



**City Council Regular Meeting  
August 2, 2022  
Council Chambers  
31 Wakefield Street  
7:00 PM**

**Agenda**

- 1. Call to Order**
- 2. Opening Prayer**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Acceptance of Minutes**
  - 5.1 Special Meeting: June 21, 2022 *consideration for approval* P. 7**
  - 5.2 Regular City Council Meeting: July 5, 2022 *consideration for approval* P. 11**
  - 5.3 Special Meeting: July 19, 2022 *consideration for approval* P. 55**
- 6. Communications from the City Manager**
  - 6.1 City Manager's Report P. 61**
- 7. Communications from the Mayor**
- 8. Presentation of Petitions and Council Correspondence**
- 9. Nominations, Appointments, Resignations, and Elections**
  - 9.1 *Appointment:* Fire Chief Dennis Dube - Emergency Management Director P. 83**
- 10. Reports of Committees**
  - 10.1 Codes & Ordinances Committee P. 85**
  - 10.2 Community Development Committee P. 107**
  - 10.3 Finance Committee P. 109**

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**10.3.1 Committee Recommendation:** To approve the non-union merit track compensation plan P. 113

**10.4 Planning Board P. 119**

**10.5 Public Works P. 129**

**10.5.1 Committee Recommendation:** To approve the Evans Road Paving Project to be added to the FY24 Capital Improvement Budget for consideration with other capital projects *consideration for approval* P. 129

**10.5.2 Committee Recommendation:** Discussion of Katie Lane bid waiver versus contracted services bid use *refer to Finance Committee* P. 134

**11. Old Business**

**11.1 Amendment to the General Ordinances of the City of Rochester Creating Chapter 260A Regarding Water Development Connection Fee *second reading and consideration for adoption* P. 159**

**11.2 Amendment to Chapter 260-33 ‘Water Rate and Fee Schedule’ *second reading and consideration for adoption* P. 163**

**11.3 Amendment to Chapter 200 of the General Ordinances of the City of Rochester Regarding Sewer Development Connection Fee *second reading and consideration for adoption* P. 165**

**11.4 Amendment to Chapter 200-33 “Wastewater Rate and Fee Schedule” *second reading and consideration for adoption* P. 169**

**11.5 Ordinance Amendments Relative to Water User Rate/Sewer User Rate *second reading and consideration for adoption* P. 171**

**11.6 Amendment to Chapter 275 of the General Ordinances of the City of Rochester regarding Electric Vehicle Charging Stations *second reading and consideration for adoption* P. 175**

**11.7 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 *second reading and consideration for adoption* P. 181**

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12. Consent Calendar
13. New Business
  - 13.1 Wrestling Event *consideration to approve wrestling venue permit [Governor's Inn, August 28, 2022]* P. 189
  - 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 Teacher's Food Service Chapter, Local 3607 Bargaining Unit *first reading and consideration for adoption* P. 195
  - 13.3 Amendment to ownership of Champlin Forest Conservation Land *motion to approve change in ownership interest* P. 205
  - 13.4 Resolution for Supplemental Appropriation of \$1,000,000 to Department of Public Works (DPW) Sewer CIP Fund *first reading and consideration for adoption* P. 209
  - 13.5 Resolution for Supplemental Appropriation of \$1,075.39 to Department of Public Works (DPW) Sewer CIP Fund *first reading and consideration for adoption* P. 213
  - 13.6 Non-Public Meeting Minutes regarding the Purchase of 181 Highland Street *motion to unseal*
    - 13.6.1 February 1, 2022
    - 13.6.2 April 5, 2022
    - 13.6.3 June 7, 2022
  - 13.7 Resolution Authorizing the Acceptance of a Donation from Arthur Taylor, Jr. in the amount of \$10,000.00 *first reading and consideration for adoption* P. 217
  - 13.8 Resolution Authorizing City Manager to Execute an Agreement with the New Hampshire Department of Transportation (NHDOT) for the Tebbetts Road/Old Dover Road Intersection Project *first reading and consideration for adoption* P. 219
  - 13.9 Recommendation to award bid # 23-02 "Professional Municipal Auditing Services" to Melanson *consideration for approval* P. 225
14. Non-Meeting/Non-Public Session
15. Adjournment

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**City Council Special Meeting  
June 21, 2022  
Council Chambers  
6:16 PM**

**COUNCILORS PRESENT**

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

**OTHERS PRESENT**

Blaine Cox, City Manager  
Alexander de Geofroy, Ward 5 resident  
Karen Stokes, Ward 5 resident  
Susan Rice, Ward 5 resident

**Minutes**

**1. Call To Order**

Mayor Callaghan called the City Council Special meeting to order at 6:16 PM. Deputy City Clerk Cassie Givara took a silent roll call attendance. All Councilors were present.

**2. Resolution Authorizing Supplemental Appropriation in the amount of \$289,000.00 for the Purchase of 181 Highland Street, Rochester, New Hampshire**

Mayor Callaghan read the resolution for a first time by title only and referred to a public hearing on July 5, 2022.

**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.

### **3. Election: City Council Ward 5, Seat A**

Mayor Callaghan announced that the three candidates for the Ward 5, Seat A Council position would have an opportunity to read a statement.

#### **3.1 Candidate Statements:**

##### **a. Alexander de Geofroy**

Alexander de Geofroy read a statement for Council detailing his history and interest in serving on Council.

Councilor Beaudoin asked Mr. de Geofroy what he felt his role would be as a City Councilor if he were to take the seat. Mr. de Geofroy stated that the City Council is akin to a Board of Directors for the citizens of the City of Rochester and he sees the role as one of oversight and leadership, ensuring that the way the City is being run is in the best interest of its citizens. He stated that because this would be a new position for him, he also sees an opportunity to bring a new perspective to the Council.

Councilor Hainey asked Mr. de Geofroy what he felt is the biggest challenges that Rochester has faced as well as its biggest accomplishment. Mr. de Geofroy spoke about the opioid crisis in the City as a challenge and cited the advances in Economic Development, such as the Granite Ridge and larger manufacturers developing in Rochester, as an accomplishment.

Councilor Desrochers asked what Mr. de Geofroy what he felt his biggest strength would be as well as what skills he offered that would best serve the Council. Mr. de Geofroy spoke about his strength as a problem-solver and his background in engineering. He stated that his passion is in leadership and mentoring positions, and finding innovative solutions to issues; whether they be technical or organizational.

##### **b. Karen Stokes**

Karen Stokes read a statement for Council detailing her history and interest in serving on Council.

Councilor Beaudoin asked Ms. Stokes what she felt her role would be as a City Councilor if she were to take the seat. Ms. Stokes answered that her background and passion in working with youth with disabilities and ensuring vulnerable populations have equal opportunities for education, housing, employment, and other resources. She also spoke about handling the issue of homelessness in the City.

Councilor Hainey asked how Ms. Stokes would transition her prior history on the School Board to the City Council. Ms. Stokes spoke about how the School Board and City Council work in conjunction with each other. She stated that she would bring a perspective from the School side and may have insight on their financial requests and reasoning behind these requests.

Councilor Desrochers referenced the future costs to taxpayers for inaction on social issues. She asked Ms. Stokes to speak about this issue and if she had any thoughts on the upfront costs versus long term costs. Ms. Stokes stated that there is a perception that much of the funding for these issues comes from tax dollars; however, she stated that these issues are not just local, but experienced State and Countrywide. She spoke

about looking outside of the community for grants, funding, and resources that could be utilized to assist within Rochester. Councilor Desrochers asked how Ms. Stokes felt about accepting federal grants and funding. Ms. Stokes stated that she felt grants could be beneficial; however, they need to be reviewed and vetted to determine the terms and expectations, whether they will work for the City, and how the funding will be handled by the City when the grant funding is depleted.

**c. Susan J. Rice**

Susan Rice read a statement for Council detailing her history in Rochester and her interest in serving on Council.

Councilor Beaudoin asked Ms. Rice what she felt her role would be as a City Councilor if she were to take the seat. Ms. Rice spoke about being a leader and moving the City forward in a positive direction to continue to grow and prosper. Ms. Rice spoke about her personal passion regarding access to potable water and importance of maintaining the City's wastewater disposal systems. Additionally, she said that food insecurity, mental health, drugs, and immigration were of high importance as well.

Councilor Hainey asked Ms. Rice where she sees Ward 5 in five-years. Ms. Rice responded that she foresees the economic development occurring along the Route 11 corridor continuing and expanding. She stated there is room for growth in the area and suggested the possibility of another business park. She also spoke about the working and hobby farms in the area, the importance of maintaining this industry, and the need to ensure that all uses allowed within the ward are compatible.

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

Mayor Callaghan announced that the vote to fill this vacancy would occur at the July 5, 2022 Regular Council meeting. Councilor Hainey asked for clarification on why the process was being followed in this manner instead of a vote being taken this evening. Mayor Callaghan clarified that section 68 of the City Charter stated that the City "shall" elect Council members at a Regular meeting; due to the current meeting being a Special meeting, a vote would conflict with the Charter.

**4. Adjournment**

Mayor Callaghan **ADJOURNED** the City Council Special Meeting at 6:41 PM.

Respectfully Submitted,

Cassie Givara  
Deputy City Clerk

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**Regular City Council Meeting  
July 5, 2022  
Council Chambers  
6:17 PM**

**COUNCILORS PRESENT**

Councilor Beaudoin  
Councilor Berlin  
Councilor de Geofroy  
Councilor Desrochers  
Councilor Fontneau  
Councilor Gilman  
Councilor Gray  
Councilor Hailey  
Councilor Hamann  
Councilor Larochelle  
Councilor Malone  
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  
Peter Nourse, Director of City Services  
Michael Scala, Economic Development

**MINUTES**

**1. Call to Order**

Mayor Callaghan called the City Council Regular meeting to order at 6:17 PM.

**2. Opening Prayer**

Mayor Callaghan asked all present to observe a moment of silence.

**3. Pledge of Allegiance**

The Council rose and Councilor Hailey led all assembled in the Pledge of Allegiance.

**4. Roll Call**

Deputy City Clerk Cassie Givara took the roll call attendance. All Councilors were present.

**5. Acceptance of Minutes**

**5.1 Correction to the April 5, 2022 Regular City Council**

## Minutes

Councilor Lachapelle **MOVED** to **ACCEPT** the correction to the minutes of the April 5, 2022 Regular City Council meeting. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

### 5.2 Regular City Council Meeting: June 7, 2022

Councilor Lachapelle **MOVED** to **ACCEPT** the minutes of the June 7, 2022 Regular City Council Meeting. Councilor Desrochers seconded the motion. Councilor Lachapelle stated that he had one correction to the minutes; on page 30, there is discussion of a motion made by Councilor Beaudoin for a \$100,000 budget reduction. The minutes indicate that the motion carried by an 8-3 vote; however, the motion actually failed. Additionally, Councilor Gray's name is repeated in the vote when the second reference should be to Councilor Hamann. Councilor Lachapelle **MOVED** to **ACCEPT** the minutes as corrected. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

### 5.3 City Council Special Meeting: June 14, 2022

Councilor Lachapelle **MOVED** to **ACCEPT** the minutes of the June 14, 2022 Special City Council meeting. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

## 6. Communications from the City Manager

City Manager Cox welcomed Dennis Dube, the City of Rochester's newly appointed Fire Chief, back to Rochester.

City Manager Cox announced there had been the following public input received from the online portal:

- Wanda Boston, Winter Street resident, in regards to speed limit issue on her street. Mr. Cox reported that this issue had been referred to the Public Safety Committee.
- Ramona and Ray Osborne, Chestnut Hill residents, regarding the extension of the fence on Lambert Court. Mr. Cox reported that this item is currently in the Public Works Committee. The Osbornes also submitted an email regarding the purchase of land on the agenda this evening.



- Jennifer Caswell, Cocheco Avenue resident, regarding the need for a noise ordinance.

### **6.1 City Manager's Report**

City Manager Cox stated that there are no changes to his written report, which is in the packet as follows:

#### **Contracts and documents executed since last month:**

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

#### **Standard Reports**

- **Personnel Action Report Summary**

Councilor Lachapelle asked if the contract for the Tebbetts Road/Old Dover Road intersection had been signed and inquired when work would begin on the project. Peter Nourse, Director of City Services, stated that the contract with DOT was just signed and there has been a project manager assigned to the project. He stated that the timeline is out to 2024 and is a 90/20 split, with Rochester paying 10% and Federal funds handling the remaining 90%. Mayor Callaghan asked how the intersection will be changed. Director Nourse stated that he did not have specifics at this point. He reported that there had been a road safety audit done on the intersection, following which several options were presented. Director Nourse said that due to the volume of traffic, a 4-way stop would not be plausible. The best option is to install a roundabout, and two relevant concepts were presented. He explained the considerations to be taken for each of the roundabout options. Director Nourse stated there would be updates through the Public Works Committee as they become available.

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

### **7.1 Mayoral appointment – Vice Chair of Public Safety Committee**

Mayor Callaghan announced that he had appointed Councilor Gilman as Vice Chair of the Public Safety Committee.

Mayor Callaghan announced that he had formed an ad hoc committee with Councilor Malone as chair and Councilors Fontneau and Berlin serving on the committee. The Committee is tasked with finding uses for the funding coming to Rochester as a result of the opioid litigation.

Mayor Callaghan reported that he had met with Governor Sununu along with several other Mayors from neighboring communities to discuss workforce housing. He stated that the Governor had some positive things to say about how Rochester has been handling affordable housing over the past several years.

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

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

### **9.1 Election: City Council Ward 5, Seat A**

- a. **Alexander de Geofroy**
- b. **Karen Stokes**
- c. **Susan J. Rice**

Mayor Callaghan nominated Alexander de Geofroy, Karen Stokes, and Susan Rice for the Ward 5, Seat A Council seat. Councilor Lachapelle seconded the nominations. Councilor Lachapelle **MOVED** that nominations cease if there are no further nominations. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Mayor Callaghan suggested that there be a hand count vote for each candidate, starting with Alexander de Geofroy. The hand count for Alexander de Geofroy passed with 8 votes. No further votes on the remaining candidates were taken due to the first candidate receiving the required majority.

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

Attorney O'Rourke administered the oath of office to Alexander de Geofroy and he was seated on Council immediately.

## **10. Reports of Committees**

### **10.1 Finance Committee**

- 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***

Mayor Callaghan read the committee recommendation for a first time and referred to a Public Hearing on July 19, 2022.

- 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***

Mayor Callaghan read the committee recommendation and

referred to a Public Hearing on July 19, 2022.

## **10.2 Planning Board**

### **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***

Mayor Callaghan read the committee recommendation for the Amendment to Chapter 275 regarding Electric Vehicle Charging Stations and referred to a Public Hearing on July 19, 2022:

#### **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.**

### **10.3 Public Safety**

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

Councilor Lachapelle **MOVED** to **APPROVE** the reduction of the speed limit on Grant and Common Streets. Councilor Hailey seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

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

Councilor Lachapelle **MOVED** to **APPROVE** the installation of a 30 mph speed limit sign on Spring Street. Councilor Hailey seconded the motion. Mayor Callaghan clarified that Spring Street is the straightaway that runs by Keay field in East Rochester. Councilor Gilman stated that there had been complaints of people speeding by the baseball field, and there are not currently any speed limit signs in the area. Councilor Lachapelle stated that he had received another request for a speed limit sign in another area of the City, which would be going to Committee next month. He felt that if the City started authorizing speed limit signs whenever they are requested, it is going to cause more frequent requests throughout the City. Councilor Lachapelle inquired about the statute regarding speed limit in residential areas when there is no posted limit. Chief Boudreau stated that it is assumed in residential neighborhoods that the speed limit is 30 mph if not posted, and more rural areas increase to 35 mph if not posted.

Councilor Berlin said that the request on Spring Street is due to speeding in an area where young children are frequently playing, and

he did not see any issue authorizing a speed limit sign for this reason. Councilor Desrochers spoke about the high growth rate in Rochester and the effect it has on increasing traffic. She acknowledged that there may be more requests for speed limit signs, some more valid than others, however to ensure and maintain the safety of residents with the growth in the City, it is necessary to authorize some of these requests. Councilor Fontneau stated that the road in question has only the ball field, a cemetery, and a couple residential properties. He said that in the surrounding neighborhood, there are multiple streets where justification could also be made for speed limit signs. He cautioned against authorizing the request. Councilor Beaudoin agreed with Councilors Lachapelle and Fontneau. He speculated that those who are speeding are not going to heed a speed limit sign and cautioned against authorizing too many signs and causing sign pollution. The **MOTION CARRIED** by an 8-5 hand count vote.

#### **10.4 Public Works**

**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***

Councilor Hamann **MOVED** to **APPROVE** the requested pavement moratorium on North Main Street. Councilor Gray seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**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***

Councilor Hamann **MOVED** to **APPROVE** the extension to the Columbus Avenue parking lot fence to the end of the property at 19 Lambert Court. Councilor Larochelle seconded the motion. Councilor Hamann explained that the fence that runs along the Columbus Avenue parking lot runs at the back of the property at 19 Lambert Court and ends, transitioning into a small rail fence. People have been stepping over the small fence at night into 19 Lambert Court's parking area. There have been complaints about damage to vehicles as well as trash

being left in the parking area. Councilor Lachapelle said that based on the minutes, the fence is on City property. He asked if there was damage to the fence due to snow plowing, if the property owner would be liable. Councilor Hamann said any damages would be the responsibility of the 19 Lambert Court owner. It was stated that the owner of the property does understand he is liable for any potential damages. Councilor Gray explained that there had been other options explored in Committee, including steps the owner could take; however, the option requested was determined to make the most sense. Councilor Beaudoin stated that he had the impression based on the minutes that, when the fence was originally installed, the intent was to extend it further at that time. Councilor Fontneau confirmed that when the fence was originally installed, the intent was for it to be extended behind the property on Lambert Court. However, at the time, the former owner of 19 Lambert Court came before the Planning Board and requested that the fence not be placed behind his property, with snow plowing being used as the reasoning for his request. The **MOTION CARRIED** by a majority voice vote.

**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***

Mayor Callaghan read the resolution for a first time as follows and referred to a public hearing on July 19, 2022:

**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.

Councilor Gray requested a statement from the City Manager regarding the need for this supplemental appropriation. He asked for information to be provided at an upcoming meeting giving background on the need for the request. City Manager Cox agreed to put information together for an upcoming meeting.

**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***

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

**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.

Councilor Hamann **MOVED** to **ADOPT** the resolution. Councilor Hainey seconded the motion. Councilor Beaudoin referenced a recent Supreme Court ruling regarding requirements being issued by the EPA without congressional approval. He clarified that this particular ruling had to do with clean air; however, he speculated that the implications could reach well beyond that. Councilor Beaudoin recommended tabling the motion until further review could be done on the implications of this Supreme Court decision. Attorney O'Rourke clarified that Council already accepted this grant in April 2022. The State requires the resolution to specifically authorize the use of ARPA (American Rescue Plan Act) funds. He stated that this resolution simply clarifies an action which was already taken by Council. Councilor Desrochers asked what the potential implications would be of delaying this grant funding. Director Nourse explained that the upgrade to these secondary clarifiers is not directly related to EPA requirements or the nitrogen permit; these are pieces of equipment that are aging and need to be upgraded. He said that he has concerns if the Council does not approve the grant funding, it would not be available in the future. Councilor Hamann called for a vote on the motion. The **MOTION CARRIED** by a 13 – 0 roll call vote with Councilors Hainey, Gray, Malone, Gilman, Fontneau, Laroche, de Geofroy, Desrochers, Berlin, Beaudoin, Hamann, Lachapelle, and Mayor Callaghan all voting in favor.

## **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***

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

**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:

<b>Administration and Planning</b>	\$ 49,175.00
<b>Public Service Agencies</b>	\$ 36,881.25
<b><u>Housing/Public Facilities/Infrastructure</u></b>	<b><u>\$159,818.75</u></b>

<b>Total</b>	<b>\$ 245,875.00</b>
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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.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Hamann seconded the motion. Councilor Hainey **MOVED** to **AMEND** the motion to revise the SHARE fund contract to specify that they include assistance towards mortgage payments and property taxes for low-income residents who own their own home. Councilor Larochelle seconded the amendment. Councilor Hainey clarified that the SHARE fund is not asking for any increases in funding, but rather just amending their contract. The **MOTION CARRIED** to **AMEND** the motion by a unanimous voice vote. The AMENDED **MOTION CARRIED** by a unanimous voice vote.

**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***

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

**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.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Hamann seconded the motion. Councilor Beaudoin stated that he would not be supporting the motion. He agreed with several of the constituents who spoke at the public hearing that this money could have been included in the budget that was just passed. Councilor Larochelle stated that he would abstain from the vote due to the owner of the property being a friend. The **MOTION FAILED\*** by a 7-5 roll call vote with Councilors Hainey, Fontneau, de Geofroy, Desrochers, Berlin, Hamann, and Lachapelle voting in favor, Councilors Gray, Malone, Gilman, Beaudoin, and Mayor Callaghan voting opposed, and Councilor Larochelle abstaining. (\*it was originally stated that the motion carried. However, the motion on a supplemental appropriation needed a 2/3 majority to pass).

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

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

**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.

Councilor Lachapelle **Moved** to **ADOPT** the resolution. Councilor Beaudoin seconded the motion. The **MOTION CARRIED** by a 13 - 0 roll call vote with Councilors Berlin, Desrochers, Gray, Fontneau, Hamann, Hainey, Lachapelle, Larochelle, Beaudoin, Malone, Gilman, de Geofroy, and Mayor Callaghan all voting in favor.

**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)***

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

**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.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Desrochers seconded the motion. Councilor Beaudoin asked if this request was resultant from NHDES or EPA regulations, or if it was being done as general maintenance of the lagoon system in Rochester. Director Nourse stated that it is primarily spurred by necessary maintenance; but the EPA phosphorous requirements and PFAS regulations do factor in as well. He stated that biosolids dewatering is needed for sustainability, and spoke about the decades' worth of accumulation of sludge in the lagoon, which needs to be processed. Director Nourse briefly outlined the process that needs to be taken with sludge contained in the lagoons and the considerations therein. Councilor Gray spoke in favor of the resolution. He stated that the costs will not be reduced if the decision is delayed, and in fact, the requirements may become more stringent and the costs may rise. Councilor Beaudoin stated that he would reluctantly be opposing the motion because although it is a necessary project, he felt that this proposal should have been included in the budget. Councilor Hamann clarified that this is a supplemental appropriation to the FY22 budget, not the current FY23 budget. Councilor Desrochers asked if there would be increased costs if this proposal were not approved. Director Nourse stated that in construction, costs typically increase as time goes on. It is likely the project will be more expensive if delayed. The **MOTION CARRIED** by a 12 – 1 roll call vote with Councilors Gilman, de Geofroy, Gray, Hainey, Laroche, Berlin, Lachapelle, Fontneau, Hamann, Desrochers, Malone, and Mayor Callaghan voting in favor and Councilor Beaudoin voting opposed.

**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***

Mayor Callaghan read the amendment for a second time by title only (addendum A). Councilor Lachapelle **MOVED** to **ADOPT**. Councilor Hamann seconded the motion. Councilor Beaudoin stated that he would be opposing the amendment. He felt that the reason Rochester's TIF districts are doing so well is because they do not contain residential development. He stated that the purpose of the TIFs is to offset the loss of revenue from Turnkey landfill. However, he felt that adding residential development would increase costs to the City for resources. He stated that the revenue gained from residential units would not be nearly enough to counteract the costs for new students entering into the school system, amongst other costs such as water, sewer, and emergency services. Councilor Beaudoin also questioned the traffic that would be generated from residential development and whether the roadways in the area could support this increase. He spoke about the authority given to the Planning Board regarding the type of development being proposed and questioned what could potentially occur.

Mayor Callaghan asked how many units were currently being proposed at the Granite Ridge. Mike Scala, Director of Economic Development, stated that the only real proposal received so far is for a 214-unit development. Mayor Callaghan asked if the 10% discount for development in the TIF district referenced by Councilor Beaudoin is factual. Director Scala stated that there are no such incentives offered to build in the TIF. There was further discussion of examples of development and the TIF contribution towards these developments. Director Scala clarified that infrastructure is based on the public benefit associated; any development that would not have a public benefit and would only benefit the City would fall under the infrastructure investment. He said that the proposals he has seen so far have large portions for which the developer would be responsible.

Councilor Fontneau inquired about the 55/45 split (percentage of commercial versus residential units) and if it was true that these developments in the TIF would not need to adhere to these guidelines. Director Scala stated that a single, multi-use building does not need to follow the 55/45 ratio. If there are multiple standalone units on one lot, the overall ratio of the units combined does need to maintain the 55/45 ration. He further explained the reasoning for the 55/45 ratio and situations in which it applies.



Councilor Desrochers spoke about affordable housing versus workforce housing and market rate housing, and the influence that local codes, zoning, and ordinances have on these types of development. She inquired if the units being proposed at the Granite Ridge would fall under affordable housing and how they may assist in the housing crisis currently being experienced. Director Scala answered that there is a need for housing at all levels. He said that there are currently no requirements for mix of housing levels, but that the City would be open to proposals that include affordable units. Councilor Beaudoin reiterated his concern for the verbiage contained in the amendment and the ratios allowed for residential versus commercial development.

Councilor Fontneau stated that he would support the amendment, although he does have some reservations about the information being presented. However, he felt that any increased housing in the City would help with the housing crisis. He also referenced a presentation given to Council indicating that a percentage of the TIF funding would be reallocated into the General Fund to offset expenses to the City for resources such as schools and emergency services resulting from residential development. He expressed concern about the 55/45 commercial to residential split not being required, but said he had faith in the Planning Board to properly review and approve development, ensuring that it is true to the spirit of the ordinance amendment.

Councilor Gray inquired if the TIF funds would be handled according to the language in the City Charter. City Manager Cox referenced a perceived conflict in the language raised by Councilor Gray at a previous meeting and said Councilor could have further discussion on the matter if desired. He stated that since 2011, building permit numbers have been excluded from the tax cap calculations; if the Council wants to go in a different direction, it can be discussed.

Mayor Callaghan asked Director Scala if he felt comfortable with the amendment as it was being proposed. Director Scala stated that an initial proposal that had submitted to the City involves Phase 2 of the Granite Ridge Development, which would be a "Lifestyle Entertainment" phase supported by residential units. He gave further details on the type of development which could go into the area. Mr. Scala said that the Planning Board will be able to thoroughly review any applications and make determinations on height, density, etc. He clarified that any residential units proposed would be governed by the currently available water/sewer infrastructure.

There was further discussion in Council about the benefits and drawbacks of potentially adopting this amendment. Mayor Callaghan

called for a vote on the motion. The **MOTION CARRIED** by a 10 – 3 roll call vote with Councilors Hamann, Desrochers, Malone, Fontneau, Laroche, de Geofroy, Berlin, Hainey, Lachapelle, and Mayor Callaghan voting in favor and Councilors Gilman, Gray, and Beaudoin voting opposed.

## 12. Consent Calendar

No Discussion.

## 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*

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

#### **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.**

Councilor Lachapelle **MOVED** to **ADOPT** the amendment. Councilor Beaudoin seconded the motion. Attorney O'Rourke clarified that the amendment is not on the agenda for adoption. It is resultant from a petition for a zoning change and needs to be either sent to the Planning Board for further review and recommendation, or the petition for amendment can be rejected. Councilor Lachapelle **WITHDREW** his motion to adopt and amended his motion to refer the amendment to the Planning Board. Councilor Beaudoin seconded the amended motion. The **MOTION CARRIED** by a unanimous voice vote.

### 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***

Mayor Callaghan read the resolution for a first time by title (*addendum B*).

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Hamann seconded the motion. Councilor Hainey stated that she would be abstaining from the vote due to being part of the collective bargaining agreement referenced in the resolution. Mayor Callaghan inquired if he should abstain from the vote because members of his family are teachers. Attorney O'Rourke stated that he does not need to abstain because they are not immediate family members in the same household. The **MOTION CARRIED** by a 11 – 1 roll call vote with Councilors Laroche, Gilman, Berlin, de Geofroy, Fontneau, Hamann, Lachapelle, Malone, Desrochers, Gray, and Mayor Callaghan voting in favor, Councilor Beaudoin voting opposed, and Councilor Hainey abstaining from the vote.

**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***

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

**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.

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

**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***

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

**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:

- 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.
- 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.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Malone seconded the motion. Councilor Beaudoin questioned the purchase history of this property and stated that based on the City's assessing software, the current owner purchased within the past few years. He asked when the merger of the lots took place. Attorney O'Rourke stated that the RSA under which this falls deals with lots that were involuntarily merged prior to September 18, 2010. Based on

research done by the City, this lot was involuntarily merged between 1968 and 1972. Councilor Beaudoin stated that the current owner purchased the property as-is, knowing what they were purchasing. He questioned the request to return the lot to a nonconforming status. He speculated that there may be a follow up request by the property owner to come before the Zoning Board to request waivers for use of the 5 small lots resulting from this adoption. The **MOTION CARRIED** by a 9 – 4 hand count vote.

**13.5 Resolution Establishing Polling Places and Times for the September 13, 2022 State Primary Election *first reading and consideration for adoption***

Councilor Lachapelle **MOVED** to suspend the rules to read the resolution in its entirety. Councilor Desrochers seconded the motion. Mayor Callaghan read the resolution in its entirety as follows:

**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.**

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

**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***

Mayor Callaghan read the resolution for a first time by title only as follows and referred it to a public hearing on July 19, 2022:

**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

**13.7 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**



**22 CIP Police-Body Camera Account in Connection  
Therewith *first reading and consideration for  
adoption***

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

**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.

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

**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***

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

**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.

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

Attorney O'Rourke announced that there was need for a non-meeting prior to adjournment of the meeting. Mayor Callaghan **RECESSED** the meeting at 7:30 PM for a non-meeting with legal counsel.

Mayor Callaghan called the meeting back from recess at 7:37 PM.

Councilor Malone **MOVED** to **RECONSIDER** the vote on agenda item 11.2 as listed below. Councilor Larochelle seconded the motion as follows:

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

**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.

The **MOTION CARRIED** to reconsider the vote by a unanimous voice vote. Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Desrochers seconded the motion. The **MOTION CARRIED** by a 10 – 3 roll call vote with Councilors Lachapelle, Larochelle, Hainey, Desrochers, Berlin, de Geofroy, Malone, Fontneau, Hamann, and Mayor Callaghan voting in favor and Councilors Gilman, Gray, and Beaudoin voting opposed.

**14. Adjournment**

Mayor Callaghan **ADJOURNED** the City Council Regular Meeting at 7:39 PM.

Respectfully submitted,

Cassie Givara  
Deputy 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 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.

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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.

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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>	



ADDENDUM B

**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 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000
Health Plan				
Projected Health Increase		FY 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
<b>% Change</b>		<b>4.7%</b>	<b>3.1%</b>	<b>3.0%</b>
<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				
<b>% Change</b>		<b>5.0%</b>	<b>4.4%</b>	<b>4.4%</b>
<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
<b>% Change</b>		<b>4.7%</b>	<b>3.4%</b>	<b>3.3%</b>

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

**City Council Special Meeting  
July 19, 2022  
Council Chambers  
6:39 PM**

**COUNCILORS PRESENT**

Councilor Beaudoin  
Councilor Berlin  
Councilor de Geofroy  
Councilor Fontneau  
Councilor Gilman  
Councilor Gray  
Councilor Hailey  
Councilor Hamann  
Councilor Larochelle  
Councilor Malone  
Mayor Callaghan

**OTHERS PRESENT**

Blaine Cox, City Manager  
Katie Ambrose, Deputy City Manager  
Betsey Andrews Parker, CAPSC  
Jenn Marsh, Asst. Director of Economic  
Development

**COUNCILORS EXCUSED**

Councilor Desrochers  
Deputy Mayor Lachapelle

**Minutes**

**1. Call to Order**

Mayor Callaghan called the Special Meeting to order at 6:39 PM. Deputy City Clerk Cassie Givara had taken a silent roll prior to the public hearing immediately preceding the Special Meeting; all Councilors were present except for Councilors Desrochers and Lachapelle, who were both excused.

**2. Resolution Authorizing an Application for Community Development Block Grant – COVID-19 (CDBG-CV) Funding to Support Facilities Project *second reading and consideration for adoption***

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

**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

Councilor Beaudoin asked if this money could be used for other purposes within the City of Rochester. He asked if this was funding that had been granted to the City as a block and could potentially be used for other projects. City Manager Cox answered that this is State funding, not funding for which the City had applied. Councilor Beaudoin asked if the City would have been able to apply for this funding themselves. City Manager Cox stated that he does not believe this money would have been available to the City and clarified that the City receives its own CDBG funding allocation annually.

Councilor Haney reported that the Community Development Committee had met the night prior and discussed this funding and recommended that it be approved by Council. She confirmed that this is not City funding and there is no cost to Rochester, however the City of Rochester needs to apply for the grant on behalf of the Homeless Center of Strafford County in order for them to receive the funding.

Councilor Beaudoin stated that, although he would support the adoption, he felt this was a poor use of money. He explained that he felt the overall costs for solar panel installation and maintenance outweighed the cost savings experienced. Councilor Fontneau said that the HCSC had applied for \$75,000 in CDBG funds earlier in the year for this project, and neither the Community Development Committee nor the City Council had supported the request, for the reasons that Councilor Beaudoin voiced. After the request was denied, the HCSC had gone out on their own and sourced this funding with the City of Rochester simply acting as an administrator of the funds.

Councilor Hainey **MOVED** to **ADOPT** the resolution. Councilor Fontneau seconded the motion. The **MOTION CARRIED** by an 11 – 0 roll call vote with Councilors Berlin, Gray, Fontneau, Hamann, Hainey, Lachapelle, Larochelle, Beaudoin, Malone, Gilman, de Geofroy, and Mayor Callaghan all voting in favor.

3. **Resolution Authorizing an Application for Community Development Block Grant-COVID-19 (CDBG-CV) Gap Funding Budget Amendment on behalf of the City of Rochester and Community Action Partnership of Strafford County for the Gafney Home Renovation Project in the amount of \$171,116.00 *consideration for adoption***

Mayor Callaghan asked for the following prior to the first reading of the Gafney Home gap funding resolution:

A motion to approve the resolution, thereby authorizing the submittal of the CDBG gap funding budget amendment request on behalf of the City of Rochester and Community Action Partnership of Strafford County for \$171,116 and;

A motion to authorize the City Manager, Blaine Cox, to execute any and all documents necessary to effectuate the potential CDBG contract amendments thereto.

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

**Resolution Authorizing An Application For Community Development Block Grant-Covid-19 (CDBG-CV) Gap Funding Budget Amendment on Behalf of the City of Rochester and Community Action Partnership of Stafford County for the Gafney Home Renovation Project**

WHEREAS: The 2020-2025 Rochester CDBG Consolidated Action Plan documents rising demand for housing for elderly residents, including residents living on fixed incomes; and

WHEREAS: HUD Community Development Block Grant CARES Act (CDBG-CV) funds are available through the NH Community Development Finance Authority for CDBG-CV response where a total of approximately \$1,500,000 is available this year for Gap Funds; 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 Community Action Partnership of Strafford County (CAPSC) owns the location at 90 Wakefield Street, Rochester NH 03867, also known as the Gafney Home (hereafter the “Gafney Home”); and

WHEREAS: CAPSC proposes to use the funding to support increased costs associated with the Gafney Home to create 21 apartments to serve an income-qualified population of residents aged 62 and older; and

WHEREAS: The Gafney Home and its services will benefit a limited clientele made up entirely of individuals or families aged 62 or older; and

WHEREAS: All 21 units will be rented to households that income qualify as low-to-moderate-income for the purposes of CDBG eligibility; and

WHEREAS: An application for CDBG – CV grant has been prepared by Strafford Regional Planning Commission (SRPC) on behalf of the city of Rochester in collaboration with CAPSC; 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 \$171,116 for the purpose of Gap Funds needed in The Gafney Home project funding associated with increased costs of materials and supplies for Community Action Partnership of Strafford County located at 90 Wakefield St., Rochester, NH 03867
- II. The city of Rochester here by adopts a project-specific Anti-Displacement Policy that incorporates and is subordinate to the pre-existing CDBG Anti-Displacement and Relocation Assistance Plan.
- III. The City Manager is authorized to apply for and accept and expand the CDBG – CV funds of up to \$171,116 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(s) with Community Action Partnership of Strafford County as sub-recipients and Strafford Regional Planning Commission as grant-writers and grant administrators for the purposes of this grant.

Councilor Fontneau **MOVED** to **ADOPT** the resolution. Councilor Malone seconded the motion. Councilor Fontneau expressed that this project is very worthwhile and he felt that it is the best possible use of the Gafney home property. Mayor Callaghan agreed and spoke of guidance from Governor Sununu advising renovation of Victorian housing for purposes such as this. The **MOTION CARRIED** by an 11 – 0 roll call vote with Councilors Hainey, Gray, Malone, Gilman, Fontneau, Larochele, de Geofroy, Berlin, Beaudoin, Hamann, and Mayor Callaghan all voting in favor.

#### 4. **Adjournment**

Mayor Callaghan **ADJOURNED** the City Council Special meeting at 6:47 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

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

[www.RochesterNH.net](http://www.RochesterNH.net)

## **CITY MANAGER'S REPORT**

**July 2022**

Contracts and documents executed since last month:

- **Department of Public Works**
  - Scope of Services, Water Pollution/Flood Reduction Study – Geosyntec **P. 63**
  - Project Agreement Tebbetts/Old Dover Intersection – NHDOT **P. 64**
  - Scope of Services, Columbus Ave Intersection – Sebago Technics **P. 65**
  - Engineering Agreement, Sewer System Master Plan Phase 3 – Weston & Sampson **P. 66**
  - Change Order, new DPW – Hutter Construction **P. 67**
  - Scope of Service, NPDES MS4 permitting assistance – Geosyntec **P. 68**
  - Estimate, Salmon Falls Rd stormwater/ drainage – S.U.R. **P. 69**
  - USGS annual joint funding agreement **P. 70**
  - Task Order, Berry River Stream gaging system – Wright Pierce **P. 71**
  - Certificate of final completion, River St Pump Station – Apex Construction **P. 72**
  - Wetland Monitoring Agreement – GZA Environmental Services **P. 73**
  - Scope of Services/Contract, bio solids facility – Apex Construction **P. 74**
  - Task Order, Granite Ridge Phase II – Hoyle Tanner **P. 75**
  - Letter of Intent & Exclusivity agreement, Community center Solar – Revision Energy, Inc. **P. 76**
- **Finance**
  - Contribution Assurance Program, Worker's Compensation – Primex **P. 77**
  - Statement of Work, GIS property cards – Vision Government Solutions **P. 78**
- **IT**
  - Printer/Copier Contract – Canon Solutions America **P. 79**
- **Recreation and Arena**
  - Performance contract – Whiskey Bent & the Hell Hounds **P. 80**

The following standard report has been enclosed:

- Personnel Action Report Summary **P. 81**

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City Clerk's Office

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## INTEROFFICE MEMORANDUM

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

**FROM:** LISA CLARK, ADMINISTRATIVE SUPERVISOR

**DATE:** June 27, 2022

**SUBJECT:** Geosyntec Consultants  
Water Pollution and Flood Reduction Study Phase 1  
Amount \$114,100.00

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

---

Attached please find (1) one copy of the scope of services for Geosyntec Consultants. This Water Pollution and Flood Reduction Study Phase 1 is a requirement for compliance with the MS4 Stormwater Permit. This Consultant was select for NPDES MS4 Compliance and Stormwater Issues per RFQ 21-19. The tasks included are as follows:

Funds for this project are available as Follows:

15013010-771000-21521 = \$14,206.73  
15013010-771000-22530 = \$99,893.27

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

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



# City of Rochester, New Hampshire

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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:** Timothy Goldthwaite, PE, Asst City Engineer

**DATE:** July 11, 2022

**SUBJECT:** **Agreement and Notice to Proceed for Bid #22-48  
Betts Road/Cross Road Intersection Improvements**

**CC:** Peter Nourse, PE, Director of City Services  
Mike Bezanson, PE, City Engineer

Attached is the Owner-Contractor Agreement & Notice to Proceed for Bid #22-48 to NorthEast Earth Mechanics, LLC. The contractor has supplied the required bonds and insurance certifications. We are holding a pre-construction mtg this Wednesday July 13<sup>th</sup> and the Contract Times will commence to run starting this Friday July 15<sup>th</sup>.

The contract amount 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 to Proceed document should be returned to DPW for distribution.

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

Attachments: Agreement & Notice to Proceed for Bid No. 22-48



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## INTEROFFICE MEMORANDUM

---

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

**FROM:** LISA CLARK, ADMINISTRATIVE SUPERVISOR

**DATE:** June 27, 2022

**SUBJECT:** Sebago Technics  
New Traffic Signal & Wireless Connect  
Columbus Ave Intersections (5)  
Amount \$88,633.80

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

---

Attached please find (1) one copy of the scope of services for Sebago Technics. This work is for technical services, purchase and installation of new signal equipment and wireless connect. This Consultant was select for Traffic Signalization Project per RFQ 21-19.

Funds for this project are available as Follows:

15013010-773150-20537 = \$45,902.07  
15013010-773150-21516 = \$42,731.73

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

---

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



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---

## INTEROFFICE MEMORANDUM

---

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

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

**DATE:** July 11, 2022

**SUBJECT:** **Sewer System Master Plan  
Year 1, Phase 3 Engineering Agreement**

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

---

Attached is an Agreement for Engineering Services between the City and Weston & Sampson for Phase 3 of the Year 1 efforts of a Sewer System Master Plan for the City's wastewater collection system. Weston & Sampson has been selected through the qualifications based solicitation for on-call engineering services RFQ 21-19. The contract is Task Order 2022-04 in the amount of \$178,000.00. Funds are available for this contract in the following account line:

- Sewer Fund CIP account line: 55026020-776001-23548

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 this contract should be returned to DPW for distribution. Thank you.

Signature \_\_\_\_\_

Katie Ambrose  
Deputy City Manager/ Director of Finance & Administration

Attachment: Task Order No. 2022-04 – Phase 3 SSMP with W&S



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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:** July 18, 2022

**SUBJECT:** Hutter Construction  
New DPW Construction – Change Order #16  
Amount of Change = \$4,646.40

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

---

Attached for signature please find (1) one copy of Hutter Construction Change Order #16. Hutter Construction was awarded the Construction Contract for the New DPW per lowest bid for Bid#20-29. The original bid amount was \$17,674,000.00. The total of changes to date (including this change) equal \$621,420.59. The total construction contract amount through change #16 is \$18,295,420.59. This contract increase in the amount of the contract by \$4,646.40 is for installation of sound / siren activated gate controller for the new dpw. Due to interference caused by radio tower this modification is necessary for emergency response gate operations.

The funds are available in the following CIP DPW Building Account Lines:  
15013010-772000-20584 = \$2,323.20  
55016010-772000-20584 = \$1,161.60  
55026020-772000-20584 = \$1,161.60

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

---

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





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## INTEROFFICE MEMORANDUM

---

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

**FROM:** LISA CLARK, ADMINISTRATIVE SUPERVISOR

**DATE:** July 12, 2022

**SUBJECT:** Geosyntec NPDES MS4  
Year 5 Permitting Assistance – Reporting & Compliance  
Amount \$189,000

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

---

Attached please find (1) one copy of the scope of service for Geosyntec Consultants. This work is for technical assistance relating to the National Pollutant Discharge Elimination System (NPDES) Storm water Permit year five compliance and reporting. Geosyntec was selected as the consultant for assistance with the Municipal Sewer System Stormwater Permit (MS4) as part of the RFQ 21-19 Consultant Selection Process.

Funds for this project are available as Follows:

15013010-771000-22530 = \$189,0000

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

---

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





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07/28/2022

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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:** July12, 2022

**SUBJECT:** SUR Construction  
570 Salmon Fall Road Storm Water / Drainage Repair  
Amount \$7,927.41

**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 *City of Rochester Bid # 21-23 for Equipment Rental and Construction Contracting Services. The pricing is good through 12/31/2022.* This scope includes “Non Emergency Work” as defined in Bid Document #21-23 Section II Paragraph 4. “Definition of Non-Emergency Work - Non-emergency work is considered small scale, routine maintenance or repair to water distribution, wastewater or storm water collection system, streets, or sidewalks that the city does not have the equipment to complete. It is expected that the duration of such work will be short term (generally less than 4 weeks).” The scope of service pricing for labor, equipment and materials has been confirmed to be per bid price. The funds are available in the following Account:

15013010-771000-20529

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

---

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



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07/28/2022

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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:** July 13, 2022

**SUBJECT:** United States Department of Interior  
US Geological Survey  
Annual Joint Funding Agreement  
Amount = \$15,700

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

---

Attached please find (1) one copy of the annual USGS annual joint funding agreement. This agreement is for a stream gage station set up on the Cocheco River. This agreement is for all cost associated with the equipment, as well as all field and analytical work pertaining to the equipment and data acquired. This agreement is budgeted in both the water and sewer O&M funds annually as follows.

Water Account 51601073-533000 \$7,850  
Sewer Account 52602074-559000 \$7,850

The funds for this effort is available in the following account:

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

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



*City of Rochester, New Hampshire*  
PUBLIC WORKS DEPARTMENT  
45 Old Dover Road • Rochester, NH 03867  
(603) 332-4096  
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07/28/2022

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## INTEROFFICE MEMORANDUM

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

**FROM:** LAURA J MCDORMAND, ADMIN ASSISTANT II *LJM*

**DATE:** July 18, 2022

**SUBJECT:** Wright Pierce  
Annual Stream Gage – Technical Assistance  
**\$7,000.00**

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

---

Attached please find one copy of the Wright Pierce task order associated with annual Technical Assistance for the Berry River Stream Gaging System. Wright Pierce was selected for WTP Technical and Capital Improvement Projects per RFQ 21-19.

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

51601073-533002 \$7,000.00

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

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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 AND DIRECTOR OF FINANCE & ADMINISTRATION

**FROM:** LISA CLARK, ADMINISTRATIVE SUPERVISOR

**DATE:** February 25, 2022

**SUBJECT:** Apex Construction  
River Street Pump Station Upgrade Project  
Certificate of Final Completion September 3, 2021

**CC:** Peter C. Nourse, PE, Director of City Services  
Michael S. Bezanson, PE City Engineer  
David Green, Chief Operator WWTP

---

Attached please find (1) one copy of the Certificate of Final Completion for Apex Constructions in regards to the River Street Pump Station. The project was substantially complete on September 3, 2021.

If you have any question, please call, if not please pass on to the City Manager for signature. Once completed 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 AND DIRECTOR OF FINANCE & ADMINISTRATION

**FROM:** LAURA J. MCDORMAND, ADMIN ASSISTANT II *LJM*

**DATE:** July 22, 2022

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

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

---

Attached please find one copy of the GZA Environmental Wetlands Monitoring Agreement. This professional service agreement is for the 2023 annual reporting monitoring at the Cocheco Well Site. GZA assisted the City to obtain this permit in 2006 and has been providing the monitoring and reporting service since that time. Their history and knowledge of this permit provides for consistent accurate reporting and assessments of potential impacts.

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

51601073-533002 = \$5,800.0

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

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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 AND DIRECTOR OF FINANCE & ADMINISTRATION

**FROM:** LISA J. CLARK, ADMINISTRATION AND UTILITY BILLING SUPERVISOR

**DATE:** July 27, 2022

**SUBJECT:** Apex Construction: Contract for Construction services to complete the Bio-Solids Dewatering Facility at the Wastewater Treatment Facility (WWTF)  
Amount \$4,425,019.78

**CC:** Terence O'Rourke, City Attorney

---

Attached please find (1) one copy of the scope and contract for Apex Construction for City Manager Signature on page 11. This scope is for the completion of the Biosolids Facility at the Wastewater Treatment Facility (WWTF).

The City awarded Bid 19-32 for the construction of the Carbon Storage and Biosolids Facility at the WWTF to the low bidder, Methuen Construction Company. That contract has been terminated. Apex Construction was the only other bidder on the project and the City has previously negotiated a contract to complete the Carbon Storage Facility with Apex. We have now negotiated the Biosolids Facility's completion as well.

City staff has worked with Apex to develop the attached scope of construction services. This scope has been reviewed by the City Attorney.

The Funds for the project are available in the following Sewer Fund CIP Accounts

55026020-772000-20571 = \$2,997,063.40

55026020-772000-23XXX = \$1,427, 956.38

(7/5/2022City Council Appropriated \$2.5Million Account to be set up)

If you have any question, please call, if not please pass on to the City Manager for signature. Once completed 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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07/28/2022

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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:** July 27, 2022

**SUBJECT:** Hoyle Tanner and Associates  
Granite Ridge Phase II – Task Order 9-A  
\$4,975.00

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

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Attached please find (1) one copy of the Hoyle Tanner Associates Task Order #9 A. The original Task Order (TO) #9 for this project was executed in March of 2019 in the amount of \$10,000 (FY19 PO#6465). The work was completed for Phase II as it was planned then. The original TO included obtaining documents from NHDOT, NHDES and the City of Rochester, to evaluate the developer's schedule, attend meetings and once the concept was agreed upon, to develop a scope of services to complete the project. The concept of the project has changed significantly and this TO will authorize HTA to attend scoping meetings with The City of Rochester and the Developer to discuss the new project concept and the approach to developing a scope of service to complete the project.

Hoyle Tanner & Associates were selected for City of Rochester Capital Improvement Projects per RFQ 21-19.

There is sufficient funding in the project account for Granite Ridge Phase II CIP Account as follow:

61083010-771000-16577 = \$4,975.00

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

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



## *City of Rochester, New Hampshire*

PUBLIC WORKS DEPARTMENT

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(603) 332-4096

Fax (603) 335-4352

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

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### INTEROFFICE MEMORANDUM

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

**FROM:** Peter C. Nourse, Director of City Services

**THRU:** Terence O'Rourke, City Attorney  
Mark Sullivan, Finance Department

**DATE:** July 25, 2022

**SUBJECT:** **Community Center Solar - Letter of Intent and Exclusivity Agreement: Revision Energy, Inc.**

**CC:**

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Attached please find one (1) original copy of the Letter of Intent (LOI) and Exclusivity Agreement from Revision Energy, Inc. City Manager signature is requested.

This document has been reviewed by me, Mark Sullivan of Finance Department and the City Attorney. This agreement allows 18 months for the City's solar integrator, Revision Energy to facilitate a contract between a solar investor and the City. The structure will be the same as was with the new DPW solar array in that it will be a Power Purchase Agreement (PPA).

City exposure is \$10,000 should the City decide to not pursue the Community Center opportunity. However, the Community Center looks to be a promising opportunity for solar.

Enclosures:

(1) Letter of Intent for Solar Project Development, Revision Energy





## *City of Rochester, New Hampshire*

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917

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

MEMO

TO: Blaine Cox

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

DATE: July 20, 2022

RE: Primex Workers' Compensation Contribution Assurance Program Agreement  
FY 2024 – FY 2026

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Attached please find the Primex Contribution Assurance Program (CAP) FY 2024 – FY 2026 agreement for Workers' Compensation. This CAP agreement provides a maximum 6% member contribution increase over each annual member contribution for the three years. Based upon rate projections and actual contributions I am recommending that we enter into the Workers' Compensation CAP agreement.

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

---

Katie Ambrose

Deputy City Manager/Director of Finance & Administration

Enclosures: Workers' Compensation Program Contribution Assurance Program (CAP) Agreement



## *City of Rochester, New Hampshire*

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917

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

MEMO

TO: Blaine Cox

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

DATE: July 12, 2022

RE: Vision SOW

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Attached please find a Statement of Work with Vision Government Solutions to print a copy of the property record cards for public GIS access. There is no additional cost for this scope.

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

---

Katie Ambrose

Deputy City Manager/Director of Finance & Administration

Enclosures: Statement of Work: PRC to PDF for Rochester, NH



## *City of Rochester, New Hampshire*

INFORMATION TECHNOLOGY SERVICES

31 Wakefield St • Rochester, NH 03867

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

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### INTEROFFICE MEMORANDUM

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

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

**DATE:** June 28, 2022

**SUBJECT:** Canon Solutions America – ACDI SOW and Omnia Public Sector contract

**CC:**

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Please see attached contracts for Canon Solutions America (CSA). CSA was awarded the contract for MFD/Printers. We will be purchasing product from them using a PO but these contracts do not include any reference to actual costs.

For the related costs, there is sufficient funding in the Lease Copier / Printers object 544500.

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

Signature\_\_\_\_\_

Katie Ambrose, Finance Director



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

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

**Date:** June 29, 2022

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

**RE: Performance Contract – Whiskey Bent and the Hell Hounds**  
**Amount \$500**

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Please find the attached performance contract between the City of Rochester and Whiskey Bent and the Hell Hounds 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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left blank...*

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City Clerk's Office

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## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT <b>Emergency Management Director Appointment</b>	
AGENDA DATE	August 2, 2022
DEPT. HEAD SIGNATURE	
DATE SUBMITTED	July 20, 2022
ATTACHMENTS	Yes <input type="checkbox"/> No <input type="checkbox"/>

### DEPARTMENT APPROVALS

CHIEF FINANCIAL OFFICER	
CITY MANAGER	

### BUDGET INFORMATION

SOURCE OF FUNDS	
SOURCE ACCOUNT NUMBER	
EXPENDITURE AMOUNT	
APPROPRIATION REQUIRED	Yes <input type="checkbox"/> No <input type="checkbox"/>

### LEGAL AUTHORITY

**RSA 21-P:39 Local Organization for Emergency Management. –**

**I. Each political subdivision of the state shall establish a local organization for emergency management in accordance with the state emergency management plan and program. Each local organization for emergency management shall have a local director who shall be appointed and removed by the county commissioners of a county, the city council of a city, or board of selectmen of a town, and who shall have direct responsibility for the organization, administration and operation of such local organization for emergency management, subject to the direction and control of such appointing officials... The appointing authority may appoint one of its own members or any other citizen or official to act as local director and shall notify the state director in writing of such appointment...**

**Each local organization for emergency management shall perform emergency management functions within the territorial limits of the political subdivision within which it is organized.**

**SUMMARY STATEMENT**

**The previous Fire Chief served as the Emergency Management Director (EMD) of Rochester. With his retirement, a new EMD needs to be appointed.**

**RECOMMENDED ACTION**

**The City Manager recommends the appointment of Fire Chief Dube as the City of Rochester Emergency Management Director.**



**Codes and Ordinances Committee**

Councilor Peter Lachapelle, Chair  
Councilor Steve Beaudoin Vice Chair  
Councilor Skip Gilman  
Councilor Ashley Desrochers  
Councilor Tim Fontneau



**Others Present**

Mayor Paul Callaghan  
Terence O'Rourke, City Attorney  
Mark Sullivan, Deputy Finance Director  
Peter Nourse, Director of City Services

**CODES AND ORDINANCES COMMITTEE**  
Of the Rochester City Council  
**Thursday, July 7, 2022**  
**Council Chambers**  
**6:02 PM**

**Minutes**

**1. Call to Order**

Chair Lachapelle called the Codes and Ordinances meeting to order at 6:02 PM.

**2. Public Input**

Susan Rice, resident, stated that she had comments on specific agenda items and asked if she would be able to discuss these items when they came up on the agenda or if they should be handled during public input. Chair Lachapelle stated that he would recognize residents and allow them to speak during the discussion on agenda items under which they wanted to give input.

Cliff Newton, resident, addressed the Committee regarding the agenda item #6 regarding public hearings and the proposed 5-minute time limits. Mr. Newton spoke about guidance on running an efficient public hearing based on NHMA (NH Municipal Association) documentation. Mr. Newton submitted a copy of the documentation he referenced to the Chair.

**3. Acceptance of the Minutes**

**3.1 May 5, 2022 *motion to approve***

Councilor Beaudoin **MOVED** to **APPROVE** the minutes of the May 5, 2022 Codes and Ordinances Committee meeting. Councilor Desrochers seconded the motion.

#### **4. Proposed Addition of Chapter 260A of the General Ordinances of the City of Rochester “Water Development Connection Fee”**

Susan Rice, resident, questioned the language used in the information contained in the packet, where the term “system development fee” is used in some areas while “impact fee” is used in other areas in the same context. She asked if this was referencing two separate fees, and if so, if the impact fee referenced was set at \$0 similar to the impact fees currently in the ordinance.

Mark Sullivan, Deputy Finance Director, explained that the water development connection fee” is a new ordinance to Rochester, with an associated schedule outlining how the fee will be derived as well as a section of the ordinance in which the fee would need to be adopted. He explained how the fee would be assessed for new developments. Deputy Director Sullivan confirmed that there is an impact fee ordinance; however, it is a separate methodology and separate fee schedule, which the Planning Board has discontinued and is currently not being assessed.

Mr. Sullivan stated that on the sewer side, there is a portion of the existing ordinance being replaced regarding the “reserve capacity assessment fee” with a similar methodology as is used on the water side for how the fee is derived.

Councilor Fontneau asked for clarification on which developments would be subject to the water development connection fee and how it would be assessed. Mr. Sullivan directed the Committee to the draft sample in the packet that shows the calculations used to arrive at the assessed fee. Peter Nourse, Director of City Services, explained that the City uses guidance through NHDES to determine the methodology for these fees and gave further detail on the fee structure. Director Nourse stated that the current practice is to apply the sewer fee to businesses and single-family homes that are part of a subdivision; it has not been past practice to apply this fee to standalone single-family homes outside of subdivisions.

Director Nourse clarified that these fees are referred to differently in various communities, but the intent is the same. Rochester chose to use the term “system development fee.” He explained that the use of the term “impact fees” as referenced by Ms. Rice was likely due to an earlier draft of the ordinance in which the term was not replaced when it was updated. He stated that any reference to “impact fee” within this ordinance could be changed to “system development fee.” Director Nourse added that this type of fee is assessed in several neighboring communities at a higher rate than is being proposed in Rochester; in some cases by several dollars.

Councilor Beaudoin asked if there was any way to estimate the amount of revenue this fee could generate over the next year or two. Deputy Director Sullivan stated that the City has been averaging 25-30 new developments per year so an estimated alculatation could be done based upon this number. Councilor Beaudoin asked how the fee was being assessed for commercial industrial development, some of which are likely to have high water usage. Director Nourse explained that the guidance provided by NHDES to develop the methodology is very detailed based on the type of industry and their potential usage. He explained how the fees are derived using this guidance.

Councilor Fontneau asked if the revenue collected from this fee would be placed into a capital improvements fund for future improvements to the system. Deputy Director Sullivan confirmed that this was true. He explained that in this process, the revenue would be allowed to accumulate and compound as needed for future projects. Councilor Beaudoin asked if projects using this revenue would require Council approval. Deputy Director Sullivan stated that the way he envisioned it, any CIP requests for Council approval could identify system development fees as a potential revenue source for said project; it could be used similarly for supplemental appropriations, with these fees being identified at the revenue source.

Chair Lachapelle recognized Susan Rice. Ms. Rice inquired if the intention of these fees was to be assessed only for new development as opposed to existing properties. Additionally, she asked if this fee would apply to duplexes and apartment buildings as well as other development. Director Nourse said that the fee would apply to apartments and duplexes as well.

Councilor Desrochers **MOVED** to send the addition of Chapter 260A of the General Ordinances regarding “Water Development Connection Fee” to the full Council. Councilor Fontneau seconded the motion. Councilor Beaudoin stated he would oppose this motion. He stated that he felt this proposed amendment is resultant from lack of foresight as well as poor management. He expressed that he did not feel that there had been circumstances occurring regarding water/sewer utilities that were unexpected and this could have been planned for better. Councilor Beaudoin stated that it was also, in part, due to inaction on the part of prior City Councils who did not adopt these amendments and have now caused larger increases in rates and fees. Councilor Beaudoin suggested that the City could just increase the water and sewer user rates and hold off on the connection fees to see if this user rate increase will be enough to reverse the deficit currently being experienced. The **MOTION CARRIED** by a 5 – 1 majority hand count vote.

#### **4.1 Amendment to Chapter 260-33 “Water Rate and fee Schedule”**

Deputy Finance Director Sullivan explained the proposed amendments that had been made to this ordinance to include the discussed system development fee for water and to update the existing fee on the sewer side. He explained that there is also an update to the fee for the sewer reserve capacity fee.

Councilor Desrochers **MOVED** to send the Amendment to Chapter 260-33 “Water rate and fee schedule” to the full Council. Councilor Beaudoin seconded the motion. The **MOTION CARRIED** by a majority voice vote.

### **5. Proposed Amendment to Chapter 200-7-T of the General Ordinances of the City of Rochester “Sewer Development Connection Fee”**

Councilor Beaudoin asked for clarification that this amendment revises the \$2.00 fee currently in the ordinance. Deputy Finance Director Sullivan confirmed that this would change the reserve capacity assessment fee from \$2.00 to \$4.33. There was further discussion on the fees that would need to be assessed based on the type of development being proposed with examples given. Councilor Fontneau asked about circumstances where a resident has an existing septic

system which fails and the fee to be assessed for them to tie into the City sewer line. Director Nourse stated that it is his understanding that these fees are only being assessed for new construction, not for existing properties to tie into the sewer lines. Councilor Beaudoin stated for the reasons he previously cited in reference to the water development fee, he would be opposing this motion. Councilor Desrochers stated that there were some circumstances that could not be foreseen that have affected the water and sewer usage, such as the growth rate of the City due to the pandemic. Councilor Desrochers **MOVED** to send the Amendment to Chapter 200-7-T of the General Ordinances of the City of Rochester regarding a Sewer Development Connection Fee to full Council. Councilor Fontneau seconded the motion. The **MOTION CARRIED** by a majority voice vote.

### **5.1 Amendment to Chapter 200-33 “Wastewater Rate and Fee Schedule”**

Councilor Desrochers **MOVED** to send the Amendment to Chapter 200-33 “Wastewater rate and fee schedule” to the full Council. Councilor Fontneau seconded the motion. The **MOTION CARRIED** by a majority voice vote.

## **6. Amendment to City Council Rules of Order Section 1.7 Public Hearings**

Councilor Lachapelle said that, based on his understanding, it is under the authority of the Chair to set reasonable time limits for public input during a meeting. Attorney O’Rourke confirmed that the Chair is able to set “time, place, and manner” restrictions on public input.

Mayor Callaghan stated that dependent on the community, there is a variety of time limits allowable throughout the state; ranging from 3 minutes all the way up to 30 minutes. However, he asserted that his understanding is that the lengthier time specifications referenced by Mr. Newton during public comment were specific to certain types of presentations during meetings; such as the annual audit presentations, and not an unlimited time allowance for general public input.

Councilor Beaudoin shared his experience as a State Representative at hearings in Concord. He reported that he does not recall a time where public input was limited during a hearing, and said that he felt it was poor government to impose limits on public speech. Councilor Beaudoin suggested a similar system to what is used at the Capitol: with those wishing to speak filling out sign-in cards stating what topic they would like to discuss and the length of time they are requesting to speak. He suggested that depending on how many speakers were present, the requested time could be reduced as needed or split up between speakers to allow each person adequate time. He also spoke about the small number of speakers that are typical at City Council and Committee meetings. He stated that if there are only two or three people present, they should be allowed more than 5 minutes each.

Councilor Desrochers acknowledged Councilor Beaudoin’s efforts to come up with an alternate approach such as the sign-in cards; however, she expressed concern that with this method there could be the appearance of favoritism if certain speakers are given more time than others.

Councilor Fontneau suggested that there could be a limit pre-set for the total length of

time allowed for the public input portion of the meeting. That time could then be split evenly amongst anyone who signs up to speak. He spoke about situations recently where constituents have spoken at public input and reached the 5-minute limit prior to being able to complete their thoughts or convey enough information. He expressed that he would have preferred that the time was extended to allow the speakers to finish.

Chair Lachapelle recognized Susan Rice. Ms. Rice read a prepared statement in support of not imposing 5-minute time restrictions on speech at a public hearing. She referenced a discussion the Codes and Ordinances Committee had at their February meeting in which the Committee consensus had been that there should not be strict limitations on duration of public speakers. Ms. Rice gave details on how other communities format their public input during meetings. Ms. Rice suggested that any correspondence received from the public should be read into the record and there should be a notation stating where the text could be found in its entirety.

Mr. Newton addressed the Committee regarding the difference between limiting speech during the public comment period of a meeting versus during a public hearing. He read a portion of the NHMA's publication on "Running a smooth public hearing."

Councilor Fontneau stated that he would be more comfortable with an amendment if there was some discretion allowed on the part of the Committee Chair; rather than having a set 5-minute limit, the Chair of the committee would be able to have some leniency on duration of speech. Mayor Callaghan stated that although giving the Chair discretion made common sense, it would potentially give the appearance of favoritism if certain speakers were allowed more time. He stated that is why he chose a 5-minute limit across the board, so there would be consistency for all speakers.

Attorney O'Rourke explained that a public hearing is a "limited use public forum" for a particular topic. Per the Supreme Court, a "hearing" is an opportunity to be heard. He cautioned against using discretion from the Chair for public speech, because although the public hearing can be limited to a particular topic, the hearing then needs to be viewpoint neutral; regardless of the stance of the speaker, they need to be allowed equal opportunity to speak as long as they are discussing the topic at hand. He stated that even if there is only one speaker at a hearing, and the Chair allows that speaker extra time beyond the five minutes, if the same extra time is not given to speakers at a future hearing, it can cause issues. When the Chair's discretion is unfettered, it can potentially be viewed as a violation of speakers' rights.

Attorney O'Rourke clarified the term "interest" as it refers to public hearings, as referenced by Mr. Newton and others at prior meetings. He explained how an applicant appearing at Planning Board could have an interest in a particular property or land being discussed. Though there is not a specific tangible interest to one party at hearings on the City budget or changes being made to ordinances.

## **7. Discussion: Animal Trapping and Bear Baiting**

Attorney O'Rourke gave some background on the discussion item. He explained that there had been a couple people who had approached the City of Rochester in regards to being allowed to bait for bear on City property. The State allows bear hunting on private property as

long as an allowance is signed by the property owner. Attorney O'Rourke explained that the City Manager had not felt comfortable authorizing this type of hunting without first receiving guidance from Council.

Attorney O'Rourke explained that there is a separate issue of trapping on City property. At a Council meeting in 2016, there was a vote taken to ban trapping on City property. However, there was not much discussion around the vote and at this point, the City feels that there should be a distinction drawn between trapping for sport and trapping for humane purposes such as relocation. Attorney O'Rourke clarified that there should be something within the ordinances that clarifies what should be allowed on City property.

Finally, Attorney O'Rourke explained that one of the applications submitted to bait on City property was within the drinking water reservoir area. There is currently no recreation (boating, fishing, swimming, hiking, etc.) allowed in that area. The Director of City Services had recommended that there be a ban on baiting in the reservoir area as well.

Chair Lachapelle asked if there would be draft ordinance language coming to the Committee in the upcoming months. Attorney O'Rourke stated that he would draft suggested language.

Director Nourse reported that one of the bear baiting requests had listed a location directly at one of the City's wellheads. He advised against allowing this type of activity in the area. Director Nourse acknowledged that there is trapping allowed in the area under certain circumstances (such as the State trapping animals for relocation) and for public safety. He stated that it is his understanding that unless it is conspicuously posted; hunting is allowed on any land. He stated that there are over 16,000 acres of watershed in Rochester, and it would be difficult to post adequately to prohibit hunting activity.

Chair Lachapelle recognized Cliff Newton. Mr. Newton spoke about bears as nuisance animals and the increased prevalence of bear sightings closer to populated areas. He suggested the City contact Fish & Game to determine the bear numbers in the area and if there is a need for reduction. He expressed concern about liability to the City if baiting were allowed and it led to a bear-related injury.

Ms. Rice agreed with Mr. Newton that the City should reach out to Fish and Game for guidance. She suggested the possibility of a lottery system for bear hunting licenses if it is determined that there is an issue.

Chair Lachapelle said that the Committee is currently tasked with discussing whether to allow baiting on City property. However, he did acknowledge that there is the separate issue of bears as nuisance animals. Councilor Beaudoin requested that the City Attorney look into any potential liability that the City could be subject to if hunting was allowed on City property. Mr. Newton reported that he had co-sponsored a bill that passed in 2012 that exempts property owners from liability resulting from injury suffered on their land. Mr. Newton clarified that, to his knowledge, there is not a limited number of bear licenses available and in fact there are too few issued each year to properly cull the bear population. He suggested the City request information from the State specifically on bear baiting and the associated restrictions and

guidelines.

The bear baiting discussion was kept in Committee.

## **8. Discussion: Chapter 275-28.3 “Noise”**

Chair Lachapelle reported that the City had recently received a couple complaints in regards to noise and questioning the ordinance. He clarified that the chapter referenced on the agenda is within the zoning portion of the ordinance and the more relevant ordinance is chapter 149-2 “Nuisances – Noise; use of public address system,” which outlines what is allowable within the City. Chief Boudreau confirmed that Chapter 149-2 of the ordinance that the police use to address noise issues. He stated that it is often a matter of residents living in close proximity to each other and the standard noise experienced in apartments and close households. Chair Lachapelle spoke about the prioritizing of police calls and speculated that most often when noise complaints are made, the issue is resolved by the time the police are able to respond.

Attorney O’Rourke confirmed that this item is on the agenda for discussion following several complaints. However, there is no requested action. He clarified that being disorderly/disorderly conduct is against the law, and that could pertain to noise and could be an arrestable offense if unaddressed.

Councilor Fontneau asked how many noise complaints the Police Department receives and if it is a problem for the department. Chief Boudreau stated that although he did not have an exact number, noise complaints are a frequent occurrence. He reported that these complaints are received at all times of day and night, and clarified that they are not all related to loud noise and music, but sometimes just the noises from larger gatherings of people which might be perceived as too noisy to the person making the complaint. Chief Boudreau stated that the right to congregate is protected by law and if a group is not being unruly or excessively noisy, the Police Department will not interfere. Councilor Fontneau asked if the current ordinance as it is written works for the police department. Chief Boudreau responded that the current ordinance works well for the Police Department.

Councilor Beaudoin spoke about the noise limits that are listed in the zoning ordinance (chapter 275-28.3). He stated that he did not feel any changes are needed to the current ordinance and, if anything, the verbiage is too restrictive with the limitations currently listed. Councilor Gilman asked if Chapter 149-2 also covered vehicle noise, such as motorcycle and loud stereos from cars. Chief Boudreau read the language of the ordinance and confirmed that it would cover noise emitted from vehicles. Attorney O’Rourke added that the State RSA covering disorderly conduct specifically references noise from vehicles.

Councilor Desrochers referenced complaints she had received in the past regarding fireworks in her neighborhood being used outside the allowable time period. She acknowledged the difficulty in enforcing the fireworks issue and wondered if the reason why fireworks were not listed in the noise ordinance was due to the regulations for fireworks being covered under a separate ordinance (Chapter 75-16). Chief Boudreau reported that this year, from July 1 through July 5, there were only eleven fireworks complaint calls received.

Mayor Callaghan stated that in one of the noise complaint emails received, the resident said that they had already reported the issue to the management of the property in which they lived. He asked if the Police Department still had an officer who worked directly with landlords and rental situations. Chief Boudreau confirmed that Lt. Bossi serves as a liaison and meets with a local landlords association.

Mayor Callaghan inquired about the proposed disorderly residents ordinance that had come before Council. Attorney O'Rourke clarified that the ordinance referenced by the Mayor was never adopted; It had come to the Codes & Ordinances Committee for review and discussion several times, but had never gone to Council for a vote. Mayor Callaghan asked, if such an ordinance were adopted, if it would give the Police Department more authority to take action when there were repeated calls to the same property. Chief Boudreau said that the ordinance would potentially be beneficial, but the department also has the disorderly conduct statute that can be used. Chief Boudreau reported that, to his recollection, there is a disorderly residents ordinance on the books in Franklin. However, it has never gone to court to be challenged; the City is using it as a starting point for dialogue with landlords. Attorney O'Rourke stated that he had been in contact with officials from Franklin and they reported that the ordinance was used regularly for the first couple of years, after which point it became unnecessary because the issue mostly resolved.

Councilor Fontneau stated that the issue he had with the proposed disorderly residents ordinance was that it blamed the actions of the tenants on the landlord and held the wrong party responsible. Councilor Beaudoin stated that one of the issues he had with the proposed ordinance was that, as a landlord, he would not necessarily be aware of any issues being caused by his tenant until after the fact. He suggested that a representative at the Police Department could reach out to landlords and alert them when there was an issue at their property. Chief Boudreau stated there had been discussion on behalf of the Police Department about taking the "extra step" and reaching out to notify property owners if there had been an issue with their tenants. Chief Boudreau said that landlords are able to file records requests to find out if there had been any calls regarding their property. He recommended that this could be utilized by landlords on a regular basis.

## **9. Other**

Councilor Desrochers spoke about an item she would have coming forward proposing a revision to building permit fees that would have a space to indicate if the work being done is by an EPA Certified renovator (for instances involving lead paint restoration or repair). She stated she would bring forward more information when it is discussed in Committee. Chair Lachapelle said that he would place the discussion on the agenda for August 4, 2022.

Ms. Rice referenced a re-hearing on an upcoming ZBA agenda in regards to installing solar panels. She questioned if this is something the City should potentially be looking to facilitate with the increased prevalence of solar arrays around the City as well as the increasing electricity costs. She also questioned the useful life of solar panels and what the disposal process is following the end of their life. She asked if these inquiries could be passed along to the appropriate committee or department for further review.

## **10. Adjournment**



Chair Lachapelle **ADJOURNED** the Codes and Ordinances Committee meeting at 7:23 PM.

Respectfully Submitted,

Cassie Givara  
Deputy City Clerk

# 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>

**§ 260-33. Water Rate and Fee Schedule. [Amended 6-26-2007; 6-10-2008; 6-16-2009; 7-5-2011; 11-20-2012; 2-4-2014; 9-15-2015]**

**A. Quarterly water rates. [Amended 11-1-2016; 2-6-2018; 5-5-2020]**

- (1) Residential customers without exemption: five dollars and eighty-three cents (\$5.83) per 100 cubic feet of water use.
- (2) Residential customers with exemption: two dollars and fifty-two cents (\$2.52).
- (3) Commercial and industrial customers: five dollars and eighty-three cents (\$5.83).
- (4) Unmetered residential customers:
  - (a) Per quarter per unit without exemption: one hundred fifty-five dollars and ninety-six cents (\$155.96).
  - (b) Per quarter per unit with exemption: seventy-seven dollars and ninety-six cents (\$77.96).
- (5) Minimum fee:
  - (a) Per quarter per unit without exemption: twenty-two dollars and fourteen cents (\$22.14).
  - (b) Per quarter per unit with exemption: seventeen dollars and seventy-six cents (\$17.76).

**B. Fees.**

- (1) Installation: a minimum of three hundred dollars (\$300.) or estimated cost of installation, in advance one hundred dollars (\$100.).
- (2) Installation and repair license: one hundred dollars (\$100.) per year.
- (3) Bad check: twenty-five dollars (\$25.) plus all associated fees.
- (4) Service reactivated following payment when shut off due to nonpayment: sixty dollars (\$60.).
- (5) Service shutoff or turn on by request: thirty dollars (\$30.).
- (6) Temporary service: see installation fees; water charges will be billed accordingly.
- (7) Private fire protection service: see installation fees.
- (8) Private fire hydrant service connection: one hundred fifty dollars (\$150.) per hydrant per fiscal year. For purposes of this subsection, a private fire hydrant shall mean any fire hydrant located outside the public right-of-way and/or located on property other than that owned by the City of Rochester but which is connected to the public water system. Any private hydrant located behind a water meter on that property shall be exempt from this charge.
- (9) Swimming pools: fees based on volume used times unit rate.
- (10) Meter repair or testing: thirty dollars (\$30.) per visit plus cost of transportation of meter to testing facility and cost of testing.
- (11) Meter damage: fifty dollars (\$50.).

- 07/28/2022
- (12) Backflow prevention devices: all costs associated with installation, repair, or inspection paid by owner. Inspection costs shall be not less than minimum service charge.
  - (13) Violations: all costs to correct violation paid by owner.
  - (14) Minimum service charge: thirty dollars (\$30.) per visit.
  - (15) Meter tampering charge: a reconnection fee of not less than one hundred dollars (\$100.) nor more than five hundred dollars (\$500)
  - (16) Minimum charge for road maintenance between December 1 and March 31: two hundred dollars (\$200.)
  - (17) System Development Fees: Three Dollars and Seventeen Cents (\$3.17)

# Chapter 200-7-T

## Sewer Development Connection Fee

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### §200-7-T-1 **Authority.**

The City of Rochester is authorized pursuant to RSA 31-139 to assess a Sewer Development Connection Fee on new connections and development to help meet the additional Sewer system demands created by the new development including capital construction and improvement of the City's Sewer system. Said fees are assessed on a capacity-buy in approach as set forth in §200-7-T-4 below.

### §200-7-T-2 **Definitions.**

This Chapter incorporates by reference the Definitions found in the City of Rochester Sewer Ordinance, Chapter §200, as amended.

### §200-7-T-3 **Purpose.**

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

### §200-7-T-4 **Sewer Development Connection Fee**

The Sewer 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 Sewer 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 Sewer treatment and distribution facilities, inclusive of the system defined herein as the Public Sewer System.

### §200-7-T-5 **Calculation of Fees**

The Sewer 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 Sewer system in gallons per day. The portion of the Sewer system capacity assigned to any new user is determined based on New Hampshire Sewer Usage Unit Design Standards, as contained in Table 1008.01 in Env-Wq 1008.3 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>



The Sewer development connection fee will be assessed by the Department at the time of application for new connections pursuant to Article I, §200-7-T-4. The fees shall be collected at the time of application for connection in accordance with §200-7-T-4 above; however, the Department and applicant may establish an alternate, mutually acceptable schedule of payment of Sewer 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 Sewer development connection fees as necessary.

§200-7-T-7 **Waivers**

A. An applicant may request a full or partial waiver of the Sewer 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 Sewer 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 Sewer 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 Sewer 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.

§200-7-T-8 **Administration of Sewer 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 Sewer facilities for which fees are assessed, and shall be used solely for the purposes specified in this ordinance. The Sewer 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 Sewer 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 Sewer system facilities funded through impact fees during the prior year.

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

**§ 200-7-T-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.

**§ 200-7-T-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.

**§ 200-7-T-11 When effective**

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

<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>

**§ 200-33. Wastewater Rate and Fee Schedule. [Amended 7-1-2000; 6-26-2007; 2-5-2008; 5-6-2008; 6-10-2008; 6-16-2009; 8-18-2009; 6-21-2011; 11-20-2012; 11-1-2016; 2-6-2018; 3-5-2019; 5-5-2020]**

**A. Quarterly wastewater rates.**

- (1) Residential customers without exemption: seven dollars and forty-three cents (\$7.43) per 100 cubic feet of water use.
- (2) Residential customers with exemption: four dollars and ninety-four cents (\$4.94) per 100 cubic feet of water use.
- (3) Commercial and industrial customers: seven dollars and forty-three cents (\$7.43) per 100 cubic feet of water use.
- (4) High-volume customers (i.e., customers using more than 5,000 units\*\* monthly): six dollars and sixty-eight cents (\$6.68) per 100 cubic feet of water use. \*\*Note: For purposes of this section the word "unit" shall mean 100 cubic feet or 748 gallons of water use.
- (5) Unmetered residential customers:
  - (a) Per quarter per unit without exemption: two hundred twenty-nine dollars and forty-seven cents (\$229.47).
  - (b) Per quarter per unit with exemption: one hundred fourteen dollars and seventy-two cents (\$114.72).
- (6) Sewer metered customers: seven dollars and forty-three cents (\$7.43) per 100 cubic feet.
- (7) Minimum fee:
  - (a) Per quarter per unit without exemption: thirty-four dollars and thirty-one cents (\$34.31).
  - (b) Per quarter per unit with exemption: twenty-seven dollars and thirty-one cents (\$27.31).

**B. Septage discharge: fifty-five dollars (\$55.) per 500 gallons or portion thereof.**

**C. RV septage discharge: sixteen dollars (\$16.) flat fee.**

**D. Graywater disposal: thirty dollars (\$30.) per 2,000 gallons or portion thereof.**

**E. TKN surcharge:**

- (1) Ceiling limit: 60 pounds per day TKN.
- (2) Surcharge fee: one dollar and eighteen cents (\$1.18) per pound of TKN.

**F. Fees.**

- (1) Permit and inspection fee: fifty dollars (\$50.).
- (2) Wastewater discharge permit fee: fifty dollars (\$50.)
- (3) Reserve capacity assessment: ~~two~~ four dollars and thirty three cents (~~\$2.~~\$4.33) per gallon.
- (4) Installation fees. Installation by City: three hundred dollars (\$300.) minimum or estimated costs.

## **SECTION 1.6 PUBLIC HEARINGS**

Public Hearings: To receive citizen input and feedback on certain specific matters that have been placed on the meeting agenda for consideration and action by the City Council, Public Hearings will be scheduled and held as required by law and/or whenever referred for a public hearing by simple majority vote of Council Members present. Upon being referred by Council vote, Public Hearings will be noticed for and held during a subsequent Regular and/or Special Meeting or Committee Meeting. At the request of the presiding officer, Ordinances or Resolutions scheduled on an agenda for public hearing will be briefly introduced with appropriate explanations by staff. Citizens will then have the opportunity to address the Council speaking to the specific item(s) subject to public hearing, subject to the following guidelines: [6/4/2013]

- I. All speakers shall be residents of the City of Rochester, property owners in the City of Rochester, and/or designated representatives of recognized civic organizations or businesses located and/or operating in the City of Rochester;
- ii. All speakers shall address their comments to the presiding officer and the Council as a body and not to any individual member;
- iii. Speakers shall first recite their name and address for the record, and, if applicable, the name and address of the civic organization and/or business they have been designated to represent;
- iv. For each public hearing item, a speaker shall be provided a single opportunity for comment, **limited to five (5) minutes with the five (5) minutes beginning after the obligatory statement of name and address by the speaker**;
- v. Public Hearings are not intended to be utilized for a two-way dialogue between speaker(s), Council Member(s), and/or the City Manager, or administrative staff; and
- vi. The presiding officer shall preserve strict order and decorum for and by all speakers appearing before the Council.

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left blank...*

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City Clerk's Office

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# Rochester City Council

## Community Development Committee

### MEETING MINUTES

**Laura Hainey, Chair**  
**Harlan "Skip" Gilman**  
**Tim Fontneau**  
**Amy Malone**  
**John Larochelle**

<b>Meeting Date:</b>	Monday, July 18, 2022	
<b>Members Present:</b>	Laura Hainey Tim Fontneau John Larochelle Amy Malone	<b>Members Absent:</b> None
<b>Guests/Staff:</b>	Jennifer Marsh, Ass. Dir. Of Economic Development	

Councilor Hainey called the meeting to order at 6:00 p.m. Motion was made by Councilor Malone to approve the March 21, 2022 meeting minutes and was seconded by Councilor Larochelle. The motion passed unanimously.

<b>PUBLIC INPUT</b>	There was no public input.
<b>HOMELESS CENTER OF STRAFFORD COUNTY – Request for City to serve as Grantee</b>	<p>Councilor Hainey noted that the HCSC was on the agenda at the 7/19 City Council meeting for approval to apply for a CDFA – CV grant. Councilor Fontneau noted that the HCSC had applied for \$75,000 City CDBG funds for this project but was denied. He noted that the ask of \$120,000 was for the extra funds needed to pay a grant writer and other expenses. The Committee has done this for Easter Seals and the Gafney home and that if HCSC found a source of funding outside of City CDBG funds that they could support this project.</p> <p>Councilor Fontneau made a recommendation to support the HCSC applying for the grant. Councilor Malone seconded the motion. The motion passed unanimously.</p>
<b>COMMUNITY ACTION PARTNERSHIP/GAFNEY HOME Request for Amendment</b>	<p>Betsey Parker Andrews, ED of CAP approached Blaine and asked him to support CAP applying for an amendment to their CDFA CDBG grant. The amendment would request Gap Financing for \$171,116 to cover additional expenses brought about by COVID.</p> <p>Councilor Malone made a motion to support the amendment. Councilor Fontneau seconded the motion. The motion passed unanimously.</p>

<b>COMMUNITY DEVELOPMENT PROGRAM UPDATES</b>	<p>Jenn explained to the Committee that she has not had time to produce reports for the Committee but would ensure that if they still wanted monthly reports that Kiersten would be able to produce those one she started the position. Kiersten starts this Wednesday the 20<sup>th</sup>.</p> <p>In the past few months Jenn has sent out almost all of the FY23 contracts for CDBG and the municipal funded non-profits. She has sent out reminders to all applicants regarding their Q4 reports and worked with CAP and HCSC on their grant application requests.</p>
<b>OTHER BUSINESS</b>	<p>Mr. Long stated that he met with Government Channel Coordinator Celeste Plaia to discuss the ability to record committee meetings but that the City Hall Annex will not have the technological capability to do so in the near future.</p>

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

**Next Meeting** – Monday, August 15, 2022, at 6:00 p.m., Cocheco Conference Room, City Hall Annex, 33 Wakefield St.

**Topics** Introduction to new CDBG Coordinator, CAP and HCSC grant application updates



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## Finance Committee

## Meeting Minutes

Meeting Information

Date: July 12, 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/Finance Director Katie Ambrose, Deputy Finance Director Mark Sullivan.

**Others present:** Cliff Newton, resident. Tom Kaczynski, resident. Ray Barnett, resident.

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

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

**2. Acceptance of Minutes:** June 14, 2022

Councilor Lachapelle **MOVED** to **ACCEPT** the minutes of the June 14, 2022 Finance Committee meeting minutes. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**3. Public Input**

Cliff Newton, resident, addressed the Committee regarding use of the unassigned fund balance. He also spoke about presenting an “honest” budget up front to avoid requests for supplemental appropriations.

Tom Kaczynski, resident, inquired about the City Council non-meeting held on July 5, 2022 and the reconsideration of a vote that evening. Mr. Kaczynski questioned the purchase price of the property at 181 Highland Street and the increase of \$10,000 over what was originally listed in the resolution.

Ray Barnett, resident, spoke about the details of the non-union merit track compensation plan on the agenda this evening. Mr. Barnett also questioned why the elderly/disabled/blind/vet exemptions were not on the agenda as originally expected.

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#### 4. Unfinished Business:

##### 4.1.1 None

#### 5. New Business-

##### 4.1.1 Non-Union Merit-Track Compensation Plan

Katie Ambrose, Finance Director, explained that the prior year, all non-union employees were converted to a merit track system. Each year, the track advancement is enacted as well as a COLA (Cost of Living Adjustment) review. With union employees, this cost of living adjustment occurs as part of the collective bargaining agreement contract renewal, however with non-union employees this review is brought forward to Council annually. Director Ambrose explained that the recommended action is a referral to full Council for approval of the non-union merit track schedule with the COLA adjustment.

Councilor Beaudoin asked what the COLA adjustment percentage would be this year. Director Ambrose said the percentage depends on the group in question; for RMEA, Police, and Communications, the percentage is 2% COLA and track advancement for FY23. The Fire Department is a 1% COLA. She explained that the other units are on the merit track scale.

Councilor Beaudoin asked for a comparison between a non-union position using the merit-track schedule and a union position. Director Ambrose said she could share a comparison, but noted that each scale is different and it is not an apples to apples comparison. Ms. Ambrose explained the multiple other factors and criteria that are involved with the scales and pay grades and cautioned against using this direct comparison.

Councilor Hainey inquired about the annual performance evaluations and how the process was being handled. She inquired if the reviews were taking place and how they are being conducted. Director Ambrose stated that her understanding is that the process is going well; an employee must receive a score of 70% or greater to qualify for a track advancement. She explained the process of the evaluations being done by department supervisors as well as HR to ensure that they are following the proper standards. She stated that the supervisors are also evaluated on how they perform these employee evaluations. Councilor Hainey expressed concern over evaluations based on merit and their potentially subjective-nature, which could be influenced by personalities as opposed to data and facts.

Councilor Gray **MOVED** to recommend to Full Council the non-union merit-track compensation plan and COLA increase. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

##### 4.1.2 City Clerks & Tax Office Hours of Operation

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Mayor Callaghan explained that this item is on the agenda for discussion only and the purview to change the hours of the Clerk's Office and/or Tax office is under the City Manager as stated in the Charter. Director Ambrose stated that there had been correspondence received by a constituent requesting that the hours of the Tax office and City Clerk's office be extended later into the evening for at least one day a week. Director Ambrose stated that she had reviewed the need and spoken to staff of both offices to determine if this was an issue. She reported that the staffs of both offices have not received much feedback that their current hours are inadequate. She said that with current staffing levels, in order to achieve these later hours the offices would either need to open later in the day or they would need to be short-staffed for periods of time. Opening later in the day could be prohibitive due to both offices experiencing higher customer volumes during the first few hours of each morning. Director Ambrose clarified that most of the services offered by both offices could be completed online as well as in office for those unable to come during business hours; with the notable exception being first time new vehicle registrations. Ms. Ambrose said that based on the feedback received and the issues that would be encountered with evening hours, she recommended maintaining the current hours for both the Tax office and City's Clerk's office.

Councilor Beaudoin stated that there are both State Representatives and a Senator on the Committee; he recommended that the issue of new vehicle registrations could be relayed to the DMV and they could potentially review and revise the methodology to allow new registrations either online or via mail. Councilor Lachapelle asked how new vehicle registrations were handled during the height of the pandemic when offices were closed to in-person business. Director Ambrose stated that during the declared state of emergency, the State extended the deadline for use of temporary plates. Councilor Gray suggested that there are other options that could be explored; such as use of the drop-box at the Tax office or completing transactions remotely. He referenced oaths of office that had been administered via Teams for other City Commissions and suggested that there might be options such as this that could be considered.

## **Reports from Finance & Administration**

### **5.1.1 Monthly Financial Report Summary-June 30, 2022**

Deputy Finance Director Sullivan explained that the report contained in the packet summarizes the entire Fiscal Year 2022. He stated it was a strong year, revenue-wise.

### **5.1.2 FY22 Use of General Fund Unassigned Fund Balance**

Deputy Finance Director Sullivan referenced a chart, which illustrates the beginning balance of the unassigned fund balance and what was used throughout the year, stating there was substantial use of the unassigned fund balance during FY22. He clarified that the City side is unlikely to make a contribution to the unassigned fund balance this fiscal year due to this level of usage. Mr. Sullivan said that although it appears that water/sewer revenues are falling behind, this is only due to the quarterly billing process, and these will be updated for the final year-end figures. He explained that the Community Center and Arena funds are slightly lagging, which is an item that will be monitored going forward. Mr. Sullivan said that, based upon the wishes of the Committee,

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he could supply this chart on a regular basis and can reformat or add detail as requested. Councilor Beaudoin requested that this chart be supplied quarterly for the Finance Committee to review.

Finance Director Ambrose clarified that the reports being discussed are unaudited and, following the audit, there may be changes and adjustments made, although they are unlikely to change anything substantial.

### **5.1.3 New Hampshire Municipal Association-Fund Balance Article**

Councilor Beaudoin thanked Mr. Sullivan for providing the article. Councilor Lachapelle suggested that article could be included on the website for constituents to read. Deputy City Manager Ambrose stated that the article would be posted on the business and finance portion of the website.

## **6. Other**

Mayor Callaghan referenced a comment made by Mr. Barnett during public input and clarified that the Elderly tax exemption discussion with the Chief Assessor had been moved to the August agenda. Mayor Callaghan reiterated that if any committee members had questions, they could be submitted to Chief Assessor Jonathan Rice ahead of the meeting. He will also be present for questions at the August Finance meeting.

Councilor Beaudoin stated that the Trustees of the Trust Fund are required to submit a quarterly report to the City Clerk's office. He requested that this report be sent to the Finance Committee once it has been submitted to the Clerk.

Councilor Beaudoin reported that he had received a great deal of feedback regarding the City's purchase of land at 181 Highland Street and he asked that an earlier comment made by Mr. Kaczynski regarding the additional \$10,000 included in the purchase price be addressed. Director Ambrose confirmed that the \$10,000 was in regards to a donation that the seller wanted to give to the Fire Department, which caused the appropriation to be adjusted. She stated that this donation would be coming before the Finance Committee in the near future and there would be a lengthier discussion at that time.

## **7. Adjournment**

Mayor Callaghan **ADJOURNED** the Finance Committee meeting at 6:33 PM.

Respectfully Submitted,

Cassie Givara  
Deputy City Clerk



07/28/2022

**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

**Amendment to the Non-Union Merit Plan – FY23 Merit Schedule**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	August 2, 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	

**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	FY23 Budget
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

**LEGAL AUTHORITY**

City Council

**SUMMARY STATEMENT**

Finance Committee voted at their July 12th meeting to recommend the approval of the FY23 non-union merit track compensation plan. This amendment to Section 4 of the Non-Union Merit Plan "Merit Track Schedule" is proposed to reflect a 2% COLA adjustment to the schedule for FY23. Associated funds are budgeted in the FY23 salary projections, and would be implemented with a July 1, 2022 effective date upon adoption.

On the merit track system, non-union employees must receive a score of 70 or greater on their annual performance evaluation in order to advance one increment on the merit track. Additionally, a Cost of Living Adjustment (COLA) for the entire schedule is brought forward annually.

**RECOMMENDED ACTION**

Approval of the amendment to the Non-Union Merit Plan Schedule.

# Agenda Item

**Agenda Item Name:** Amendment to the Non-Union Merit Plan – FY23 Merit Schedule

**Name of Person Submitting Item:** Katie Ambrose, Deputy City Manager/Director of Finance & Administration

**E-mail Address** [kathryn.ambrose@rochesternh.net](mailto:kathryn.ambrose@rochesternh.net)

**Meeting Date Requested:** July 12, 2022

**Issue Summary Statement:** The non-union classification and compensation plan was approved by City Council at the May 4, 2021 meeting. The adoption of this plan transferred non-union positions to a merit track system, which is the wage structure currently adopted in four (4) collective bargaining agreements. The Non-Union Merit Plan & Non-Union Employment Policy Handbook documents were then amended to reflect the merit track system on August 3, 2021.

On the merit track system, non-union employees must receive a score of 70 or greater on their annual performance evaluation in order to advance one increment on the merit track. Additionally, a Cost of Living Adjustment (COLA) for the entire schedule is brought forward annually.

An amendment to Section 4 of the Non-Union Merit Plan “Merit Track Schedule” is proposed to reflect a 2% COLA adjustment to the schedule for FY23. Associated funds are budgeted in the FY23 salary projections, and would be implemented with a July 1, 2022 effective date upon adoption.

**Recommended Action:** Recommend to City Council approval of the amendment to the Non-Union Merit Plan Schedule.

## Section 4: Merit Track Schedule

GRADE	1	2	3	4	5	6	7	8	9	10	11	12
1	11.13	11.44	11.75	12.07	12.41	12.75	13.10	13.46	13.83	14.21	14.60	15.00
2	12.58	12.93	13.28	13.65	14.02	14.41	14.80	15.21	15.63	16.06	16.50	16.95
3	14.22	14.61	15.01	15.43	15.85	16.29	16.73	17.19	17.67	18.15	18.65	19.16
4	15.64	16.07	16.51	16.97	17.43	17.91	18.40	18.91	19.43	19.97	20.51	21.08
5	17.20	17.67	18.16	18.66	19.17	19.70	20.24	20.80	21.37	21.96	22.56	23.18
6	18.92	19.44	19.97	20.52	21.09	21.67	22.26	22.88	23.51	24.15	24.82	25.50
7	20.81	21.38	21.97	22.57	23.20	23.83	24.49	25.16	25.85	26.56	27.30	28.05
8	22.06	22.67	23.29	23.93	24.59	25.26	25.96	26.67	27.41	28.16	28.94	29.73
9	23.38	24.02	24.68	25.36	26.06	26.78	27.51	28.27	29.05	29.85	30.67	31.51
10	24.78	25.46	26.16	26.88	27.62	28.38	29.16	29.96	30.79	31.63	32.50	33.40
11	26.76	27.50	28.25	29.03	29.83	30.65	31.49	32.36	33.25	34.16	35.10	36.07
12	29.97	30.79	31.64	32.51	33.41	34.32	35.27	36.24	37.23	38.26	39.31	40.39
13	33.57	34.49	35.44	36.42	37.42	38.45	39.50	40.59	41.71	42.85	44.03	45.24
14	36.26	37.26	38.28	39.33	40.42	41.53	42.67	43.84	45.05	46.29	47.56	48.87
15	39.16	40.24	41.34	42.48	43.65	44.85	46.08	47.35	48.65	49.99	51.36	52.78
16	42.29	43.45	44.65	45.88	47.14	48.43	49.77	51.13	52.54	53.99	55.47	57.00
17	45.67	46.93	48.22	49.54	50.90	52.30	53.74	55.22	56.74	58.30	59.90	61.55
18	49.32	50.68	52.07	53.50	54.97	56.48	58.04	59.63	61.27	62.96	64.69	66.47



Proposed

## Section 4: Merit Track Schedule

GRADE	1	2	3	4	5	6	7	8	9	10	11	12
1	11.35	11.66	11.99	12.32	12.65	13.00	13.35	13.72	14.10	14.49	14.88	15.29
2	12.83	13.18	13.56	13.93	14.32	14.71	15.13	15.54	15.97	16.41	16.86	17.32
3	14.50	14.90	15.31	15.73	16.16	16.61	17.06	17.53	18.01	18.51	19.02	19.16
4	15.95	16.39	16.84	17.30	17.77	18.26	18.77	19.29	19.82	20.36	20.92	21.49
5	17.54	18.03	18.52	19.03	19.55	20.09	20.65	21.21	21.80	22.40	23.01	23.64
6	19.30	19.83	20.37	20.93	21.50	22.09	22.70	23.32	23.97	24.63	25.31	26.00
7	21.23	21.38	21.97	22.57	23.19	23.83	24.49	25.16	25.85	26.56	27.29	28.04
8	22.50	23.12	23.76	24.41	25.08	25.78	26.48	27.20	27.95	28.71	29.50	30.31
9	23.85	24.50	25.18	25.87	26.58	27.31	28.07	28.84	29.64	30.46	31.29	32.15
10	25.28	25.97	26.68	27.42	28.17	28.95	29.74	30.56	31.40	32.26	33.15	34.06
11	27.30	28.05	28.83	29.62	30.43	31.27	32.13	33.01	33.92	34.85	35.81	36.80
12	30.57	31.41	32.27	33.16	34.07	35.00	35.97	36.96	37.97	39.02	40.09	41.19
13	34.24	35.18	36.15	37.14	38.16	39.21	40.29	41.40	42.54	43.72	44.92	46.15
14	36.99	38.00	39.05	40.12	41.22	42.35	43.52	44.71	45.94	47.21	48.50	49.84
15	39.94	41.04	42.18	43.34	44.53	45.75	47.01	48.30	49.63	51.00	52.41	53.85
16	43.14	44.32	45.53	46.78	48.07	49.39	50.75	52.15	53.59	55.06	56.57	58.12
17	46.58	47.86	49.18	50.54	51.93	53.36	54.83	56.33	57.88	59.48	61.11	62.79
18	50.31	51.69	53.11	54.57	56.07	57.61	59.19	60.82	62.49	64.21	65.98	67.79

Councilor Jean **MOVED** to **APPROVE** the Finance Committee recommendation as described above. Councilor Lachapelle seconded the motion. Councilor Rice asked if this action would have an impact on the budget. City Manager Cox replied that this is part of the re-organization of the Library and the salary is covered in its budget. The **MOTION CARRIED** by a unanimous voice vote.

**10.2.2 Committee Recommendation: To approve the elimination of the position of Legal Assistant II**  
***consideration for approval***

Councilor Walker **MOVED** to **APPROVE** the Finance Committee recommendation as described above. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.2.3 Committee Recommendation: To approve the amendments to the Non-Union Merit Plan & Non-Union Employee Handbook**  
***consideration for approval***

Councilor Walker **MOVED** to **APPROVE** the Finance Committee recommendation as described above. Councilor Lachapelle seconded the motion.

Councilor Hainey asked whom would conduct the evaluation of non-union members. City Manager Cox replied that the Supervisors of the employee's Department would conduct these evaluations. He added that it is signed off by the director of such department. Councilor Hainey asked what is the range of the Merit Pay Plan. City Manager Cox explained that each employee must receive a mark of 70% or better on their evaluation in order to receive the pay increase. Councilor Hainey asked if they receive a combination of a merit and step increase. City Manager Cox said each year there is an adjustment to the COLA (Cost of Living Adjustment). He added that the employee would also receive the Merit increase, if applicable. Councilor Hainey asked if data was collected to make informed decisions on the evaluation or if the evaluations were based upon "opinion". City Manager Cox replied that the standard evaluation forms have a multitude of factors for information to be collected for each evaluation. The **MOTION CARRIED** by a unanimous voice vote.

### **10.3 Planning Board**

**10.3.1 Amendment to Chapter 275 of the General Ordinances of the City of Rochester Related**

**City of Rochester Planning Board**  
Monday July 11, 2022  
City Hall Council Chambers  
31 Wakefield Street, Rochester, NH 03867  
*(These minutes were approved on June , 2022)*

*Members Present*

Robert May, *Vice Chair*  
Peter Bruckner  
Don Hamann  
Mark Sullivan  
Dave Walker

*Members Absent*

Mark Collopy, *excused*  
A.Terese Dwyer, *excused*  
Keith Fitts, *excused*  
Paul Giuliano, *excused*  
James Hayden, *excused*  
Michael McQuade, *excused*  
Dave Walker, *excused*

*Alternate Members Present*

Ashley Desrochers  
Matthew Richardson

Staff: Shanna B. Saunders, *Director of Planning & Development*  
Ashley Greene, *Administrative Assistant II*

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

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**I. Call to Order**

Robert May called the meeting to order at 6:30 p.m.

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**II. Roll Call**

The recording secretary, Ashley Greene, conducted roll call.

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**III. Seating of Alternates**

Mr. May asked Matthew Richardson to vote for Mark Collopy.

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#### **IV. Communications from the Chair**

Mr. May asked that due to a larger agenda that public comments stay short and to the point.

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#### **V. Approval of minutes for June 6, 2022**

*Dave Walker made a motion to approve the minutes from June 6, 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**

There was no one present from the public to speak.

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

There were not general planning issues to be discussed.

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#### **VII. New Applications:**

- A. RFC MFC 717 Columbus Ave, LLC, Irving Oil, 717 Columbus Ave Conditional Use**  
Permit to allow a second freestanding 24 square foot sign  
Case# 131 – 7 – NMU – 22 **Public Hearing ACCEPTANCE/FINAL ACTION\***

Rick Hanna, of Irving Oil, presented the Conditional Use Permit application. Mr. Hanna explained the Irving Oil is looking to add a second sign, per the ordinance a second sign is allowed on a corner lot with a conditional use permit. Mr. Hanna explained that Irving Oil is requesting a sign that is 24 square feet.

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

Ms. Saunders explained that staff supports the application with the condition that the sign is 20 square feet, as that is what is allowed in the neighborhood mixed use zone.

Mark Sullivan asked if the applicant can have the opportunity to explain why he would prefer a 24 square foot sign over a 20 square foot sign.

Mr. Hanna explained that 24 square feet is ideal for the purpose of visibility and proper site distance in order to make the intersections safer.

Mr. Bruckner expressed his support for a 24 square foot sign to help with the visibility.

Ms. Saunders explained that the sign would be on the Brock Street side. Staff did not think that sign needed to be larger than the one on the primary frontage of Columbus Ave.

Mr. Bruckner discussed the importance of the sign being seen when leaving Rochester.

Mr. Hamann asked if the current sign is 20 square feet. Mr. Hanna said yes. Mr. Hamann discussed keeping the signs both the same size, as it may look odd to have two different sized signs. Mr. Hanna explained that the reasoning for the 24 square foot sign is to allow for bigger numbers on the sign and better visibility.

Mr. May discussed the importance of keeping with the spirit of the ordinance and having the sign remain at 20 square feet.

Ashley Desrochers asked for clarification on the safety aspect of having a bigger sign. Mr. Hanna explained that the sooner that the sign is seen by a driver the reaction time is longer to allow a car to turn into the business.

*Mr. Walker made a motion to approve the conditional use permit with the condition of the sign not exceeding 20 square feet. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.*

**B. Roman Catholic Bishop of Manchester, Seton Academy, 189 North Main Street**

Conditional Use Permit and Site Plan amendment to expand the Catholic education and formation with full time school Pre-k – 4.

Case# 121 – 330 – DC – 22 **Public Hearing ACCEPTANCE/FINAL ACTION\***

Atty Jim Shannon, presented on behalf of Seton Academy. Atty Shannon gave an overview of why Saint Elizabeth Seton shut down. Atty Shannon explained the process Seton Academy went through to get approval from the Bishop to use the Church for Catholic Education Pre-K through 4<sup>th</sup> grade. Atty Shannon explained the space to be used for the school and that no changes will need to be made. Atty Shannon discussed the Department of Education coming out to inspect the property. Fire and Life Safety also inspected the property and Seton Academy is working to finish all requirements put in place by Fire and Life Safety but some things are taking longer due to supply chain issues. Bob Veno, City of Rochester Health Inspector, completed an inspection on June 9, with one condition to change the heating temperature on the water heater.

Mr. May opened the public hearing. None seen, brought it back to the board.

Ms. Saunders went over the staff recommendations. Ms. Saunders explained the precedent conditions of approval that are specific to the site include scheduling a walk through of water service and plumbing for cross connection control survey, completing forms for the assessing department, and any conditions made by the Fire and Safety inspection. The general and subsequent conditions that are specific to the site are code entries provided and investigate state requirements for periodic water quality testing for schools, including lead and copper.

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

Mr. Sullivan asked where in the building the school will be located. Atty Shanna explained the school will be located on the lower level of the building.

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

Mr. May asked about the Fire and Life Safety inspection not being complete and his concern about the school opening without the proper safety protocols in place. Ms. Saunders explained that the school will be unable to open without the Fire and Life Safety inspection passing in its entirety.

*Mr. Walker made a motion to approve the site plan amendment with the conditions stated. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.*

**C. Elizabeth Neer and Ian & Lauren Culling, 104 Chesley Hill Road (by Berry Surveying) Lot Line Revision. Case# 246 – 25 – R1 – 22 Public Hearing **ACCEPTANCE/FINAL ACTION\*****

Christopher Berry, Berry Engineering & Surveying, presented on behalf of the applicant. Mr. Berry explained that in 2020 the lots were initially subdivided into 3 frontage lots. Mr. Berry explained that Ms. Neer is looking to adjust the rear lot line to increase the usable space behind the two existing residential homes on lots 25-1 and 25-2.

Mr. May opened the public hearing. None seen, brought it back to the board.

Ms. Saunders went over the staff recommendations.

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

*Mr. Walker made a motion to approve the lot line revision. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.*

**D. Monarch School of New England, Inc., 105 Eastern Ave (by Berry Surveying & Engineering) Site Plan to expand a porous parking lot 11,530 sf in size. Case# 112 – 20 – R2 – 22 Public Hearing **ACCEPTANCE/FINAL ACTION\*****

Christopher Berry, Berry Surveying & Engineering, presented on behalf of the Monarch School of New England. Mr. Berry discussed the need to expand the parking lot due to the increased demand of teachers for the children that attend the school. Mr. Berry explained that the school is not adding additional student or and structural additions, the plan is to simply increase the parking demand. Mr. Berry explained the applicant received the Variance from the Zoning Board of Adjustment and approval from the Conservation Commission. Mr. Berry described the porous parking lot and the solar lighting that would be installed on the new lot.

Mr. May opened the public hearing. None seen, brought it back to the board.

Ms. Saunders went over staff recommendations. Ms. Saunders explained the three conditions of approval set forth by the Conservation Commission. Ms. Saunders explained the importance of a drainage maintenance agreement with a pervious parking lot.

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

*Mr. Walker made a motion to approve the conditional use permit. Mr. Hamann seconded the motion.*

Mr. Walker asked about snow removal and where it will be stored. Mr. Berry explained that the snow storage will be on the opposite side of the parking lot, away from the wetlands.

*The motion carried by a unanimous voice vote.*

*Mr. Walker made a motion to approve the site plan with the conditions set forth. Mr. Hamann seconded the motion. The motion carried by unanimous voice vote.*

**E. Wesson Realty, LLC, Pickleball NH, LLC, 389 Gonic Road (by Norway Plains) Site Plan to construct a 16,163 sf indoor pickleball facility and four outdoor pickleball courts. Case# 262 – 73&74 – HC – 22 **Public Hearing ACCEPTANCE/FINAL ACTION\*****

Scott Lawler, Norway Plains Associates, presented on behalf of the applicant. Mr. Lawler gave a brief overview of the lots, lot 74 has an office building currently on the property and lot 73 is currently vacant but previously has an approval from the Planning Board for a contractor's storage yard. On the vacant lot, Wesson Realty is proposing a Pickleball facility that will consist of both indoor and outdoor courts. The proposal would be constructed in two phases. The building will be 16,163 sf with five indoor courts and 4 outdoor courts located on the northern side of the property. The outdoor courts will have limited hours, 7am-10pm Monday-Friday and 9am-10pm Saturday and Sunday. After the first phase is completed there will be three to four employees, and once complete there could be six or seven full time employees. A total of 58 parking spaces, which meet site plan regulations. Both parcels will share the dumpster that is currently located behind the office building and screened. Mr. Lawler discussed the storm water management plan, which includes stormwater being directed into infiltration basins in the parking lots and below the outdoor courts. The utilities for the building will be under ground. Building mounted fixtures and utility pole lights will light the facility, with a limit of 20 feet high on the utility pole lights. Mr. Lawler discussed the lighting waivers being requested by the applicant, one waiver to allow a slightly larger foot candle intensity within the court area and requesting a waiver to allow for a slight increase in the foot candle over the property line from the court area. The reasoning for these waivers is due to the need of recreational lighting. Mr. Lawler explained that the pickleball courts will have chain linked fences. There is only one state permit for NH DOT driveway permit to update the use of the driveway from a contractor's storage yard to a pickleball facility.

Mr. May opened the public hearing.

Bernadette Lincourt, of 385 Gonic Road, asked if the stockade fence is going to go to the end of the property line and if it will and expressed her concerns about the lighting and how bright it will be. Ms. Lincourt asked if any alcohol will be served and expressed concern about the increase in traffic.

Carole Albert, of 398 Gonic Road, expressed her concern with parking and the noise level. Ms. Albert also asked about any alcohol that may be consumed at the facility.

Mr. May closed the public hearing.

Ms. Saunders stated that staff feels the application is complete enough for the board to make an informed decision.

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

Mr. Lawler responded to the abutter concerns. Mr. Lawler explained that the stockade fence is extended to the end of the building, which will cover all but roughly 20 feet of the northern property line. On the southern property line, the stockade fence will start at Route 125 and proceed to the building. Mr. Lawler explained that the applicant is not seeking any licenses at this time for alcohol consumption. Mr. Lawler went over how the parking lot will work. Mr. Lawler discussed the noise level, and how they designed the proposal which would effect the noise level. Mr. Lawler explained that the applicant does not anticipate the noise level to be over abundant or exceeding the City ordinance allowed levels.

Mr. Walker asked for more information on the lighting. Mr. Lawler explained that the lighting will be down shielded and cut off on the rear of the fixture to help the lighting to point forward, rather than behind. Mr. Walker asked if there will be a longer shield to prevent from too much light going to the residential properties. Mr. Lawler said yes, there will be a longer shield on the rear of the light.

Mr. Walker asked when the lighting on the outdoor courts will be used? Mr. Lawler explained the hours of operation for the outdoor courts, but that the lighting will only be turned on if the court is in use. Mr. Lawler explained that the outdoor courts are seasonal, and in the summer the likely hood of the lights being on for a long period of time are less.

Mr. Walker asked if the applicant is going to allow customers to bring alcohol onto the premises. Harry Wesson, owner of the property and applicant, explained that he has no interest in getting a license to serve alcohol, but that he wants to follow the rules of the City.

Ms. Saunders discussed conditions for the approval of the applicant. Ms. Saunders discussed the waiver request for the lighting. Ms. Saunders discussed the easements needed, landscaping, and the stormwater management third party review that will be put into the condition of approval once the review has come back. Ms. Saunders discussed the different phases that may occur during development of this parcel, including a certain amount of vesting completed. Ms. Saunders said that staff recommends approval.

Mr. Walker expressed his concern with leaving the outdoor courts open until 10 p.m. and suggested closing at 9 p.m.

Mr. Sullivan said that this is a new venture and the applicant is trying to find the time that works well for this facility. Mr. Sullivan also expressed that this is seasonal for the outdoor hours.

Ms. Desrochers expressed that the lack of physical activity available to the community effects the health of everyone and it will be nice to have more access to physical activity.



The board continued to discuss the ideal time for the outdoor courts to close.

Ms. Saunders asked Mr. Lawler to discuss the architectural work since it mimics much of what New England barns look like. Mr. Lawler explained the front and sides of the building being red, and beige on the rear of the building. There are also overhead doors in order to create an indoor outdoor feel when weather allows.

Mr. Sullivan hours of operation, noises, and lighting is also a compliance issue once the project is approved.

Mr. Lawler asked for clarification on the “no alcohol” sign. Mr. Walker stated the condition would be no alcohol on the premise.

Mr. Wesson expressed his concern with the hours of operation and said that he will not stay open later if the business is not there. Mr. Wesson also expressed his concern with no alcohol on the premise and that it will be regulated but would like the sign to be reconsidered.

Mr. May discussed that if the hours of operation are to be extended the applicant needs to come back to planning board for approval. Mr. May said that he does not have an issue with how the proposal currently stands.

Mr. Lawler reiterated that the waivers were only for the lighting on the outdoor courts, and that there will be lights on all the time in the parking lot.

Mr. Hamann said that he would like to strike the no alcohol sign as a condition.

Ms. Desrochers commented that just because there is a “no alcohol” sign does not mean there will be no alcohol and it could potentially cause more problems for the business owner.

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

*Mr. Walker made a motion to accept the lighting waivers. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.*

**F. Krzysztof & Renata Kozlowski, Millstone Place, 9 Academy Street** (by Kozbro Development Company) Site plan to construct 2-3 dwelling unit buildings.  
Case# 125 – 198 – R2 – 22 **Public Hearing ACCEPTANCE/FINAL ACTION\***

Krystian Kozlowski, presented on behalf of Millstone Place. Mr. Kozlowski went over the application process, which was initially submitted back in March 2022. Mr. Kozlowski discussed the Conditional Use Permit to allow access to the site from a secondary frontage. The primary frontage is located on Academy Street and the second proposed access is location on South Main Street. There are no waiver requests at this time, and any that were previously submitted are now withdrawn. The lot is 1.2 acres and currently has a single-family home located on it built in 1910. There is a parking lot at the rear with 24 spaces and is currently leased to the City of Rochester for parking allowed for the Public Library. The proposed project proposes 8 new dwelling units, which will be accomplished by converting the single-family home into a multi-family building by

constructing a two-dwelling addition. The other buildings will be two tri-plexes set back deep on the lot. Mr. Kozlowski went over the two new buildings and the architectural design. Mr. Kozlowski discussed the increased safety that the new buildings and tenants would bring.

Mr. May opened the public hearing.

David Clark, of 15 Academy Street, expressed his concerns with the set backs of the new buildings. Mr. Clark discussed the density and converting the large house currently on the property into a multi-family dwelling unit. Mr. Clark discussed the back yards with set backs that seemed too close to the lot line and the amount of trees that may be removed from the property.

Krzysztof Kozlowski, owner and abutter of 9 Academy Street, explained how he has improved the homes around 9 Academy to make the neighborhood a better place. Mr. Kozlowski said that he has improved the quality of the area and is still working on getting rid of the drugs in the area.

Mr. May closed the public hearing.

Ms. Saunders discussed the staff recommendations and thanked the applicant for working with the City to adjust the architecture design.

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

Ms. Saunders addressed the setbacks concern. Mr. Saunders said that there is an additional section that talks about lots that are odd shaped, and the ordinance states that the lot has to have one frontage and one rear and the rest are considered sides.

Mr. May asked about the police comments made at TRG. Ms. Saunders explained that any comments that were made or anything that wasn't resolved would then become a condition and there are none in the staff recommendations.

Mr. Walker asked about the snow removal. Mr. Kozlowski explained that the parking lot is covered in the lease for City to remove the snow.

Mr. May asked if these units will be rentals or condos? Mr. Kozlowski said that these will be rental units.

Mr. May asked about the trees that will remain on the property. Mr. Kozlowski explained that there would be over sixteen trees left on the lot of various sizes and widths. Mr. Kozlowski explained that the American Liberty Elm will be planted on the property, which will resemble trees that have been removed due to the trees dying.

Mr. Sullivan asked for clarification on how the parking lot will work with the new units. Mr. Kozlowski explained that there is a requirement of 18 spaces and the applicant is relying on the 24 spaces of the lot located on the parcel. Mr. Sullivan asked if Library patrons will still be able to use the lot. Mr. Kozlowski explained that the lease will still stand with the City.

Mr. May asked about the Fire Dept comments. Ms. Saunders explained that we would reserve any Life Safety comments as a condition.

*Mr. Walker made a motion to approve the Conditional Use Permit for second frontage access. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.*

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

## **VIII. Other Business**

### **A. Planning Update**

Ms. Saunders discussed the EV Charging Station and Cell Tower amendments that have been recommended to the council and will be going to Public Hearing.

Mr. Sullivan asked about a Solar zoning amendment. Ms. Saunders explained that staff is currently in process of drafting together Solar amendment. Mr. Sullivan requested that the Chief Assessor be present for the discussion about Solar. Ms. Saunders explained that this would come to the board in August as the workshop meeting is as needed in July. Mr. Sullivan and Mr. Walker expressed that a meeting should be held in July to prevent longer meetings in August. Ms. Saunders agreed and would discuss bringing Solar and Aviation to the July workshop meeting.

Mr. Hamann asked if there was any movement on the Ridge? Ms. Saunders explained that it has been approved and that there are several developers that have reached out about application deadlines for the Ridge.

### **B. Other**

None other business at this time.

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## **XI. Adjournment**

*Mr. Walker made a motion to adjourn the meeting at 8:19 p.m. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.*

Respectfully submitted,

Ashley Greene,  
*Administrative Assistant II*

and

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

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left blank...*

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City Clerk's Office

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**Public Works and Buildings Committee**  
**City Hall Council Chambers**  
**Meeting Minutes**  
**July 21, 2022**

**MEMBERS PRESENT**

Councilor Donald Hamann, Chairman  
Councilor Jim Gray, Vice Chairman  
Councilor John LaRochelle  
Councilor Steve Beaudoin  
Councilor Alexander de Geofroy

**OTHERS PRESENT**

Peter C. Nourse PE, Director of City Service  
Lisa Clark, Administration & Utility Billing Supervisor  
Dan Camara, DPW GIS  
John Sykora, Weston & Sampson Engineers

**MINUTES**

Councilor Hamann called the Public Works and Building Committee to order at 7PM

**1. Approval of June 16, 2022 Meeting Minutes**

**Councilor Larochelle made a motion to accept the minutes as presented. Councilor Beaudoin seconded the motion. The motion passed unanimously.**

**2. Public Input**

No Public Input

**3. Update Evans Road**

Mr. Nourse explained that Evans Road is a gravel road on the West side of Rochester. He stated that the road is about  $\frac{3}{4}$  of a mile long and that it connects Crown Point Road to Meaderboro Road. Mr. Nourse stated that there are 15 homes on the road and back in March there was a petition from some of these homeowners to have the road paved. He stated that the homeowner's complaints were about poor winter and spring conditions as well as dust and poor maintenance of the roadway. Mr. Nourse stated a survey of all abutters was completed and a super majority were in favor of paving. Mr. Nourse was asked to get estimates of options for paving or reconstructing the gravel road. He said there are four options that all include realignment of the center line in the right of way, erosion & sediment control, culvert replacement, underdrain, re-establishing ditch lines and use of a variety of base materials (See Attached). He said evaluation of the culverts have been completed and that cost can be eliminated from the estimates, the culverts are in good order. Option One is \$270,796 and will reconstruct this road leaving it a gravel road. Option Two is \$259,919 and includes the use of asphalt reclaim instead of gravel. Mr. Nourse stated that asphalt reclaims are the product of pavement and subservice grindings. He stated that this would hold better than gravel and will still require grading

by City Staff and will cause dust. Option Three is \$306,525 and includes the use of asphalt millings instead of gravel or the asphalt reclaim. Mr. Nourse stated that the millings are 100% asphalt product and will bare up better than the other materials and will not dust. He stated that none of these options are long term fixes and with exception of the millings option will all require annual maintenance on surface and ditch lines. Option Four is \$489,709 is for asphalt pavement to City Standards. Mr. Nourse made a point that these cost may escalate over time. Councilor Gray asked the current cost of annual maintenance and if additional measures could be taken to improve conditions. Mr. Nourse explained that current cost are nominal and are for the cost of materials added and staff time. He state it is in the hundreds of dollars, not thousands. He also stated that to keep the dust down staff could use calcium chloride, which will cut the dust down. Council Beaudoin asked about the annual maintenance on the first three options. Mr. Nourse stated that all would require ditch line maintenance. He stated that the gravel and reclaim will require annual grading. Millings would not require grading but would not hold up for 10 years. Councilor de Geofroy asked about ditch line maintenance if we paved the road. Mr. Nourse stated the ditch line would not require as much maintenance because the gravel and silt would not be making its way to t the ditch line. Mr. Nourse stated that this project would be added to the FY2024 CIP for consideration based on the Committee and Council recommendation on the options. Councilor Gray explained that this is a cut through road with fifteen homes that may not warrant the expense of paving and he noted the possibility of exploring lesser cost options.

***Councilor Larochelle made a motion to recommend that the full City Council approve Evans Road for a Paving Project to be added to the FY2024 Capital Improvement Budget for consideration with other capital projects. Councilor de Geofroy seconded the motion. The motion passed four to one (4-1) with Councilor Gray voting against.***

#### **4. Sewer System Master Plan (SSMP) Summer Operations**

Mr. Nourse that he the consultants in for a presentation of the SSMP. He noted that as a requirement for the City's permit we are required to control Infiltration and Inflow (I/I) into the sewer system to the maximum extent possible. Mr. Nourse explained the cost of treating what is essentially clean water at our treatment facility and pump stations and he estimated that more the 50% of the treated sewer during storms is the result of I/I. He introduced the City's consultant, John Sykora of Weston & Sampson Engineers, as the Project Manager for this project and stated Mr. Sykora was her to explain the initiatives that are underway. Mr. Sykora displayed a PowerPoint presentation (attached). The first slide explained some of the acronyms terminology used in reference to this program. Mr. Sykora explained Infiltration as groundwater entering the systems through leaking pipe joints, breaks or manhole and other defects in the system, and he defined Inflow as rainfall entering through direct connections such as roof leaders, yard drains, catch basins and residential sump pumps as well as City storm drains with direct connection to the sewer system. Mr. Sykora stated that Weston & Sampson will be working with City Staff and conducting system investigations to find locations where the I/I is entering the system. He stated that internal building inspections, CCTV inspections, manhole inspections and smoke testing will be conducted. Mr. Sykora stated that the smoke testing will be conducted this fall and he explained in detail the coordination and public notification processes that will be used. Councilor Larochelle asked about the content of

smoke. Mr. Sykora explained that this is non-toxic smoke and described it as similar to stage smoke. He stated Material Safety Data Sheets (MSDS) will be provided to Police, Fire and residents that request it. Councilor Gray stated that he believed that the homeowners will be most worried about the cost for disconnecting and rerouting the sump pumps and roof drains. Mr. Nourse stated that this phase is to identify the extent of the problem. He noted that as we are in project areas we will be redirecting the drain lines to a dedicated stormwater system. Councilor LaRochelle asked if this is part of the EPA mandated permit. Mr. Nourse state that it is required per the permit, it is necessary due to our overloaded basins at the WWTF and because of the treatment costs for treating the I/I unnecessarily. Councilor Gray asked if there was benefits to our process due to dilution of our inflow from I/I. Mr. Nourse stated that the I/I does not benefit us. The treatment process permit limits are based on pounds of influent and the I/I is included in that calculation. Councilor de Geofroy asked the percentage of the I/I vs. actual sewage going to the WWTF. Mr. Nourse stated that in high rain events the flow is 2X the amount of typical amounts. Councilor de Geofroy asked if it is likely that the future permits will get more restrictive as time goes on. Mr. Sykora stated that yes it is.

#### **5. RT 202A Water Main Extension Project Update**

Mr. Nourse stated this is an update on the 13.5M water main extension and tank project that will bring water to the RT202A corridor and may serve as many as one hundred and sixty homes. He stated that many of the homes have contaminated well water and that approximately 70% of the project is funded by the NH MtBE Bureau and NH Drinking and Groundwater Trust fund grants programs. Mr. Nourse stated that the pedestal has been installed for the tank and the water main has been run from the tank area cross country to Bickford Road and Winkley Farm Lane. The installation of the remaining 60 feet of pipe e to complete the connection from Washington Street to Winkley Farm should be completed in August. He displayed several construction photos for the Committee. He stated there has been a significant amount of ledge in the project, but that was anticipate and an allowance for it was included in the project cost. Mr. Nourse noted that the wear course of pavement is completed on Winkley Farm and the top coat is scheduled for September. Mr. Nourse noted that sixteen of the thirty homes on Winkley Farm Lane have committed to water service tie-ins. He stated he believes more will commit. He stated the costs for those services has ranged from nine thousand to thirty one thousand dollars with the average cost being seventeen thousand five hundred dollars. Mr. Nourse stated there are two abutters on Bickford Road that intend to tie in. Survey on RT202A are being process to determine any tie-ins on that road. He stated that the pipe and fuel escalation cost have previously been discussed that the pipe has not been an issue, but the fuel escalation allowance is at about 92%. Mr. Nourse stated that there is still eight hundred and sixty thousand dollars remaining in contingency. He stated that installation of the water main on 202A will be beginning along with tree trimming. He stated that the crane will be coming in to start the tank pedestal installation. The Dustin Homestead tie-in will occur in late July and service work for installation on Winkley Farm will begin in August. Mr. Nourse stated that the main installation for Fiddlehead Lane is scheduled for October and reclaiming and paving will follow. Service work on Fiddlehead is scheduled for November. Councilor Hamann asked if there will be hydrants installed on the mains. Mr. Nourse stated that they would

be installed along the lines. Councilor Hamann asked if the system would be looped to the existing line on Walnut Street near the overpass. Mr. Nourse stated that that would not be connected. He noted for future expansion at the Granite Ridge there is a possibility of tie-in to this new line in Winkley Farm Lane.

**6. Animal Trapping/ Baiting:**

Mr. Nourse stated that there had been a request to bait for bear on the City's Cocheco well property. He stated that this request had also been sent to the Code and Ordinance Committee where it has already been discussed and has been tabled for further investigation and information by the City Attorney. Mr. Nourse stated that this specific request is for a location at the City's well head and there is a one thousand foot sanitary protection area around the well head. He also noted that this property is in the South East Land Trust (SELT) Conservation area and that agreement does stipulate passive recreation that includes hunting. Mr. Nourse stated his concern for this activity at the well head that might be unsanitary. Mr. Nourse explained that the reason he included trapping in this agenda item is that he wanted the Committee to know that the City previously banned trapping on City property, but the DPW does allow trapping when it is necessary for public safety. Councilor Beaudoin mentioned that the State of NH Fish & Game has jurisdiction of all hunting regulations and that the City will have to defer to them for clarification.

**7. DPW Staffing Challenges**

Mr. Nourse displayed the memo he completed for the FY2023 Budgeting process as requested by Councilor Beaudoin (attached) He stated that the DPW has seen a 30% turnover of staff in five years and he mentioned this does not include retirements, disciplinary actions or disabilities. He stated that these departures are department wide. He said the increase in turnover is making our department's staffing less stable. He stated that he is not looking for action at this time, but he wants the City Council to be aware as he has concerns for the ability to meet the department's missions in the future if this is to continue. Mr. Nourse stated that this issue predates the Covid employment and the current inflation issues, but is exacerbated as post Covid times limits the number of available employee candidates and the inflation rate magnifies the problem of our sub-standard pay rates. Mr. Nourse stated that because of the high turnover rate our department is less effective than it could be and our supervisors and staff are in a continuous cycle of searching for qualified candidates, hiring, training and then seeing them depart. He stated that he understands the City Council and the Public do not see this but it is constant and it is a grind for staff and a drain of our department's resources. He stated that in many instances we are hiring staff, training them and paying for certifications required for the position, only to have them leave and go to other municipalities for higher wages once trained. He stated that we are also dealing with the nation's shortage of Commercial Driver Licensed (CDL) employees. He noted that the Nation is down one hundred thousand drivers. In the private sector driver starting wages for private sector drivers is thirty dollars (\$30) per hour, our average wage is twenty-one dollars and eighty-seven cents. The starting rate of thirty dollars per hours is more than our most senior drivers are making with decades of experience. He stated private sector wages are significantly higher than what the City staff is making and it makes it impossible to hire any experienced employees resulting in the department being a training



facility for other municipalities and private sector employers. He note private sector tow truck operators starting rates are approximately twenty-five dollars and hours with sign on bonuses and flaggers are at twenty dollars per hours. Mr. Nourse gave the example of a WWTF Operator leaving to work for a neighboring Community because our top end wage here in Rochester was very close to the bottom end wage scale in the neighboring Community. Rochester paid for the training and certification of this employee only to have another Community benefit from the training. He stated that two highly effective administrative professionals left employment in Rochester as they were contacted by previous employers with significantly higher wage offers. He stated that it isn't always about wage offers, we have lost employees to other Communities that have much higher opt out payments for opting out of health insurance programs and recently we had an Assistant City Engineer candidate that could not find housing in the area. Mr. Nourse stated we are down five employees at this time and he is aware of four other quality employees that are actively seeking employment elsewhere. Mr. Nourse stated that last winter we had more new plow truck operators than we have ever seen in the department and it did effect our operations with more complaint than we have previously seen. He note some of those new drivers have already left the City after getting their training, experience and CDL's here. Mr. Nourse explained that in order to get new employees into the City we are forced to higher wages which means an inexperience new employee is coming in at rates that are close to or the same as our experienced and dependable seasoned employees. This is causing morale issues and causing our staff to look elsewhere. Mr. Nourse stated that it is his hope that the upcoming contract negotiations with these employees results in competitive wages, but he has concern for what is happening now as the new contract will not be effective until a year from now, in July of 2023. Mr. Nourse stated some of these highly qualified employees are pulling all of the overtime they can just to keep up with the inflation impacts on their households. He noted that if we experience significant shortages we may need to look at contracting out some work and that is always going to be more costly for the City than maintain a stable workforce. Mr. Nourse reiterated that he understands there are no solutions at this time, but he feels that in support of his department's mission and in support of his staff he wanted to make the Council aware of the problem. Councilor Beaudoin asked that the Director resend the Budget memo displayed and attach it to the minutes. Councilor Beaudoin expressed his concern for the issue. Councilor LaRoche asked if the City Manager was aware. Mr. Nourse stated that Mr. Cox is aware and recognizes that this concern is Citywide. Councilor LaRoche stated his hope that the full City Council is made aware of the problem. Councilor Beaudoin suggested sign on bonuses that have stipulations and noted that the City does need to look wages that will make us competitive.

#### **8. Other:**

**Water Resources** – Councilor LaRoche asked about water levels and any shortages due to regional drought conditions. Mr. Nourse state that the City is still over 90% of capacity and does not have concerns at this time.

**Community Center Parking Signs** – Councilor Gray stated that the reserved parking signs for the Tax Office do not state days of the week or hours, therefore when people go there outside the operation hours of the Tax Office we are limiting parking unnecessarily. Mr. Nourse stated staff would look into that.

**Eversource Tree Cutting** – Mr. Nourse stated that the Committee members may have noticed a significant amount of tree trimming or removal in the City’s right of way recently. He noted that Eversource has explained the number one cause of power outages in NH is caused by trees, at 35% of all outages. He stated that Eversource has a vegetation management program. That program budget has gone from six million dollars in 2015 to thirty-five million in 2022 and this investment has significantly diminished the outage in the past few years. Mr. Nourse stated that he has been informed that they are on a three year mission to trim twelve thousand miles of transmission mains state wide, including 213 miles in Rochester. He stated that they have an aggressive approach which includes clearing eight feet from each side of the line, ten feet below and fifteen feet above the line, and all saplings capable of growing are removed as are all dead trees. He stated that any trees on private property they must receive permission from the owner. Logs and debris are left for homeowner and residents to take if wanted, and will be cleaned up and removed by a separate crew if not. Mr. Nourse stated if residents had concerns about the tree trimming and removal they can call Eversource at the 800-662-7764.

**Chemical Costs** – Mr. Nourse reported that the Water Treatment chemical cost is up 71% and the Wastewater chemical cost are up 26%. He stated that follow up from last month was to provide what percentage the cost of chemicals were to the overall water and sewer fund budgets. He stated it is 5% of Water Fund O&M Budget and 1.5% of the Sewer Fund O&M Budget. Councilor de Geofroy asked about the unavailable chemical. Mr. Nourse stated that there is a nationwide shortage of Sodium Fluoride and we are unable to obtain it so is not being added. He noted that if necessary fluoride can be obtained by prescription from health care professionals.

**Katie Lane Drainage Reconstruction** – Mr. Nourse stated that in June he had provided the scope of work and cost to the Public Works Committee for the drainage reconstruction on City property at the end of Katie Lane and behind the Portland Street homes. The total cost was two hundred and seventy-eight thousand three hundred and ninety-nine dollars and forty-eight cents. \$278,399.48. He stated there are sufficient funds to complete that scope. Mr. Nourse noted that he had proposed the use of the City’s contracted service contractor per Bid #21-23. He stated that this bid goes out every couple of years and is awarded to the low bidder. Mr. Nourse explained that this bid and contractor pricing is use for projects when the magnitude is outside the ability of City Staff and sometimes for cost savings when consulting engineers may not be necessary. Consulting engineers can escalate a project cost when formal plans and documents are needed for bidding. Mr. Nourse noted that this contractor had met on site with this Committee and residents and had worked with City Staff to have plans made for the reconstruction of the drainage facilities in the area. Since last month’s meeting he has discussed the project with the Finance Department and they have suggested this topic go to the Finance Committee for a waiver of bidding. Mr. Nourse further explained that per the specifications of the bid this would fall under non-emergency work which is described as “work that is considered small scale, routine maintenance or repair to water distribution, wastewater or storm water collection system, streets, or sidewalks that the city does not have the equipment to complete. It is expected that the duration of such work will be short term and generally less than 4 weeks.” Mr. Nourse stated that the project while it is for the stormwater system it is not routine or small scale and may last

for more than four weeks. He noted that if the department does go out to bid, formal plans and bid documents will need to be drafted and managed by a consultant and he is not opposed to doing that, but wants the Committee to be aware that this will not happen in this year's construction season. Councilor Beaudoin noted that the drawings that were provided last month were of good quality and asked where they came from. Mr. Nourse stated that those were provided by a sub consultant of the contractor. Councilor Beaudoin asked if the cost for that was included in the proposed pricing. Mr. Nourse stated that it was.

***Councilor Gray made a motion to recommend the full City Council send the discussion for a bid waiver to the Finance Committee. Councilor Beaudoin seconded the motion. The motion passed unanimously.***

***Councilor LaRochelle made a motion to adjourn the meeting at 8:38 pm. Councilor Beaudoin seconded the motion. The motion passed unanimously.***

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

# Evans Road Paving Survey

07/28/2022

Address	I Do	Do Not	Comments
0 Evans	X		Please also pave the end of Stage Coach Rd due to constant build up of road material from plowing & road maintenance.
15A & 15B Evans	X		If not paved please grade and maintain with dust control.
16 Evans		X	We already have issues with cars coming too fast over the blind hill towards our driveway. We have had several near misses already.
31 Evans	X		
33 Evans	X		At the very least, we would ask that the maintenance to the road be increased. If paving is not selected we ask that a beter base be applied per the standards Peter spoke about durning the meeting.
34 Evans	X		
35 Evans		X	
35A Evans	X		
40 Evans	X		Either pave the road or find an alternative surface material that will reduce dest and mud.
50 Evans	X		
51 Evans	X		If not paved we would like to have a more regular routine maintenance put in place. We feel grading the road two times a year is not enough. In the past reclaimed was used on the road not only helped with dust but also lasted longer.
55 Evans	X		If not paved please maintain with dust control.
61 Evans	X		
75 Evans		X	

**Option 1****Evans Rd. - Enhanced Gravel Road**

Work Item	Estimated Cost	Cumulative Est. Cost
Erosion/Sed Control	\$20,860	\$20,860
Culvert Replacement	\$25,960	\$46,820
Centerline Adjustment	\$20,893	\$67,713
Underdrain	\$44,860	\$112,573
Shape Base	\$19,630	\$132,203
Reestablish Ditch Lines	\$49,087	\$181,290
Add 6" Crushed Gravel	\$64,888	\$246,178
Contingency 10%		\$24,618
Total		<b>\$270,796</b>

**Option 2****Evans Rd. - Enhanced Asphalt Reclaim Road**

Work Item	Estimated Cost	Cumulative Est. Cost
Erosion/Sed Control	\$20,860	\$20,860
Culvert Replacement	\$25,960	\$46,820
Centerline Adjustment	\$20,893	\$67,713
Underdrain	\$44,860	\$112,573
Shape Base	\$19,630	\$132,203
Reestablish Ditch Lines	\$49,087	\$181,290
Add 6" Asphalt Reclaim	\$55,000	\$236,290
Contingency 10%		\$23,629
Total		<b>\$259,919</b>

**Option 3****Evans Rd. - Enhanced Asphalt Millings Road**

Work Item	Estimated Cost	Cumulative Est. Cost
Erosion/Sed Control	\$20,860	\$20,860
Culvert Replacement	\$25,960	\$46,820
Centerline Adjustment	\$20,893	\$67,713
Underdrain	\$44,860	\$112,573
Shape Base	\$19,630	\$132,203
Reestablish Ditch Lines	\$49,087	\$181,290
Add 6" Asphalt Millings	\$97,369	\$278,659
Contingency 10%		\$27,866
Total		<b>\$306,525</b>

**Option 4****Evans Rd. - Asphalt Paved to City Standards**

Work Item	Estimated Cost	Cumulative Est. Cost
Erosion/Sed Control	\$20,860	\$20,860
Culvert Replacement	\$25,960	\$46,820
Centerline Adjustment	\$20,893	\$67,713
Underdrain	\$44,860	\$112,573
Shape Base	\$19,630	\$132,203
Reestablish Ditch Lines	\$49,087	\$181,290
Add 6" Crushed Gravel	\$64,888	\$246,178
2.5" Binder HMA	\$136,222	\$382,400
1.5" Wear HMA	\$62,790	\$445,190
Contingency 10%		\$44,519
Total		<b>\$489,709</b>



transform your environment

# INTRODUCTION

- John Sykora, Weston & Sampson



# TERMS & DEFINITIONS

- gpd: gallons per day
- mgd: million gallons per day
- gpdim: gallons per day per inch per mile
- SSO: Sanitary Sewer Overflow
- SSES: Sewer System Evaluation Survey
- Infiltration: Groundwater entry into sewer system via pipe and manhole defects
- Inflow: Surface runoff entry into sewer system via storm system, roof leaders, sump pumps, etc.
- I/I: Infiltration and Inflow
- CCTV: Closed Circuit Television Inspection
- CMOM: Capacity, Management, Operation and Maintenance

# WHAT IS I/I?

Infiltration and Inflow (I/I) is extraneous water that enters a sewer and reduces the useful life and capacity of the sewer system and treatment facility

# WHAT IS INFILTRATION?

07/28/2022

Groundwater entering through leaking pipe joints, breaks, or manhole defects. This occurs when the system undergoes material and joint degradation, as well as when it is poorly designed and constructed



# WHAT IS INFLOW?

Rainfall entering through direct connections such as roof leaders, yard drains, catch basins, sump pumps, defective manhole covers and frame seals, or indirect connections with storm sewers



# INVESTIGATIONS

07/28/2022

## INFILTRATION INVESTIGATIONS

- Television Inspection
- Manhole Inspections
- Flow Isolation



Scheduled for Fall  
2022

# INVESTIGATIONS

07/28/2022

## INFLOW INVESTIGATIONS

Smoke Testing Scheduled for  
August-September 2022

- Smoke Testing
- Internal Building Inspections
- Dye Testing





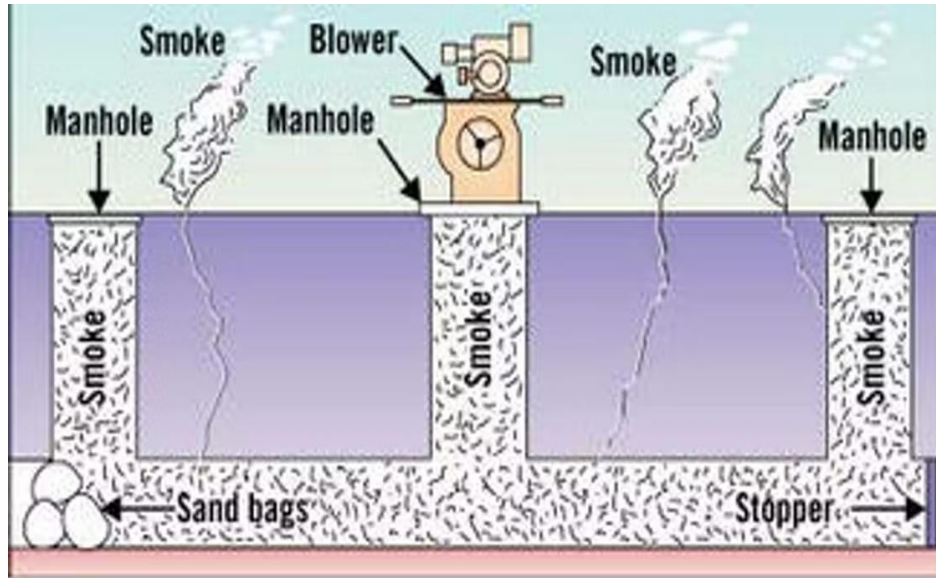
# AUGUST- SEPTEMBER INVESTIGATIONS 2022

07/28/2022



- Smoke Testing-250,000 lf
- Approximately half of the city-wide sewerage linear footage
- Reporting

# WHAT IS SMOKE TESTING?



- Introduce smoke into sewer system
  - Non-Toxic Smoke
  - Blow smoke into piping
- Observe where smoke surfaces
- Document



07/28/2022

# WHAT ARE WE LOOKING FOR?



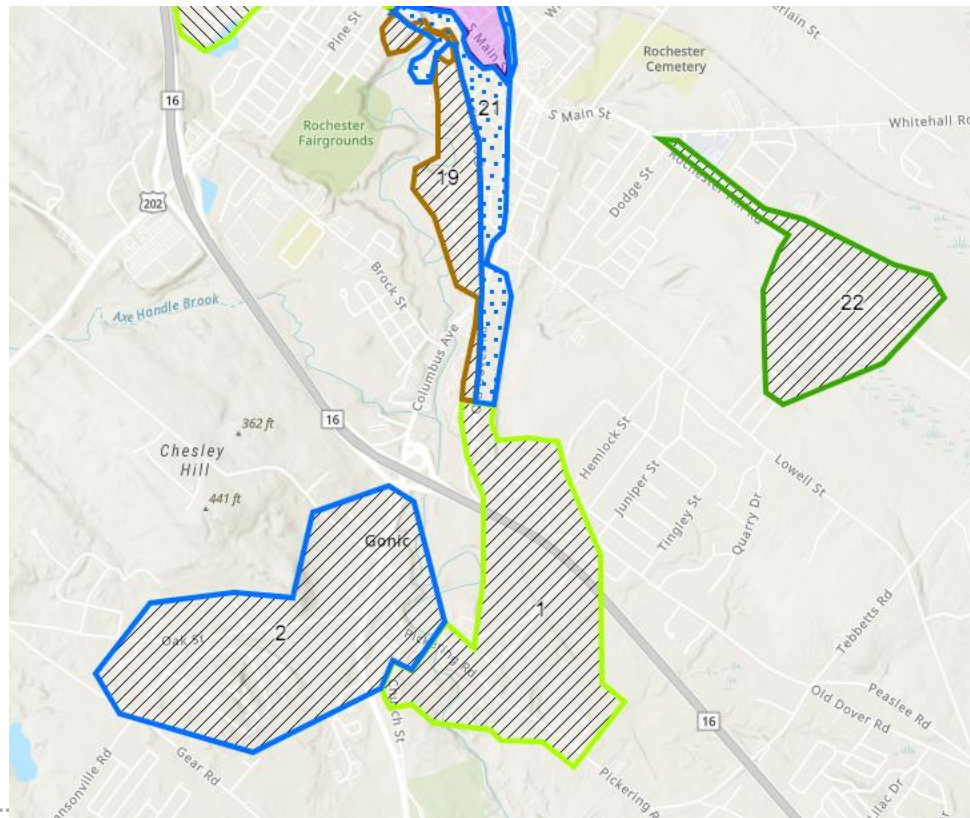
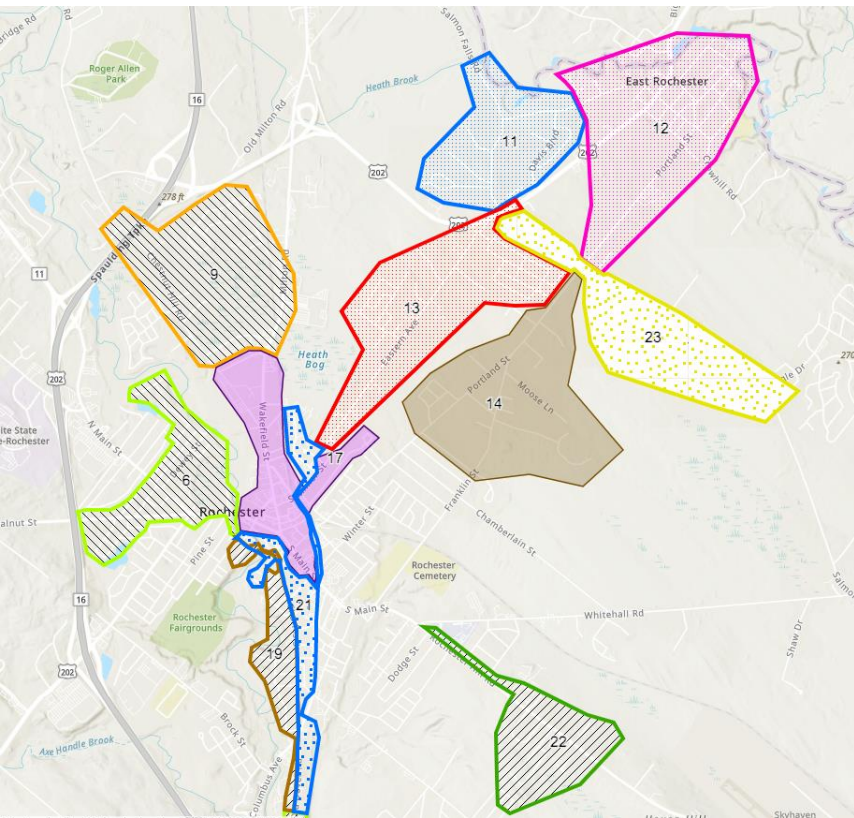
# SMOKE TESTING EQUIPMENT?

07/28/2022



# SMOKE TESTING AREAS

07/28/2022





# PUBLIC NOTICE

07/28/2022



Pre-Noticing to home owners.

- Notify public (1-2 weeks prior)
- Local media and local fire, police, 911 call center
- Handouts to Residents/ Businesses
- Day of Notifications
  - locations, appropriate actions, phone number to relay concerns

# PUBLIC NOTICE

07/28/2022

## Press Release Statement

### Smoke Testing to be Conducted August X, 2022 to September XX, 2022

In order to improve the sewer service in your area, on behalf of the City of Rochester, Weston & Sampson will be conducting smoke testing of the sanitary sewer between August X and Sept. X, 2022. Testing will take place from 7:00 a.m. to 5:00 p.m., Monday through Friday, weather permitting.

The purpose of smoke testing is to locate sources of rainwater entering the sanitary sewer. During the test, white smoke is introduced to the sanitary sewer system via a smoke-generating machine. During this procedure, white smoke will be venting from holes in manhole covers located in the street and from plumbing vent pipes located on or near your roof surface. THIS IS NORMAL AND SHOULD NOT CAUSE ALARM.

Smoke should not enter your premises unless there is either a dry trap in an unused fixture or a plumbing defect. You may wish to pour two gallons of water down your basement floor drain or unused plumbing fixture to ensure that the drain trap will be effective.

Should smoke be detected within your building, do not be alarmed. The smoke is NON-TOXIC, NON-STAINING, and dissipates quickly through open windows. IF YOU HAVE A LUNG AILMENT or RESPIRATORY CONDITION SUCH AS ASTHMA OR EMPHYSEMA, STAY AWAY FROM THE SMOKE. Any smoke within a building should be immediately reported to the persons conducting the tests.

Weston & Sampson Engineers, Inc. company vehicles are black with the company name on the sides and their smoke testing personnel will be wearing shirts with the Weston & Sampson markings and a current Weston & Sampson ID card.

Any questions should be directed to Weston & Sampson at (603) 570-6318. Please leave a message including your name, address, and telephone number and you will be responded to promptly.

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## **\*NOTICE\*** **SMOKE TESTING**

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In order to improve the sewer service in your area, on behalf of the City of Rochester, Weston & Sampson will be conducting smoke testing of the sanitary sewer between August X and August X, 2022 Testing will take place from 7:00 a.m. to 5:00 p.m., Monday through Friday, weather permitting.

During the test, white smoke is introduced to the sanitary sewer system via a smoke-generating machine. During this procedure, white smoke will be venting from holes in manhole covers located in the street and from plumbing vent pipes located on or near your roof surface. THIS IS NORMAL AND SHOULD NOT CAUSE ALARM.

Smoke should not enter your premises unless there is either a dry trap in an unused fixture or a plumbing defect. You may wish to pour two gallons of water down any floor drains or unused plumbing fixture to avoid this possibility.

Should smoke be detected within your building, do not be alarmed. The smoke is NON-TOXIC, NON-STAINING, and dissipates quickly through open windows. IF YOU HAVE A LUNG AILMENT or RESPIRATORY CONDITION SUCH AS ASTHMA OR EMPHYSEMA, STAY AWAY FROM THE SMOKE. Any smoke within a building should be immediately reported to the persons conducting the tests.

**PRIOR TO SMOKE TESTING, THE CITY OF ROCHESTER MUST IDENTIFY LOCATIONS OF RESIDENTS WITH POOR HEALTH CONDITIONS. ALTHOUGH THE SMOKE IS NON-TOXIC AND NON-STAINING, IT IS CAPABLE OF CAUSING IRRITATION, ESPECIALLY TO THOSE WITH LUNG AILMENTS SUCH AS ASTHMA OR EMPHYSEMA. IF YOU HAVE A RELATED HEALTH CONDITION, PLEASE CONTACT WESTON & SAMPSON ENGINEERS, INC. AT (603) 570-6318. PLEASE LEAVE A MESSAGE INCLUDING YOUR NAME, ADDRESS, AND TELEPHONE NUMBER AND YOUR CALL WILL BE RETURNED PROMPTLY.**

**THE TEST WILL BE PERFORMED WITHIN ONE TO THREE BUSINESS DAYS AFTER RECEIVING THIS NOTICE AT YOUR HOME, PENDING WEATHER CONDITIONS.**

#### **PLEASE NOTE:**

- YOU ARE NOT REQUIRED TO BE AT HOME DURING THE SMOKE TESTING
- IF YOU WILL NOT BE HOME DURING THE DAY, PLEASE TAKE PRECAUTIONS TO VENTILATE THE AREA WHERE YOUR PET WILL BE.

If you have specific questions regarding the inflow source removal program, please call Rochester's DPW's phone number at 603-332-4096.

# COMMUNICATION IS KEY 07/28/2022



- Weston & Sampson Staff will be available before, after and during testing to answer any questions
- Notify public when testing has been completed in their area
- Ongoing communication is key!

# THANK YOU!

Contact info:

John M. Sykora III

[sykoraj@wseinc.com](mailto:sykoraj@wseinc.com)

603-570-6318

## Questions?



# *City of Rochester, New Hampshire*

## PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

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

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### INTEROFFICE MEMORANDUM

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**TO:** Katie Ambrose, Deputy City Manager  
Kim Conley, Human Resources

**FROM:** Peter C. Nourse, Director of City Services

**DATE:** May 16, 2022

**SUBJECT:** FY23 Budget Proceedings: Follow up for Councilor Beaudoin's Question on Public Works Department Attrition Rate

**CC:** Blaine Cox, City Manager

At the May 6<sup>th</sup> Budget hearing I indicated that the department has struggled with employee retention. Requested was the “attrition rate” of employees. I have maintained a journal of employee additions and deletions from the department workforce and the reasons therefore to the best of my knowledge. Much of the turnover is due to wage shortfalls when compared with other communities and sometimes the private sector. The Jacobs Workforce Study presented to the Council indicates that Rochester’s water/wastewater workforce compensation is about 18% below the municipal regional average for similar work.

Below is a list of department positions by year that saw employees depart from City service. Many departed for higher wages elsewhere. None listed are due to Retirements, disability or disciplinary issues. The number indicates a 30% turnover rate in five years.

2022	Wastewater Treatment Operator	Wastewater Treatment Facility
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2021	Municipal Supervisor;	Utilities Division
2021	Light Equipment Operator	Utilities Division
2021	Medium Equipment Operator	Highway Division
2021	Mechanic	Highway Division
2021	Mechanic	Highway Division
2021	Wastewater Maintenance Mechanic	Wastewater Treatment Facility
2021	Wastewater Maintenance Mechanic	Wastewater Treatment Facility
2021	Wastewater Lead Mechanic	Wastewater Treatment Facility
2020	Wastewater Maintenance Mechanic	Wastewater Treatment Facility
2020	Light Equipment Operator	Highway Division
2020	Light Equipment Operator	Utilities Division
2019	Light Equipment Operator	Highway Division
2019	Maintenance Mechanic	Public Buildings and Grounds
2019	Admin Assistant II	Admin Division
2019	Admin Assistant II	Admin Division
2019	Municipal Supervisor	Utilities Division
2018	Water Treatment Operator	Water Treatment Plant
2018	Assistant City Engineer	Engineering Division
2017	Wastewater Lead Mechanic	Wastewater Treatment Facility
2017	Light Equipment Operator	Highway Division

Training a new employee requires a significant resource of existing staff. New employees often obtain trade licenses or qualifications at the expense of Rochester's staff and funds. Too often these employees move on to other communities after a short time with the City, beyond the short-term resulting in a waste of City resources.

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City Clerk's Office

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**Amendment to the General Ordinances of the City of Rochester Creating Chapter 260A Regarding  
Water Development Connection Fees**

THE CITY OF ROCHESTER ORDAINS:

That the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended to include the following in its entirety:

## **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.

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.

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City Clerk's Office

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**§ 260-33. Water Rate and Fee Schedule. [Amended 6-26-2007; 6-10-2008; 6-16-2009; 7-5-2011; 11-20-2012; 2-4-2014; 9-15-2015]**

**A. Quarterly water rates. [Amended 11-1-2016; 2-6-2018; 5-5-2020]**

- (1) Residential customers without exemption: five dollars and eighty-three cents (\$5.83) per 100 cubic feet of water use.
- (2) Residential customers with exemption: two dollars and fifty-two cents (\$2.52).
- (3) Commercial and industrial customers: five dollars and eighty-three cents (\$5.83).
- (4) Unmetered residential customers:
  - (a) Per quarter per unit without exemption: one hundred fifty-five dollars and ninety-six cents (\$155.96).
  - (b) Per quarter per unit with exemption: seventy-seven dollars and ninety-six cents (\$77.96).
- (5) Minimum fee:
  - (a) Per quarter per unit without exemption: twenty-two dollars and fourteen cents (\$22.14).
  - (b) Per quarter per unit with exemption: seventeen dollars and seventy-six cents (\$17.76).

**B. Fees.**

- (1) Installation: a minimum of three hundred dollars (\$300.) or estimated cost of installation, in advance one hundred dollars (\$100.).
- (2) Installation and repair license: one hundred dollars (\$100.) per year.
- (3) Bad check: twenty-five dollars (\$25.) plus all associated fees.
- (4) Service reactivated following payment when shut off due to nonpayment: sixty dollars (\$60.).
- (5) Service shutoff or turn on by request: thirty dollars (\$30.).
- (6) Temporary service: see installation fees; water charges will be billed accordingly.
- (7) Private fire protection service: see installation fees.
- (8) Private fire hydrant service connection: one hundred fifty dollars (\$150.) per hydrant per fiscal year. For purposes of this subsection, a private fire hydrant shall mean any fire hydrant located outside the public right-of-way and/or located on property other than that owned by the City of Rochester but which is connected to the public water system. Any private hydrant located behind a water meter on that property shall be exempt from this charge.
- (9) Swimming pools: fees based on volume used times unit rate.
- (10) Meter repair or testing: thirty dollars (\$30.) per visit plus cost of transportation of meter to testing facility and cost of testing.
- (11) Meter damage: fifty dollars (\$50.).

- 07/28/2022
- (12) Backflow prevention devices: all costs associated with installation, repair, or inspection paid by owner. Inspection costs shall be not less than minimum service charge.
  - (13) Violations: all costs to correct violation paid by owner.
  - (14) Minimum service charge: thirty dollars (\$30.) per visit.
  - (15) Meter tampering charge: a reconnection fee of not less than one hundred dollars (\$100.) nor more than five hundred dollars (\$500)
  - (16) Minimum charge for road maintenance between December 1 and March 31: two hundred dollars (\$200.)
  - (17) System Development Fees: Three Dollars and Seventeen Cents (\$3.17)



**Amendment to Chapter 200 of the General Ordinances of the City of Rochester Regarding Sewer Development Connection Fee**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 200 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended to add the following in its entirety:

## **Chapter 200-7-T**

### **Sewer Development Connection Fee**

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#### **§200-7-T-1 Authority.**

The City of Rochester is authorized pursuant to RSA 31:139 and RSA 149-I:7 to assess a Sewer Development Connection Fee on new connections and development to help meet the additional Sewer system demands created by the new development including capital construction and improvement of the City's Sewer system. Said fees are assessed on a capacity-buy in approach as set forth in §200-7-T-4 below.

#### **§200-7-T-2 Definitions.**

This Chapter incorporates by reference the Definitions found in the City of Rochester Sewer Ordinance, Chapter §200, as amended.

#### **§200-7-T-3 Purpose.**

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

#### **§200-7-T-4 Sewer Development Connection Fee**

The Sewer 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 Sewer 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 Sewer treatment and distribution facilities, inclusive of the system defined herein as the Public Sewer System.

#### **§200-7-T-5 Calculation of Fees**

The Sewer 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 Sewer system in gallons per day. The portion of the Sewer system capacity assigned to any new user is determined based on New Hampshire Sewer Usage Unit Design Standards, as contained in Table 1008.01 in Env-Wq 1008.3 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>

#### **§200-7-T-6 Assessment and Collection of Fees**

The Sewer development connection fee will be assessed by the Department at the time of application for new connections pursuant to Article I, §200-7-T-4. The fees shall be collected at the time of application for connection in accordance with §200-7-T-4 above; however, the Department and applicant may establish an alternate, mutually acceptable schedule of payment of Sewer 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 Sewer development connection fees as necessary.

#### **§200-7-T-7 Waivers**

A. An applicant may request a full or partial waiver of the Sewer 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 Sewer 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 Sewer 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 Sewer 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.

#### **§200-7-T-8 Administration of Sewer 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 Sewer facilities for which fees are assessed, and shall be used solely for the purposes specified in this ordinance. The Sewer development connection fee account shall be a

capital reserve fund account and the City shall not accrue these fee revenues to the general fund. 07/28/2022

B. Payment, administration, collection, custody and records for the Sewer 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 Sewer system facilities funded through impact fees during the prior year.

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

**§ 200-7-T-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.

**§ 200-7-T-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.

**§ 200-7-T-11 When effective**

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

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City Clerk's Office

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**§ 200-33. Wastewater Rate and Fee Schedule. [Amended 7-1-2000; 6-26-2007; 2-5-2008; 5-6-2008; 6-10-2008; 6-16-2009; 8-18-2009; 6-21-2011; 11-20-2012; 11-1-2016; 2-6-2018; 3-5-2019; 5-5-2020]**

**A. Quarterly wastewater rates.**

- (1) Residential customers without exemption: seven dollars and forty-three cents (\$7.43) per 100 cubic feet of water use.
- (2) Residential customers with exemption: four dollars and ninety-four cents (\$4.94) per 100 cubic feet of water use.
- (3) Commercial and industrial customers: seven dollars and forty-three cents (\$7.43) per 100 cubic feet of water use.
- (4) High-volume customers (i.e., customers using more than 5,000 units\*\* monthly): six dollars and sixty-eight cents (\$6.68) per 100 cubic feet of water use. \*\*Note: For purposes of this section the word "unit" shall mean 100 cubic feet or 748 gallons of water use.
- (5) Unmetered residential customers:
  - (a) Per quarter per unit without exemption: two hundred twenty-nine dollars and forty-seven cents (\$229.47).
  - (b) Per quarter per unit with exemption: one hundred fourteen dollars and seventy-two cents (\$114.72).
- (6) Sewer metered customers: seven dollars and forty-three cents (\$7.43) per 100 cubic feet.
- (7) Minimum fee:
  - (a) Per quarter per unit without exemption: thirty-four dollars and thirty-one cents (\$34.31).
  - (b) Per quarter per unit with exemption: twenty-seven dollars and thirty-one cents (\$27.31).

**B. Septage discharge: fifty-five dollars (\$55.) per 500 gallons or portion thereof.**

**C. RV septage discharge: sixteen dollars (\$16.) flat fee.**

**D. Graywater disposal: thirty dollars (\$30.) per 2,000 gallons or portion thereof.**

**E. TKN surcharge:**

- (1) Ceiling limit: 60 pounds per day TKN.
- (2) Surcharge fee: one dollar and eighteen cents (\$1.18) per pound of TKN.

**F. Fees.**

- (1) Permit and inspection fee: fifty dollars (\$50.).
- (2) Wastewater discharge permit fee: fifty dollars (\$50.)
- (3) Reserve capacity assessment: ~~two~~ four dollars and thirty three cents (~~\$2.~~\$4.33) per gallon.
- (4) Installation fees. Installation by City: three hundred dollars (\$300.) minimum or estimated costs.

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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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**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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City Clerk's Office

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07/28/2022

## 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**

**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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**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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07/28/2022

## 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**

## 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

## 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



## *City of Rochester, New Hampshire*

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917

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

MEMO

TO: City Council

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

DATE: July 13, 2022

RE: Strafford Square Project - Supplemental Appropriation

This memorandum is written to provide additional information received from Director Nourse regarding the circumstances requiring a supplemental appropriation for the Strafford Square project.

1. The Strafford Square project has been ongoing for many years. This project has experienced a prolonged timeline and considerable construction cost increases. Project CIP appropriations were made in FY05, FY11, FY12 and FY16. The last appropriation was \$5M and represented the construction cost at that time.
2. The current estimate was established with NH DOT last summer. Since then, the index has increased significantly by another 8%. Due to the timing of the project design and bidding, there was not enough information at the time to accurately amend the budget during the FY23 CIP budget process. This appropriation was then recommended by the Public Works & Building Committee at their June 16<sup>th</sup> meeting.
3. Without supplemental appropriations DPW would need to defer multiple projects each year. This would impact the implementation of the Capital Improvements Plan and would result in even greater project cost increases. Projects involving federal aid also take longer to plan and execute which can result in outdated estimates and longer timelines.
4. DPW did request increased federal funding for this project in 2016 and received a federal ceiling increase of \$1M. \$867,482.10 of the \$3,000,000 supplemental appropriation is Federal NHDOT grant funding. The \$2,132,517.90 balance would be funded by borrowing.
5. The current bid can be held only until 8/23. Based on the current market, another cost increase would be likely after that date.

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City Clerk's Office

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**SE-22-42****Special Event License****Status:** Active**Date Created:** Jul 20, 2022**Applicant**

Michael Morse  
apwent.llc@gmail.com  
72 Dearborn Road  
Auburn, NH 03032  
6034011312

**Location**

78 WAKEFIELD ST  
ROCHESTER, NH 03867

**Owner:**

Governors Inn  
78 WAKEFIELD ST ROCHESTER, NH 03867

**Licensee Information****Is this for a business or organization?****Business / Organization Type**

LLC

**DBA**

APW Entertainment LLC aka Atlantic Pro Wrestling

**Organization/Business Information****Owner Name**

Michael

**MI**

G

**Owner Last Name**

Morse

**Phone**

6034011312

**Mailing Address**

72 Dearborn Road

**City**

Auburn

**State**

NH

**Zip**

03032

**Person Responsible for Daily Operation****Name**

Michael Morse

**Phone**

6034011312

**Email**

**Event Description****Type of Event**

Wrestling / Boxing

**Name of Event**

APW: Live Free or Die

**Description**

Family Friendly professional wrestling event with 8 scheduled matches

**Do you plan on using City parks or space for this event?**

No

**Event Date(s)/Location(s)****Event Start Date**

08/28/2022

**Event End Date**

08/28/2022

**Event Start Time**

3:00pm

**Event End Time**

5:30pm

**Setup Date**

08/28/2022

**Setup Time**

11:00am

**Breakdown Date**

08/28/2022

**Breakdown Time**

5:30pm

**Address**

78 Wakefield St Rochester NH 03867

**Event Information****Name of Charity**

None

**First Aid Provider**

Rochester Police

**Merchandise Vendors**

0

**Food Vendors**

0

**Estimated Attendance**

150

**Parking Description**

We will be using the Governor's Inn Parking lot

**Street Closure Required**

No

**Police/Fire Detail Required**

Police

**Will you be using amplified sound?**

Yes

**Will you be serving alcohol?**

Yes

**What type of alcohol will you be serving?**

Beer and Spirits through the Venue

**Will there be tents or bouncy houses?**

No

**Will there be fences?**

No

**Will there be portable restrooms?**

no

**Will you need to use any municipal equipment?**

No

**Amplified Sound****Description**

Two speakers, Music and Microphones

**Type**

Stationary

**Pre-Event Sound Start Time**

2:15pm

**Pre-Event Sound End Time**

5:30pm

**Event Sound Start Time**

3:00pm

**Event Sound End Time**

5:30pm

**Clean Up / Litter Management****Acknowledgement**

I hereby certify that the information provided are true and correct, I understand that my misrepresentation of information on this form may result in denial of the permit by the Licensing Board.

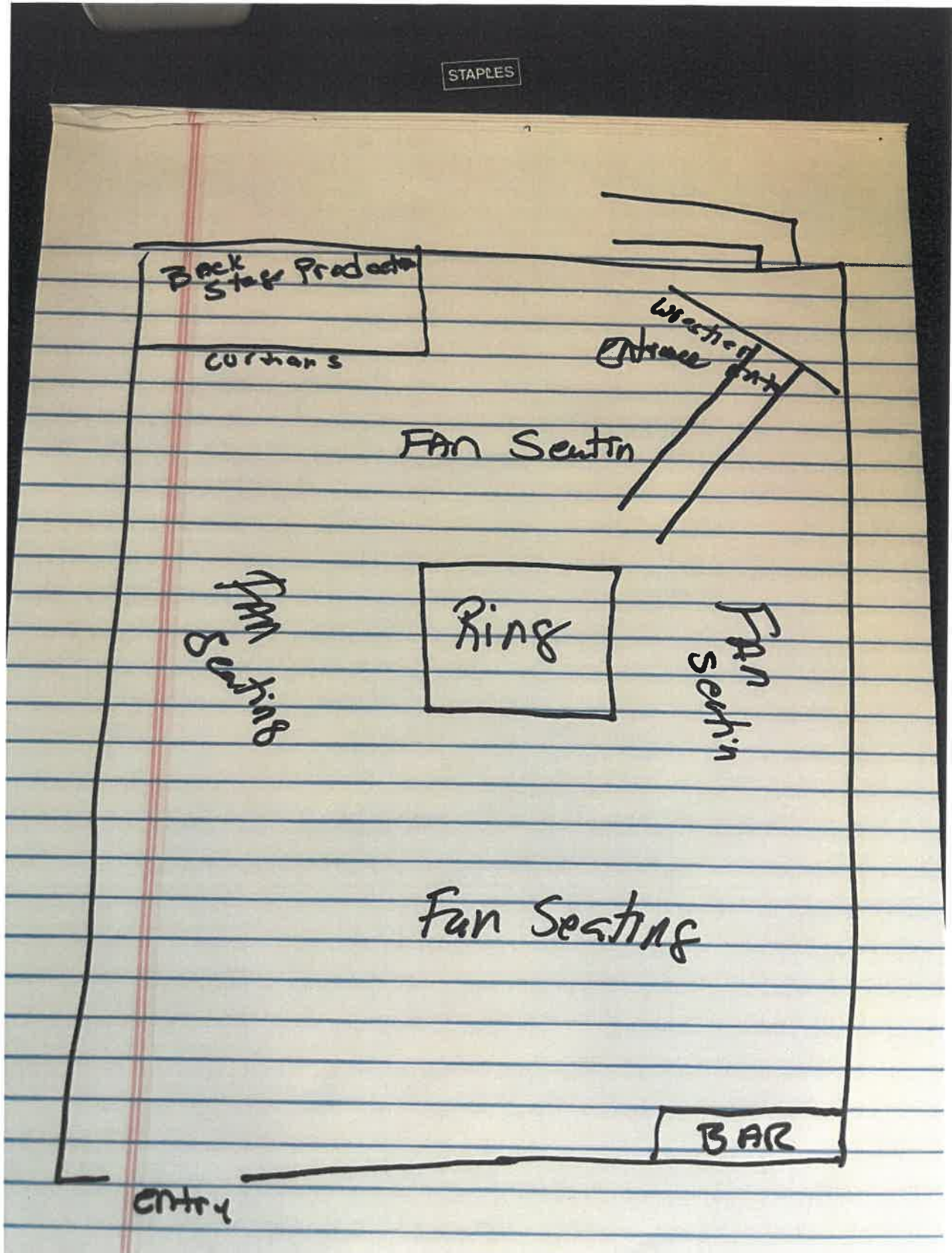


By checking this box, I agree that this is the equivalent to a handwritten signature and is binding for all purposes related to this transaction.

Michael Morse

07/20/2022

**Comments for Permit**



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

APPLICATION FOR PROMOTER'S PERMIT

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

NAME OF ORGANIZATION: APW Entertainment LLC  
ADDRESS: 72 Dearborn Road  
Auburn, NH 03032

NAME OF CONTACT PERSON: Michael Morse  
ADDRESS: 72 Dearborn Road  
Auburn NH 03032  
TELEPHONE: 603-401-1312  
E-MAIL: APWENT.LLC@GMAIL.COM

LOCATION OF EVENT: Governor's Inn 78 Wakefield St  
Rochester, NH 03867  
DATE OF EVENT: August 28, 2022

ATTACH THE FOLLOWING TO THIS FORM:

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

SIGNATURE OF AUTHORIZED AGENT: [Signature]  
DATE: 7/18/2022

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

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

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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  
Food Service Chapter Local 3607**

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 Food Service employee collective bargaining group, covering the period July 1, 2022 to June 30, 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 Food Service Tentative Agreement” dated June 20, 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: RFT Food Service Tentative Agreement

June 20, 22

## RFT Food Service Chapter

School Health Cost Sharing Health Plan	80/20	80/20	80/20	80/20
	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000
Projected Health Increase		GMR 5.2%	5%	5%
	Current FY22	FY23	FY24	FY25
<b>Wages</b>				
Base Wage	573,070	655,719	690,788	713,242
Longevity	12,870	12,870	12,870	12,870
Off Step Stipend	6,000	6,000	6,000	6,000
Total Wages	591,940	674,589	709,658	732,112
Dollar Change		82,649	35,069	22,455
% Change		13.96%	5.20%	3.16%
<b>Benefits</b>				
FICA	36,700	41,825	43,999	45,391
Medicare	8,583	9,782	10,290	10,616
Health Insurance	96,750	99,959	104,957	110,205
Dental	881	881	881	881
Total Rollups	106,214	110,622	116,128	121,701
Dollar Change		4,407	5,506	5,573
% Change		4.15%	4.98%	4.80%
<b>Totals</b>				
Total Wages Benefits and Rollu	698,154	785,211	825,786	853,814
Dollar Change		87,056	40,575	28,028
% Change		12.47%	5.17%	3.39%

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





07/28/2022

**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 (Food Service)

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	July 19 <sup>th</sup> Non Mtng & August 2 <sup>nd</sup> Public Vote		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	June 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 Food Service personnel. It is requested that the details of these TA's be presented & discussed with the Council in non-public session on July 19<sup>th</sup> with a public session vote at the Regular City Council meeting on August 2nd.

**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**



June 20, 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 Food Service Chapter, Local 3607 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 June 9, 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 July 19, 2022 with a possible vote on August 2, 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: June 20, 2022  
SUBJECT: Collective Bargaining Status Report

### Contents:

Status of Collective Bargaining Agreements  
Food Service 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. (**Recently presented TAs to City Council**)
2. RFT Food Service Chapter contract expires on June 30, 2022. School Board and Federation recently adopted the tentative agreement.
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 - June 2022

Page 1 of 5

Food Service Agreement TA- Duration; 3 years.

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

Rochester Federation of Teachers  
AFT Local 3607, AFT-NH, AFL-CIO  
Food Service Chapter  
And  
Rochester School Board  
Tentative Agreement

**Number of Staff: 36**

In the first year, the increases are included in the tax cap compliant budget. The only cost item updated in this agreement was the salary scale.

**Cost Items: (salary scales as ammended)**

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

**Article XXII - Wage Schedule****2021-22**

	<b>Years of Experience</b>	<b>Cook Manager/Driver</b>	<b>2<sup>nd</sup> Cook/Cashier</b>
<b>1</b>	<b>1, 2, 3</b>	<b>\$11.40</b>	<b>\$10.39</b>
<b>2</b>	<b>4</b>	<b>\$11.73</b>	<b>\$10.72</b>
<b>3</b>	<b>5</b>	<b>\$12.18</b>	<b>\$11.06</b>
<b>4</b>	<b>6</b>	<b>\$12.62</b>	<b>\$11.40</b>
<b>5</b>	<b>7</b>	<b>\$13.28</b>	<b>\$11.73</b>
<b>6</b>	<b>8</b>	<b>\$13.98</b>	<b>\$12.07</b>
<b>7</b>	<b>9</b>	<b>\$14.65</b>	<b>\$12.40</b>
<b>8</b>	<b>10</b>	<b>\$15.67</b>	<b>\$12.96</b>
<b>9</b>	<b>11</b>	<b>\$17.37</b>	<b>\$13.96</b>
	<b>Off step</b>	<b>\$17.62</b>	<b>\$14.21</b>
	<b>Off step w/ merit</b>	<b>\$17.87</b>	<b>\$14.46</b>

**2022-2023**

<b>Step</b>	<b>Years of Experience For Initial Placement</b>	<b>Cook Manager/Driver</b>	<b>2<sup>nd</sup> Cook/Cashier</b>
<b>1</b>	<b>1, 2, 3</b>	<b>\$14.00</b>	<b>\$13.25</b>
<b>2</b>	<b>4</b>	<b>\$14.42</b>	<b>\$13.52</b>
<b>3</b>	<b>5</b>	<b>\$14.85</b>	<b>\$13.79</b>
<b>4</b>	<b>6</b>	<b>\$15.30</b>	<b>\$14.06</b>
<b>5</b>	<b>7</b>	<b>\$15.76</b>	<b>\$14.34</b>
<b>6</b>	<b>8</b>	<b>\$16.23</b>	<b>\$14.63</b>
<b>7</b>	<b>9</b>	<b>\$16.72</b>	<b>\$14.92</b>
<b>8</b>	<b>10</b>	<b>\$17.22</b>	<b>\$15.22</b>
<b>9</b>	<b>11</b>	<b>\$17.73</b>	<b>\$15.52</b>
	<b>Off step</b>	<b>\$18.27</b>	<b>\$15.83</b>
	<b>Off step w/ merit</b>	<b>\$18.81</b>	<b>\$16.15</b>

**2023-2024**

	<b>Years of Experience For Initial Placement</b>	<b>Cook Manager/Driver</b>	<b>2<sup>nd</sup> Cook/Cashier</b>
<b>1</b>	<b>1, 2, 3</b>	<b>\$15.00</b>	<b>\$13.52</b>
<b>2</b>	<b>4</b>	<b>\$15.45</b>	<b>\$13.79</b>
<b>3</b>	<b>5</b>	<b>\$15.91</b>	<b>\$14.06</b>
<b>4</b>	<b>6</b>	<b>\$16.39</b>	<b>\$14.34</b>
<b>5</b>	<b>7</b>	<b>\$16.88</b>	<b>\$14.63</b>
<b>6</b>	<b>8</b>	<b>\$17.39</b>	<b>\$14.92</b>
<b>7</b>	<b>9</b>	<b>\$17.91</b>	<b>\$15.22</b>
<b>8</b>	<b>10</b>	<b>\$18.45</b>	<b>\$15.52</b>
<b>9</b>	<b>11</b>	<b>\$19.00</b>	<b>\$15.83</b>
	<b>Off step</b>	<b>\$19.57</b>	<b>\$16.15</b>
	<b>Off step w/ merit</b>	<b>\$20.16</b>	<b>\$16.47</b>

**2024-2025**

<b>Step</b>	<b>Years of Experience For Initial Placement</b>	<b>Cook Manager/Driver</b>	<b>2<sup>nd</sup> Cook/Cashier</b>
<b>1</b>	<b>1, 2, 3</b>	<b>\$15.45</b>	<b>\$13.79</b>
<b>2</b>	<b>4</b>	<b>\$15.91</b>	<b>\$14.06</b>
<b>3</b>	<b>5</b>	<b>\$16.39</b>	<b>\$14.34</b>
<b>4</b>	<b>6</b>	<b>\$16.88</b>	<b>\$14.63</b>
<b>5</b>	<b>7</b>	<b>\$17.39</b>	<b>\$14.92</b>
<b>6</b>	<b>8</b>	<b>\$17.91</b>	<b>\$15.22</b>
<b>7</b>	<b>9</b>	<b>\$18.45</b>	<b>\$15.52</b>
<b>8</b>	<b>10</b>	<b>\$19.00</b>	<b>\$15.83</b>
<b>9</b>	<b>11</b>	<b>\$19.57</b>	<b>\$16.15</b>
	<b>Off step</b>	<b>\$20.16</b>	<b>\$16.47</b>
	<b>Off step w/ merit</b>	<b>\$20.76</b>	<b>\$16.80</b>

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

## Year One 2022-2023

Increase caused by change in scale and step increase is \$82,649.53 or 13.96%.

## Year Two 2023-2024

Increase caused by change in scale and step increase is \$35,068.30 or 5.2%

## Year Three 2024-2025

Increase caused by change in scale and step increase is \$22,454.67 or 3.16%

<b>RFT Food Service Chapter</b>				
<b>School Health Cost Sharing</b>	<b>80/20</b>	<b>80/20</b>	<b>80/20</b>	<b>80/20</b>
<b>Health Plan</b>	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000
<b>Projected Health Increase</b>		GMR 5.2%	5%	5%
	<b>Current FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
<b>Wages</b>				
<b>Base Wage</b>	573,070	655,719	690,788	713,242
<b>Longevity</b>	12,870	12,870	12,870	12,870
<b>Off Step Stipend</b>	6,000	6,000	6,000	6,000
<b>Total Wages</b>	591,940	674,589	709,658	732,112
<b>Dollar Change</b>		82,649	35,069	22,455
<b>% Change</b>		13.96%	5.20%	3.16%
<b>Benefits</b>				
<b>FICA</b>	36,700	41,825	43,999	45,391
<b>Medicare</b>	8,583	9,782	10,290	10,616
<b>Health Insurance</b>	96,750	99,959	104,957	110,205
<b>Dental</b>	881	881	881	881
<b>Total Rollups</b>	106,214	110,622	116,128	121,701
<b>Dollar Change</b>		4,407	5,506	5,573
<b>% Change</b>		4.15%	4.98%	4.80%
<b>Totals</b>				
<b>Total Wages Benefits and Rollu</b>	698,154	785,211	825,786	853,814
<b>Dollar Change</b>		87,056	40,575	28,028
<b>% Change</b>		12.47%	5.17%	3.39%

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





07/28/2022

## 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 <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**

**Memo**

To: Rochester Conservation Commission  
 From: Leah Hart, Society for the Protection of New Hampshire Forests  
 Date: July 14, 2022  
 RE: Champlin Forest Addition- Conservation Restrictions Holder

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As you know, the Society for the Protection of New Hampshire Forests (Forest Society) hopes to purchase 121.63 acres of land from Easterseals New Hampshire and protect this property as an addition to the Forest Society's adjacent 185-acre William H. Champlin, Jr. Forest. Thanks to the City, donations from private individuals, and state grant funding, the Forest Society is close to completing this transaction. Since the beginning of this project, it was assumed that the Land and Community Heritage Investment Program (LCHIP) would hold the conservation restrictions associated with the grant funding awarded. However, the NH Department of Justice (DOJ) recently stated that LCHIP cannot hold these restrictions. In order to ensure the success of this project, the Forest Society hopes that the City of Rochester will be willing to hold the conservation restrictions instead of LCHIP.

Before the news from the DOJ, here was the structure of legal interests and rights of enforcement associated with the project funding:

<b>Role</b>	<b>Entity</b>	<b>Responsibility after sale</b>
Seller	Easterseals New Hampshire	None
Buyer	Forest Society	Owner, manages land in accordance with conservation restriction required by funders
Conservation Restriction Holder	LCHIP	Perpetual responsibility to oversee and monitor property to ensure conservation restrictions are upheld
Executory Interest	City of Rochester	Takes ownership of the property if Forest Society ceases to exist
Third Party Right of Enforcement	NH DES thru its ARM Program	Right to enforce conservation restrictions

Now, here is the structure of legal interests and rights of enforcement being considered:

<b>Role</b>	<b>Entity</b>	<b>Responsibility after sale</b>
Seller	Easterseals New Hampshire	None
Buyer	Forest Society	Owner, manages land in accordance with conservation restriction required by funders
Conservation Restriction Holder	City of Rochester	Perpetual responsibility to oversee and monitor property to ensure conservation restrictions are upheld
Executory Interest	N/A	N/A
Third Party Right of Enforcement	1. NH DES thru its ARM Program 2. LCHIP	Right to enforce conservation restrictions

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City Clerk's Office

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**Resolution for Supplemental Appropriation of \$1,000,000 to Department of Public Works (DPW) Sewer CIP Fund**

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 accept and appropriate an amount not to exceed One Million Dollars (\$1,000,000.00) to the Sewer CIP Fund for the purpose of paying costs associated with the Great Bay Estuary Restoration Project through the Municipal Alliance for Adaptive Management (MAAM) and Intermunicipal Agreement with the Cities of Dover, Portsmouth, Newington, Exeter, Milton, Rollinsford and Rochester, NH, and further;

The City of Rochester, Department of Public Works in accordance with the provisions of the Intermunicipal Agreement shall act as the fiscal agent for the Municipal Alliance for Adaptive Management. The source of the funds for the supplemental appropriation shall be derived in its entirety from federal assistance as a Congressionally Identified Award.

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 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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07/28/2022

## 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 <b>Supplemental Appropriation of \$1,000,000 to Department of Public Works Sewer CIP Fund</b>
---

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"/>
--	---

AGENDA DATE	August 2, 2022		
DEPT. HEAD SIGNATURE	Peter C. Nourse, PE signature on file City Clerk's office		
DATE SUBMITTED			
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 & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	2022-2023 Congressionally Directed Spending – Federal Appropriation
ACCOUNT NUMBER	
AMOUNT	\$1,000,000
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

City Council Resolution
-------------------------

**SUMMARY STATEMENT**

On June 11, 2021, the Municipal Alliance for Adaptive Management ("MAAM") filed an application for funding through Congressionally Directed Spending with Senator Shaheen to support its efforts to improve water quality in the Great Bay Estuary in New Hampshire. In 2022, MAAM was provided notice of an approved federal appropriation for the project in the amount of one million dollars (\$1,000,000) for 2022-2023.

This project will fund 1) eelgrass bed restoration; 2) oyster reef restoration; 3) monitoring the efficacy of oyster reef and eelgrass bed restoration; and 4) studying the impacts of adjacent eelgrass and oyster bed restoration efforts on nitrogen and water quality in the estuary. Project partners include the University of New Hampshire, The Nature Conservancy and the Piscataqua Region Estuaries Partnership

MAAM has submitted the application to receive the federal award. The City of Rochester acts as fiscal agent for the MAAM and will need to accept and appropriate the funds on its behalf.

**RECOMMENDED ACTION**

Authorize acceptance and appropriation of \$1,000,000 in federal funding for the MAAM's Great Bay Estuary Restoration Project.



**Resolution for Supplemental Appropriation of \$1,075.39 to Department of Public Works (DPW) Sewer CIP Fund**

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 appropriates One Thousand Seventy-Five Dollars and Thirty-Nine Cents (\$1,075.39) to the Sewer CIP Fund for the purpose of paying costs associated with the NPDES permit through the Municipal Alliance for Adaptive Management (MAAM) and Intermunicipal Agreement with the Cities of Dover, Portsmouth, Newington, Exeter, Milton, Rollinsford and Rochester, NH, and further;

The City of Rochester, Department of Public Works in accordance with the provisions of the Intermunicipal Agreement shall act as the fiscal agent for the Municipal Alliance for Adaptive Management. The source of funds for the supplemental appropriation shall be derived in its entirety from the Town of Newington, NH.

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 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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07/28/2022

## 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

**Supplemental Appropriation of \$1,075.39 to Department of Public Works Sewer CIP Fund**

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	August 2, 2022		
DEPT. HEAD SIGNATURE	Peter C. Nourse, PE signature on file City Clerk's office		
DATE SUBMITTED			
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 & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	Sewer Fund – Town of Newington
ACCOUNT NUMBER	
AMOUNT	\$1,075.39
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

#### LEGAL AUTHORITY

City Council Resolution

**SUMMARY STATEMENT**

This agenda bill requests a supplemental appropriation in the amount of \$1,075.39. The Town of Newington, NH provided a contribution of \$1,075.39 towards 2021 total nitrogen NPDES general permit activities after the Municipal Alliance for Adaptive Management (MAAM) had budgeted and appropriated for that season's monitoring.

The City of Rochester acts as fiscal agent for the MAAM and will need to accept and appropriate the funds on its behalf to expend these funds. These funds will be expended on activities relative to the NPDES general permit at the direction of the MAAM.

**RECOMMENDED ACTION**

Authorize acceptance and appropriation of \$1075.39 to the Sewer CIP fund.

**Resolution Authorizing the Acceptance of a Donation from Arthur Taylor, Jr. in the  
amount of \$10,000.00**

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

The City hereby accepts a donation of Ten Thousand Dollars (\$10,000.00) to be used by the Rochester Fire Department toward the costs of a kitchen in the proposed fire station to be located at 181 Highland Street.

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

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City Clerk's Office

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**Resolution Authorizing City Manager to Execute an Agreement with the New Hampshire Department of Transportation (NHDOT) for the Tebbetts Road/Old Dover Road Intersection 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 an agreement with NHDOT for a Highway Safety and Improvement Program Grant for the Tebbetts Road/Old Dover Road Intersection Project and for the City Manager to execute any and all required documents. The Mayor and City Council previously accepted said Grant as part of their approval of the FY 22 and FY23 budgets.

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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07/28/2022

## 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				-	-	-

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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07/28/2022

## 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

**Award of Bid 23-02 Professional Municipal Auditing Services**

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	August 2, 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	30

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Katie Ambrose
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 Section 46 & ordinance 7-58

**SUMMARY STATEMENT**

Request for Proposal Bid 23-02 was posted June 16<sup>th</sup> through July 20<sup>th</sup> to pursue bid proposals for municipal auditing services. According to the Charter under Section 46, the City Council selects the independent auditors. Ordinance 7-58 also states “An independent audit of all accounts of the City shall be made annually by certified public accountants selected by the City Council upon recommendation by the City Manager and experienced in municipal accounting in accordance with the provisions of Section 46 of the Rochester City Charter.”

One proposal was received in response to the RFP from Melanson, the firm that has been providing independent auditor services to Rochester since 2014. Their technical & cost proposals are attached and reflect pricing of \$51,000 for 2022, \$53,000 for 2023 and \$55,000 for 2024. This represents an increase from their 2021 fee of \$42,500. Following an evaluation of the proposal and their services, it is recommended to award the bid to Melanson.

**RECOMMENDED ACTION**

Approval of the recommendation to award Bid 23-02 to Melanson.



## City of Rochester, New Hampshire

Cost Proposal for Auditing Services  
Fiscal Years 2022-2024

Bid 23-02 Municipal Auditing Services

**Submission Date:**  
July 20, 2022

**Contact Information:**  
Scott C. McIntire, CPA - Principal  
Melanson  
9 Executive Park Drive  
Suite 100  
Merrimack, NH 03054  
603.882.1111  
melansoncpas.com



July 20, 2022

City of Rochester, NH  
Purchasing Agent  
31 Wakefield Street  
Rochester, NH 03867

We are pleased to present our cost proposal for audit services for the City of Rochester, New Hampshire.

Our fees for audit services are predicated on matching the expertise of our various staff with the work required. Proposed fees for our services are based on our anticipated time spent at our standard hourly rates. Rates for this engagement vary, depending upon the level of expertise required.

The attached fee represents an adjustment to past fees as we have all seen the rapidly increasing costs of good and services over the last 18-24 months. Our technology costs and our employee costs (salaries and benefits) have risen and continue to rise dramatically.

Reasonable routine assistance throughout the year is included in our proposed fees. We will also be available throughout the year to provide additional technical and other services that will require more than a nominal amount of time, if requested, at our standard hourly rates.

We look forward to continuing a professional relationship with your organization. If you have any questions regarding this proposal, please call.

Sincerely,

Scott C. McIntire, CPA  
Principal  
Melanson

---

Merrimack, New Hampshire  
Andover, Massachusetts  
Greenfield, Massachusetts  
Ellsworth, Maine





## Price Proposal Form for Bid 23-02 Municipal Auditing Services

Our fees for services are predicated on matching the expertise of our various staff with the work required. Proposed fees for our services are based on our anticipated time spent at our standard hourly rates. Rates for this engagement vary, depending upon the level of expertise required.

Our all-inclusive maximum prices for fiscal years 2022 through 2024 will be as follows:

Description	2022	2023	2024
Financial Statement Audit* (including Management Letter)	\$23,000	\$25,000	\$27,000
Financial Statement Preparation	\$15,000	\$15,000	\$15,000
Single Audit A-133	\$10,000	\$10,000	\$10,000
MS-535 Annual Report of the City	\$1,000	\$1,000	\$1,000
MS-61 Tax Collector's Report	\$2,000	\$2,000	\$2,000
Other	-	-	-
<b>TOTAL</b>	<b>\$51,000</b>	<b>\$53,000</b>	<b>\$55,000</b>

Extra Audit Services (\$ per hour)\*\*

Other Consulting Services (\$ per hour)\*\*

\* Should new GASB pronouncements be issued, impacting your fiscal year 2022-2024 financial statements, additional fees may apply.

\*\* Hourly fees range from \$100 per hour to \$410 per hour.

The fees for the single audit include the audit of two (2) major federal program. If audits of additional major programs are required under the federal guidelines, additional fees ranging from \$5,000 to \$6,000 per major federal program may apply.

Generally, the audit principal will contribute 20% of all audit hours, the audit manager 25%, and the staff auditors the remaining 55% of all hours.

Our fees are based on our hourly rates and the estimated time involved. Fees are also based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If additional time is necessary, we will discuss it with you in advance and arrive at a new fee estimate before we incur the additional costs.

BID CERTIFICATE

The undersigned represents that they are authorized to bind the bidder to the bid amount specified and hereby offers to provide to the City of Rochester the commodities and services as contained in the attached competitive sealed bid specifications at the price stated in complete accordance with all conditions of the bid specifications. Furthermore,

*The undersigned certifies that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this section the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity*



\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Melanson

\_\_\_\_\_  
Company

\_\_\_\_\_  
July 20, 2022

\_\_\_\_\_  
Date

\_\_\_\_\_  
603.882.1111

\_\_\_\_\_  
Phone Number

Check here if appropriate : \_\_\_\_\_(X) NO BID

*Any deviations from the above stated specifications must be so noted and any bid prices must be reflective of these deviations*



**City of Rochester,  
New Hampshire**

Technical Proposal for Auditing Services  
Fiscal Years 2022-2024

Bid 23-02 Municipal Auditing Services

**Submission Date:**  
July 20, 2022

**Contact Information:**  
Scott C. McIntire, CPA - Principal  
Melanson  
9 Executive Park Drive  
Suite 100  
Merrimack, NH 03054  
603.882.1111  
melansoncpas.com



July 20, 2022

City of Rochester, NH  
Purchasing Agent  
31 Wakefield Street  
Rochester, NH 03867

We are pleased to present our proposal to perform audit services for the City of Rochester, NH. Along with our professional expertise, focus on project management, and overall audit efficiencies, we have over 45 years of experience working with governmental organizations to offer to the City. With Melanson as your auditors, you will have access to unparalleled professional services and responsiveness.

In this proposal, we are offering an audit team from our Merrimack office that specializes in audits of cities. That team will be dedicated to servicing your organization, not only during the audit process, but throughout the year by providing answers to your questions and any continuing support you may need.

#### Rochester Experience

Other than Scott McIntire and Megan Wipf, we are proposing a new audit team for the city. Scott's experience in Rochester and the MUNIS system, as well as a new team, will provide the city with both a consistent audit approach and fresh set of eyes. Scott and the team have experience with New Hampshire cities. We have worked hard over the years to assist Rochester in implementing many new Governmental Accounting Standards Board pronouncements and we look forward to continuing our professional relationship with the city.

We understand the work that needs to be performed and commit to meet, or exceed, all terms and conditions included in the Request for Proposal (RFP), and affirm the following:

#### Independence

Our firm and staff are independent of the City - as defined by *Generally Accepted Auditing Standards*, and the standards applicable to financial audits contained in *Government Auditing Standards* - issued by the Comptroller General of the United States. Melanson ensures independence with professional standards by annual certification of all employees and weekly circulation of client lists. Further, we ensure independence by applying the safeguards outlined by GAGAS when we perform non-audit services.

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Merrimack, New Hampshire  
Andover, Massachusetts  
Greenfield, Massachusetts  
Ellsworth, Maine



#### License to Practice and Qualified to Perform Independent Audits in New Hampshire

Melanson, and key staff assigned to the audit, are licensed to practice as Certified Public Accountants in New Hampshire, and specialize in audits of governmental organizations, including counties. All staff to be assigned have school district audit experience.

#### Firm Qualifications and Experience

Melanson is one of the largest non-national CPA firms in New England, specializing in governmental auditing and accounting. We are the largest New Hampshire-based accounting firm and have been rated as one of the top firms in New England in the 2013 through 2022 issues of *Accounting Today*. Our Governmental Services Department includes 6 principals and a staff of 35 that work exclusively on governmental audits. Melanson has many years of experience assisting clients with Annual Comprehensive Financial Reports, should the City decide to submit.

#### Client-Specific Risk-Based Audit Approach

We utilize a risk-based audit process, developed from the latest risk assessment standards. This methodology helps our auditors plan and produce higher quality audits that both minimize compliance risk and maximize effectiveness and efficiency.

#### Timing

We have held one week in October 2022 to perform the majority of your fiscal year 2022 audit and will meet the deadlines outlined in your RFP.

#### Total All-Inclusive Maximum Prices

Our price includes all costs and expenses and is the maximum (not-to-exceed) total that will be charged. Our prices remain in effect for a period of 30 days from the opening of the proposal and remain firm once the proposal has been awarded. Should new GASB pronouncements be issued, impacting your 2022-2024 financial statements, additional fees may apply.

By responding to this RFP, we assure you and the City of Rochester, NH that, if selected, we will comply with all provisions of the RFP and our proposal throughout the term of the contract. We look forward to establishing a professional relationship with you. If you have any questions regarding this proposal, please call.

Sincerely,

Scott C. McIntire, CPA  
Principal  
603.882.1111  
smcintire@melansoncpas.com



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## PROFILE OF THE FIRM

### Our Firm

Melanson is one of the largest non-national CPA firms in New England, specializing in governmental, nonprofit, and commercial auditing. We have been rated as one of the top firms in New England from 2013 through 2022, and as the 11<sup>th</sup> Fastest Growing Firm in the U.S. in the 2019 issue of *Accounting Today*. In addition, we also provide accounting, tax, fraud, forensic, and advisory services. We currently have 14 principals, 17 managers, and over 50 staff, with offices in Andover and Greenfield, Massachusetts; Merrimack, New Hampshire; and Ellsworth, Maine. We have built our firm over the last 45 years by providing attentive and proactive service to our clients, and by delivering those services in an effective and efficient manner. We provide a team of dedicated professionals and strategic alliances focused on client service. Our goal is to become your partner in business, as well as provide timely and helpful services to you.

### Governmental Services Department

Our Governmental Services Department includes 6 principals and a staff of 35 that work exclusively on governmental audits, providing us with the capacity and depth to not only audit your organization, but also to lend our expertise as a resource. Four of the six governmental principals have over 20 years of auditing experience. We are experienced in audits of federal funds, in compliance with OMB guidelines, as we audit hundreds of federally funded major programs annually. Our expertise in these various disciplines means that we are uniquely qualified to perform the services you need.

Our continued success and growth in the governmental services area is the result of closely monitoring the following specific goals and objectives that have been implemented by our Governmental Services Department over the last 45 years:

- Provide a high level of principal participation and supervision in all audits.
- Provide availability of principals and staff throughout the year.
- Provide technical expertise unsurpassed in the industry.
- Provide highly experienced staff that thoroughly understands the uniqueness of governmental accounting and auditing.
- Develop procedures to provide quality audit services in an efficient and cost-effective manner.
- Provide quality recommendations and training to our clients to simplify and improve their accounting records and internal controls.
- Provide timely service and minimize disruptions to clients' staff.
- Implement internal quality control steps to ensure our work product meets the highest standards of quality and accuracy.





We have stayed focused on implementing these goals over the years, which has resulted in our current leadership role in the governmental arena.

### Leadership

Our Firm has always played a leadership role in advising clients of upcoming accounting standards. Melanson takes a leading role in promoting the implementation of new GASB standards. Our principals and managers are active speakers throughout New England on fraud prevention and identification, GASB 84, GASB 87, and many other topics.

### Project Management

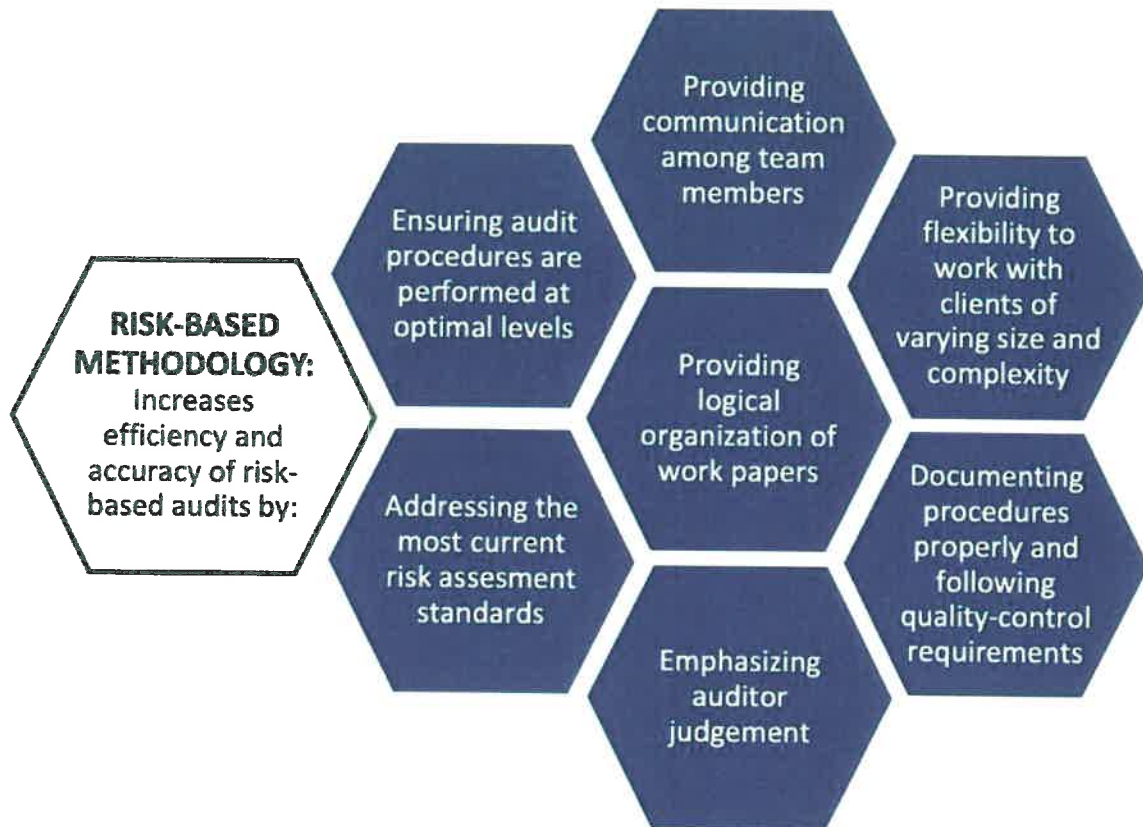
We stress proper planning in all of our engagements. Once awarded the engagement, we work with you to specifically determine goals and objectives that will ensure a successful and timely audit. Together we prioritize and develop a timeline with clear and concise milestones and deadlines. We obtain an in-depth understanding of audit risks specific to your organization. With proper planning, issues will be identified early in the audit process which will contribute to the efficiency and timeliness of the audit.

During fieldwork, we document your organization's entity-level controls and control activities, perform walk-throughs of key processes, and test the effectiveness of controls as part of the risk assessment process, in accordance with the most recent auditing standards. We pay particular attention to areas that we consider high audit risk areas related to controls over financial reporting. In order to facilitate an organized and timely audit and reporting process, we will identify issues that need clarification or additional research as early in the audit process as possible.

We view the Board as an integral part of the audit process. We feel that it is important to establish a clear channel of communication between those charged with governance, management, and the auditor. While most of our work and communication is with management, it is important that the Board be kept informed of the audit progress and any issues that may need to be resolved.

### Risk-Based Audit Approach

At Melanson, we utilize a risk-based audit process, developed from the latest risk assessment standards. This risk-based methodology was created by auditors, for auditors, and has passed the American Institute of Certified Public Accountants (AICPA) Peer Review. This methodology helps our auditors plan and produce higher-quality audits that both minimize compliance risk and maximize effectiveness and efficiency and focuses on changes in risk from the prior year to ensure that we are neither under-auditing nor over-auditing.



Although the risk assessment standards have been effective for some years, peer reviewers still find that many auditing professionals have not truly implemented a risk-based auditing approach. If these firms are using older audit programs and methodologies that do not adequately address risk, or are using new technology to generate the audit programs similar to what they have used in the past, deficiencies are more common.

#### Experienced Staff

The members of our team have extensive experience in audit and accounting. Our Firm has 41 CPAs, 10 of whom have 10 or more years of experience auditing New England local governments, specifically in the State of New Hampshire. Principals and managers in our firm typically have in excess of 20 years of audit and accounting experience. Our staff accountants average approximately 5 years of full-time audit and accounting service experience. Melanson has very low turnover of personnel, which means that you will generally be assigned the same audit personnel each year, without having to “re-train” new auditors. The engagement principal and audit manager of your audit team will be closely involved in your audit to ensure that you get the answers you need, when you need them, and to facilitate continuity of service.



### Quality Control System

We have developed a very detailed quality control system within our firm to deliver our services at the highest level. All work is closely supervised. For more than 30 years, we have undergone rigorous peer reviews that have resulted in the highest level of compliance. All of our peer reviews, including our most recent, concluded with our receiving the best rating possible and no related letter of comments. This process furthers our efforts to provide the highest level of quality to our audits.

### Management Letters

We view management letters as a mechanism to communicate ways to improve controls and efficiencies over financial systems and reporting. We also encourage management to include responses to our comments in the final management letter.

### Technical Resource

Melanson has been a leader in the accounting and auditing profession for over 45 years. We are proactive when new accounting and auditing standards are published as we implement many standards in advance. When new accounting and audit pronouncements are introduced, we lead the way in working with clients by guiding them through their implementation of the sometimes complex issues.

### Involvement in Professional Organizations

In order to keep abreast with the ever-changing accounting and auditing pronouncements, and other timely issues, we maintain an active role in the following professional organizations:

- AICPA – American Institute of CPAs
- AICPA PCPS – Private Companies Practice Section
- AICPA GAQC – Governmental Audit Quality Center
- AICPA G400 Group (largest 500 CPA firms in the US)
- ACFE – Association of Certified Fraud Examiners
- New England Government Finance Officers Association
- New Hampshire Association of School Business Officials
- New Hampshire Society of CPAs
- New Hampshire Government Finance Officers Association
- PCAOB – Public Company Accounting Oversight Board



### Paperless Technology

Our audit staff utilize laptop computers and paperless audit software to maximize engagement efficiencies. Portable scanners are used in the field so that our audit staff can scan original documentation without requiring hardcopies of client documentation.

### Security of Data

All computers that are utilized outside the offices (i.e., laptops) have encrypted hard drives to prevent unauthorized access, particularly in case of theft. Additionally, encrypted USB drives are available to all employees to allow for the secure transfer and temporary storage of data while at a client location.

All remote connectivity used by our employees is encrypted. Furthermore, we can send emails that contain sensitive data in an encrypted format. Finally, Melanson employs a secure web-based portal (Sharefile) that allows for the secure transfer of data between our offices and clients.

### Services to Governmental Organizations

#### Accounting, Audit, and Financial Reporting

Melanson has been performing audits and preparing financial statements of governmental organizations since 1976. These audits range in size from complex, multi-tiered organizations to small governmental organizations with few staff.

#### Single Audits/Uniform Guidance Compliance Audits

Certain entities may fall under Federal OMB guidelines that require a single audit to be performed with respect to federal programs, depending on the level of federal dollars spent. We complete hundreds of single audits annually and consider ourselves leaders in this area.



## APPROACH AND PLAN FOR SERVICES TO BE PROVIDED

### Our Responsibilities

The objective of an audit is to obtain reasonable assurance (not absolute assurance) about whether your financial statements as a whole are free from material misstatement, whether due to fraud or error. Reasonable assurance is a high level of assurance and requires us to plan and perform the audit so that audit risk will be limited to an appropriately low level.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable, rather than absolute, assurance about whether your financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations.

### Service Plan

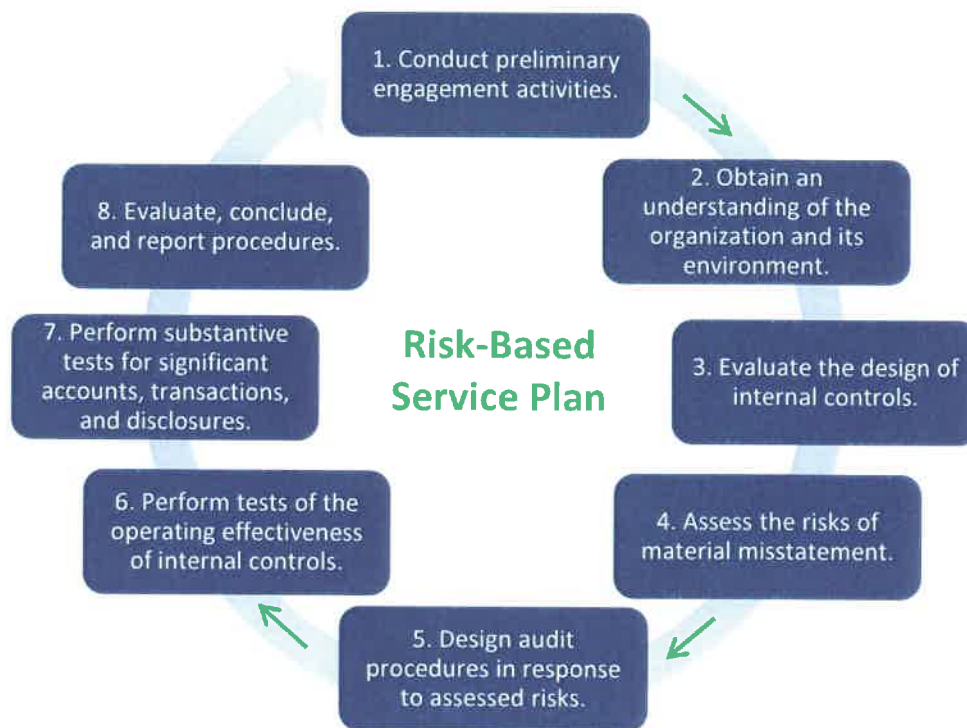
We utilize a risk-based audit methodology that emphasizes using knowledge of your organization to make risk assessments that assist in planning and performing the financial statement audit. All audits are risk-based to some extent because an auditor does not test 100% of the transactions of an entity. The more accurately an auditor assesses an entity's risks of material misstatement, the more likely the auditor will be to direct audit effort to those areas expected to contain risks of material misstatement, whether due to error or fraud, and the more assurance the auditor has that the procedures performed in response to the risk assessments will detect material misstatements. Therefore, the primary drivers of our audit will be:

- Obtaining an understanding of your organization and its environment, including internal control, sufficiently enough to accurately assess the risks of material misstatement and provide a basis for designing and implementing responses to the assessed risks of material misstatement.
- Obtaining sufficient appropriate audit evidence about whether material misstatements exist, through designing and performing audit procedures that are responsive to the risks of material misstatement.
- Forming an opinion on your financial statements based on conclusions drawn from the audit evidence obtained.





Our risk-based service plan for the audit of your financial statements includes the following eight steps:



The understanding obtained in each process affects the decisions made in the next step. Although most steps in the methodology are performed sequentially, an audit is not a linear process. We may reconsider decisions made in an earlier process based on evidence obtained in later stages of the audit.

In general, knowledge and understanding of your organization should flow through the above eight processes and affect the audit as follows:

- Knowledge gained from preliminary engagement activities and the determination of materiality is used to customize the audit plan for risk assessment procedures.
- Knowledge gained from risk assessment and other procedures, such as preliminary analytical procedures, is used to identify and assess the risks of material misstatement.
- Knowledge gained from risk assessment procedures and the identification of risks of material misstatement is used to customize the audit plan for further audit procedures.
- Evidence gained from further audit procedures is evaluated to determine whether audit risk has been reduced to an appropriately low level, and the appropriate auditor's report is issued.



### Sampling

During our audit, we may perform sampling in order to evaluate some characteristic of a balance or class of transactions, or to obtain audit evidence. The sampling performed may be either non-statistical or statistical, and may be used for tests of controls, substantive tests, and also dual-purpose tests. Tests of controls provide evidence about the operating effectiveness of a control in preventing or detecting material misstatements in a financial statement assertion. In tests of controls, the auditor is usually concerned about the rates of any deviation from a prescribed control procedure. Tests of controls are necessary when the audit strategy is to rely on the effectiveness of the control. Substantive procedures are audit procedures designed to obtain evidence about the validity and propriety of the accounting treatment of transactions and balances or to detect misstatements. Substantive procedures differ from tests of controls in that the auditor is interested primarily in a conclusion about dollars. Substantive procedures include tests of details of transactions and balances and analytical procedures.

## THE AUDIT TEAM

### Team Qualifications

The audit team prides itself on providing a personal approach to a professional relationship.

At Melanson, we strive to maintain audit team continuity on our audit engagements because it allows the audit to run more smoothly and efficiently from year to year. Because we maintain the same staff, this allows for better communication and teamwork between your organization and the auditor.

In addition to the following audit team members, there will also be several staff accountants assigned to the engagement. These individuals work exclusively with the audit team and will be re-assigned to the engagement in subsequent years. Staff accountants are fully supervised at all times during fieldwork.



**Scott C. McIntire, CPA**  
**Principal**

Scott McIntire is a principal in Melanson's Governmental Services Department and has been with the firm since 1988. He is a Certified Public Accountant.

Scott has nearly 33 years of governmental accounting and auditing experience and manages over 40 audits annually, including several municipal and international airports. He oversees 11 Annual Comprehensive Financial Reports annually and evaluates Annual Comprehensive Financial Reports throughout the country as a member of the Government Finance Officers Association's Special Review Committee.

**Education:**

Bachelor of Science, Accounting  
- Plymouth State University

**Participation in the City of Rochester, NH Audit**

Scott will be the engagement principal for the City audit.

**Professional Memberships:**

- American Institute of Certified Public Accountants (AICPA)
- MA Government Finance Officers Association
- MA Municipal Accountants and Auditors Association
- NESGFOA Special review Committee for Annual Comprehensive Financial Reports
- NH Government Finance Officers Association

**Speaking Engagements & Seminars:**

- Attends AICPA Governmental Auditing Conference
- Speaker at various Governmental Accounting organizations and municipal consulting services





**Sheryl L. Stephens Burke, CPA, MST**  
Principal

Sheryl Stephens Burke is a Certified Public Accountant licensed in New Hampshire, Massachusetts, Vermont, and Maine with over 30 years of public accounting experience. She has been with the firm since 1990.

In accordance with our firm's policies and procedures, our governmental audit engagements are subject to an Engagement Quality Review (EQR). An EQR is a process designed to provide an objective evaluation, before the report is released, of the significant judgements the engagement team made and the conclusions it reached in formulating the auditor's report. The Engagement Quality Review Principal is a principal who is not part of the audit team, but has specialized experience in governmental auditing and accounting, who evaluates the work of the audit team.

**Education:**

Master of Science, Taxation and  
Bachelor of Science, Accounting  
- Bentley University

**Professional Memberships:**

- AICPA
- MA Society of CPAs
- NH Society of CPAs
- AICPA's Not-for-Profit Section
- MASBO, NHASBO
- GFOA, NHGFOA

**Speaking Engagements & Seminars:**

- Presented on OMB's Administrative Requirements, Cost Principles, and Audit Requirements to the NHSCPA, MA Municipal Accountants and Auditors Association, and the National Community Development Association

**Participation in the City of Rochester, NH Audit**

Sheryl will serve as the engagement quality review principal in the City audit. At the conclusion of the fieldwork, she will perform quality reviews of audit documentation and reports.



**Andrew Gordon, CPA**  
**Audit Manager**

Andrew Gordon is an audit manager in the Governmental Services Department of Melanson. His professional experience has concentrated on governmental financial statement audits, Uniform Guidance single audits. He is acting as manager in over 20 government audits annually.

**Participation in the City of Rochester, NH Audit**

Andrew will serve as a manager in the engagement. In this role, he will perform the initial review of the audit work papers and reports. Andrew will be present during fieldwork and available throughout the year as a resource.

**Education:**

Bachelor of Science, Accounting  
 - Washington & Jefferson  
 College



**Erin Rohr, MSA**  
**Audit Senior Staff Accountant**

Erin Rohr is a senior staff accountant in the Governmental Services at Melanson and has been with us since 2019.

Since joining the firm, Erin's experience has focused on governmental financial statement audits, OMB A-133/Uniform Guidance single audits, as well other special projects, including risk assessment.

**Participation in the City of Rochester, NH Audit**

Erin will serve as a senior staff accountant in the City's audit.

**Education:**

Master of Science, Accounting  
 Bachelor of Science, Accounting  
 - University of Massachusetts,  
 Amherst



**Megan Wipf**  
Audit Staff Accountant

Megan Wipf is a staff accountant in the Governmental Services department at Melanson and has been with us since 2020.

Her experience revolves around governmental accounting and auditing, including internal control reviews, governmental financial statement audits and year-end reports.

**Participation in the City of Rochester, NH Audit**  
Megan will serve as a staff accountant in the City's audit.

**Education:**  
Bachelor of Science, Accounting  
- Plymouth State University



**Anna Hauman**  
Audit Staff Accountant

Anna Hauman is a staff accountant in the Governmental Services department at Melanson and has been with us since 2021. Her experience revolves around governmental accounting and auditing, including internal control reviews, governmental financial statement audits, and year-end reports.

**Participation in the City of Rochester, NH Audit**  
Anna will serve as a staff accountant in the City's audit.

**Education:**  
Bachelor of Science, Accounting  
Minor, Economics - Plymouth  
State University



### Resumes of Other Key Members – “Our Bench”

To demonstrate our capacity to serve the City of Rochester and all of our clients, we offer the following key members of our Firm’s leadership team (our bench) should unexpected situations occur.



**Edward Boyd, Jr., CPA**  
**Principal**

Edward Boyd, Jr., CPA is a principal in the Governmental Services Department at Melanson and has been with us since 2007. He is a Certified Public Accountant licensed in Massachusetts and New Hampshire. Ed’s experience has focused on governmental financial statement audits, OMB A-133/Uniform Guidance single audits, as well as forensic audits and other special projects, including risk assessment, performance audits, and reconciliation assistance.



**Alina Korsak, CPA**  
**Principal**

Alina Korsak, CPA is a principal in the Governmental Services Department at Melanson and has been with us since 2000. She is a Certified Public Accountant in New Hampshire. Alina has over 20 years of governmental accounting and auditing experience. She is currently responsible for managing several government audit engagements annually, mostly financial statement audits of cities. She also manages audits for 8 governments that annually earn the Certificate of Excellence in Financial Reporting from the Government Finance Officers Association.



**Zackary Fentross, CPA**  
**Audit Manager**

Zackary Fentross is an audit manager in the Governmental Services Department of Melanson and has been with the firm since 2011. He is a Certified Public Accountant licensed in New Hampshire and Massachusetts. His experience is concentrated in the areas of governmental accounting and auditing; he has managed audits of cities and towns, Uniform Guidance single audits, end of year report audits, contributory retirement system audits, and other special projects. Annually, he manages 5 cities and towns who earn the Certificate of Excellence in Financial Reporting from the Government Finance Officers Association (GFOA).



## DELIVERABLES

### Financial Audit

- Independent auditor's report and financial statements, including supplementary schedules, if requested.
- A management letter of comments and recommendations related to the financial statements, internal controls, accounting, accounting systems, legality of actions, other instances of noncompliance with regulatory requirements, and other matters coming to our attention during the financial audit, if required.
- A Governance Letter.
- Single Audit Reports.
- MS-535 Annual Report.
- MS-61 Tax Collector's Report.

### Other

- Attendance at a meeting, as requested, to review/present the audit reports.
- Electronic and bound copies of reports, as requested – to be printed after acceptance of the audit.
- Consultation and answers to routine technical questions, as requested.

## TIMING

We will be able to comply with the time requirements outlined in the RFP as long as documentation from the City is provided in accordance with the agreed-upon schedule.

### Preliminary Fieldwork

We will need to perform preliminary fieldwork – typically 2 - 3 days. We are available to schedule this work in October of year one. Subsequent preliminary fieldwork will be performed in June, prior to year-end.

### Audit Fieldwork

We will commence fieldwork at a mutually convenient date (as long as the books are ready to be audited – i.e., all accounts have been reconciled and the books are "closed") – typically 1 week. Key information that is needed from the City in order to commence field work includes the following:

- Final trial balance to be audited for all funds and accounts.
- Bank statements and reconciliations to the general ledger.





- Support for receivables, inventory, prepaid expenses, payables, accrued expenses, and reconciliations to the general ledger.
- Capital asset schedules.
- Long-term debt schedules.

Audited trial balance reports and adjusting journal entries (fund basis) will be provided to the City for review within 2 weeks following the conclusion of fieldwork, as long as all related documentation (fund basis) has been received.

#### Draft Reports

Draft reports are expected to be provided within 4 weeks following the conclusion of fieldwork, or the receipt of all requested documentation (fund basis, government-wide, and internal control documentation), whichever is later. Government-wide documentation needed to complete the financial statements includes the following:

- GASB 75 report from actuary.
- Support for fixed assets, additions, disposals, and depreciation information.
- Long-term debt support.

#### Final Reports

We will be available to review the draft reports with City staff, discuss any findings or issues, and to answer any questions prior to issuance of the final reports. Final reports will be provided upon acceptance of the draft report and the receipt of all requested documentation. A presentation of the audit will also be provided, if requested.



## REFERENCES

Listed below are counties that Melanson has audited and provided consulting services for.

**City of Portsmouth, New Hampshire**  
**Annual Comprehensive Financial Report**  
 Years Audited – 1994-2021  
 Judie Belanger  
 Director of Finance and Administration  
 603.610.7223

**City of Burlington, Vermont**  
**Annual Comprehensive Financial Report**  
 Years Audited – 2011-2021  
 Rich Goodwin  
 Director of Financial Operations  
 802.865.7013

**City of Dover, New Hampshire**  
**Annual Comprehensive Financial Report**  
 Years Audited – 1990-2008, 2019-2021  
 Daniel Lynch  
 Finance Director  
 603.516.6030

**Town of Derry, New Hampshire**  
**Annual Comprehensive Financial Report**  
 Years Audited – 2010-2021  
 Mark Fleischer  
 Chief Financial Officer  
 603.845.5427

**Town of Bedford, New Hampshire**  
**Annual Comprehensive Financial Report**  
 Years Audited – 2005-2020  
 Tammy Penny  
 Director of Finance  
 603.792.1313

**City of Nashua, New Hampshire**  
**Annual Comprehensive Financial Report**  
 Years Audited – 2002-2021  
 Rosemarie Evans  
 Senior Manager of Accounting and Financial Reporting  
 603.589.3166

**Town of Londonderry, New Hampshire**  
 Years Audited – 2005-2022 (except 2017)  
 Justin Campo  
 Finance Director  
 603.432.1100 ext. 138

## PEER REVIEW

Every three years Melanson undergoes an in-depth peer review process, which includes an evaluation of our audit quality control system and review of sample governmental audit work papers and financial statements. The results of our peer reviews have always resulted in a “clean opinion” with no exceptions. This is the best result possible from a peer review.

Our most recent peer review report is presented on the following page. There was no letter of comments.





**BUFFALO**  
36 Niagara Street  
Tonawanda, NY 14150  
P: (716) 694-0336

**COOPERSTOWN**  
55-57 Grove Street  
Cooperstown, NY 13326  
P: (607) 282-4161

**ONEONTA**  
189 Main Street, Suite 302  
Oneonta, NY 13820  
P: (607) 432-3462

**PERRY**  
199 S. Main Street, PO Box 1  
Perry, NY 14530  
P: (585) 237-3887

**ROCHESTER**  
150 State Street, Suite 301 A  
Rochester, NY 14614  
P: (585) 410-6733

**VICTOR**  
6536 Anthony Drive, Suite B  
Victor, NY 14564  
P: (585) 410-6733

alliedfp.com

## Report on the Firm's System of Quality Control

June 15, 2021

To Principals of Melanson, PC  
and the New England Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Melanson, PC (the firm) in effect for the year ended March 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Melanson, PC in effect for the year ended March 31, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Melanson, PC has received a peer review rating of *pass*.

*Allied CPAs, P.C.*

Allied CPAs, PC



## EXPERIENCE

### New Hampshire

#### Cities:

City of Claremont  
 City of Concord (Annual Comprehensive Financial Report)  
 City of Dover (Annual Comprehensive Financial Report)  
 City of Keene (Annual Comprehensive Financial Report)  
 City of Laconia  
 City of Laconia Water Works  
 City of Manchester  
 City of Nashua (Annual Comprehensive Financial Report)  
 City of Portsmouth (Annual Comprehensive Financial Report)  
 City of Rochester  
 City of Somersworth

#### Towns:

Town of Bedford (Annual Comprehensive Financial Report)  
 Town of Chester  
 Town of Deerfield  
 Town of Deering  
 Town of Derry (Annual Comprehensive Financial Report)  
 Town of Durham  
 Town of Exeter  
 Town of Goffstown  
 Town of Hollis  
 Town of Litchfield  
 Town of Londonderry (Annual Comprehensive Financial Report)  
 Town of Merrimack  
 Town of North Hampton  
 Town of Pelham  
 Town of Raymond  
 Town of Sandown

#### Counties/Districts:

County of Belknap  
 County of Coos  
 County of Grafton  
 County of Rockingham  
 Sullivan County  
 Tilton-Northfield Fire District  
 Tilton-Northfield Water District

#### School Districts:

Concord School District (SAU 8)  
 Derry Cooperative School District  
 Mascenic Regional School District (SAU 87)  
 Oyster River School District

#### Other Governmental Organizations:

Central New Hampshire Regional Planning Commission  
 Nashua Regional Planning Commission  
 Nashua Region Solid Waste Management District  
 New Hampshire/Vermont Solid Waste Project  
 North Country Council  
 Rockingham Planning Commission  
 Strafford Regional Planning Commission  
 Upper Valley Lake Sunapee Planning Commission

### Massachusetts

#### Cities:

City of Amesbury  
 City of Fitchburg  
 City of Holyoke  
 City of Leominster  
 City of Lynn  
 Town of Methuen (City Government)  
 City of Newburyport  
 City of Watertown  
 Town of West Springfield (City Government)



## Town of Weymouth (City Government)

### Towns:

Town of Amherst  
 Town of Ashby  
 Town of Ashland  
 Town of Athol  
 Town of Becket  
 Town of Belmont  
 Town of Bernardston  
 Town of Blackstone  
 Town of Blandford  
 Town of Bourne  
 Town of Boxford  
 Town of Boylston  
 Town of Cheshire  
 Town of Chester  
 Town of Concord  
 Town of Danvers (Annual Comprehensive Financial Report)  
 Town of Dartmouth  
 Town of Douglas  
 Town of Dover  
 Town of Dracut  
 Town of Easton  
 Town of Fairhaven  
 Town of Franklin  
 Town of Great Barrington  
 Town of Hadley  
 Town of Hanover  
 Town of Hardwick  
 Town of Hinsdale  
 Town of Holbrook  
 Town of Hudson  
 Town of Kingston  
 Town of Lexington  
 Town of Longmeadow (Annual Comprehensive Financial Report)  
 Town of Ludlow  
 Town of Lynnfield (Annual Comprehensive Financial Report)

Town of Maynard  
 Town of Medfield  
 Town of Medway  
 Town of Millis  
 Town of Montague  
 Town of Monterey  
 Town of Montgomery  
 Town of Needham  
 Town of Norwell  
 Town of Norwood  
 Town of Randolph  
 Town of Reading  
 Town of Rowe  
 Town of Rutland  
 Town of Saugus  
 Town of Sharon  
 Town of Sheffield  
 Town of Sherborn  
 Town of Southampton  
 Town of Southbridge  
 Town of Sutton  
 Town of Templeton  
 Town of Townsend  
 Town of Wayland (Annual Comprehensive Financial Report)  
 Town of Westford  
 Town of Whitman  
 Town of Wilbraham  
 Town of Williamsburg

### Counties:

Franklin Regional Council of Governments  
 Hampshire Council of Governments  
 Plymouth County

### School Districts:

Adams-Cheshire Regional School District  
 Athol-Royalston Regional School District  
 Cape Cod Regional Vocational Technical School  
 Concord-Carlisle Regional School District  
 Erving Regional School District



Franklin County Technical School District  
 Gill-Montague Regional School District  
 Greater Lawrence Technical School  
 Greater Lowell Regional Vocational  
 Technical School District  
 Hamilton-Wenham Regional School District  
 Hawlemont Regional School District  
 Minuteman Regional Vocational Technical  
 High School  
 Mohawk Trail Regional School District  
 Montachusett Regional School District  
 New Salem-Wendell Union School District  
 North Middlesex Regional School District  
 Pathfinder Regional School District  
 Southeastern Regional Vocational School  
 District  
 Wachusett Regional School District  
 Whittier Regional Vocational Technical  
 School District

#### Electric Enterprise Divisions:

Cohasset Water & Sewer  
 Concord Municipal Light Plant  
 Danvers Electric Division  
 Littleton Electric & Water Department  
 Norwood Electric Department  
 Peabody Municipal Light Plant  
 Reading Municipal Light Plant  
 Wakefield Municipal Gas and Light  
 Department  
 Wakefield Municipal Cooperative  
 Corporation

#### Other Governmental Organizations:

Bondsville Fire and Water District  
 Bourne, MA Landfill

CASE Collaborative  
 Dedham-Westwood Water District  
 Franklin-Hampshire Employment and  
 Training Consortium  
 Franklin Regional Retirement System  
 Lanesboro Village Fire & Water  
 Lexington Housing Assistance Board  
 Lynn Water & Sewer  
 Martha's Vineyard Municipal Airport  
 Merrimack Valley Nutrition Project  
 Natick Water & Sewer  
 Pioneer Valley Planning Commission  
 Salem-Beverly Water Supply Board  
 Springfield Redevelopment Authority  
 Springfield Water and Sewer Commission  
 (Annual Comprehensive Financial Report)  
 Turners Falls Fire and Water District  
 Wayland-Sudbury Septage Treatment  
 Facility

#### Maine

##### Cities:

City of Portland (Annual Comprehensive  
 Financial Report)

#### Vermont

##### Cities:

City of Burlington (Annual Comprehensive  
 Financial Report)  
 City of Saint Albans (Annual Comprehensive  
 Financial Report)

#### School Districts:

Burlington School District