1,288.80	-
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