



**Regular City Council Meeting  
February 1, 2022  
Council Chambers  
6:30 PM**

**Agenda**

- 1. Call to Order**
- 2. Opening Prayer**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Acceptance of Minutes**
  - 5.1 City Council Inauguration: January 4, 2022 *consideration for approval* P. 7**
  - 5.2 Regular City Council Meeting: January 11, 2022 *consideration for approval* P. 11**
- 6. Communications from the City Manager**
  - 6.1 City Manager's Report P. 23**
- 7. Communications from the Mayor**
  - 7.1 Mayoral appointments for joint City Council/School Board committee**
    - Councilor Hamann, Councilor Malone, Councilor Beaudoin**
- 8. Presentation of Petitions and Council Correspondence**
  - 8.1 Downtown Parking Review Group P. 39**
- 9. Nominations, Appointments, Resignations, and Elections**
- 10. Reports of Committees**
  - 10.1 Appointments Committee P. 43**

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

10.1.1 Keith Fitts: Planning Board Alternate member – *Term to expire 1/02/2025 consideration for approval*

10.1.2 Paul Giuliano: Planning Board Regular member – *Term to expire 01/02/2025 consideration for approval*

10.1.3 Susan Rice: Planning Board Regular member – *Term to expire 01/02/2025 consideration for approval*

10.1.4 Michael McQuade: Planning Board Regular member – *Term to expire 01/02/2023 consideration for approval*

10.1.5 Matthew Richardson: Planning Board Alternate member – *Term to expire 01/02/2025 consideration for approval*

10.1.6 Robert May: Planning Board Regular member – *Term to expire 01/02/2025 consideration for approval*

10.1.7 Kristen Bournival: Rochester Economic Development Commission Regular Member – *Term to expire 01/02/2025 consideration for approval*

## 10.2 Community Development Committee P. 45

10.2.1 Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2021 for Reallocation of CDBG CARES Act Funds *first reading and consideration for adoption* P. 51

10.2.2 Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2022 for Reallocation of Unexpended Prior Year Funds to New Hampshire Housing *first reading and consideration for adoption* P. 57

## 10.3 Finance Committee P. 61

10.3.1 **Committee Recommendation:** to approve the bid waiver for the Police Department body camera purchase as well as the changes to funding *consideration for approval* P. 63

## 10.4 Public Safety P. 67

10.4.1 **Committee Recommendation:** to relocate the current 30 MPH speed limit sign on the Columbus Avenue end of Lowell Street to a location closer to Great Falls Avenue *consideration for approval*

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

10.4.2 **Committee Recommendation:** to install a 30 MPH speed limit sign in the westbound direction on Lowell Street just beyond Goodwins Way at the discretion of DPW *consideration for approval*

10.4.3 **Committee Recommendation:** to install two advance warning signs for “Double Side Roads” to be placed on Lowell Street in advance of Harding Street and Edgerly Way at the discretion of DPW *consideration for approval*

11. Old Business

12. Consent Calendar

13. New Business

13.1 Resolution Deauthorizing \$80,000.00 in New Hampshire Recreational Trails Program Grant Funds *first reading and consideration for adoption* P. 69

13.2 Non-public meeting minutes related to the sale of 38 Hanson Street *Motion to Unseal*

13.3 Resolution Authorizing Amendment to Lease Agreement between the City and the Department of Health and Human Services (DHHS) *first reading and consideration for adoption* P. 75

13.4 Resolution Authorizing \$26,811.00 Expenditure from the RSA 162-k TIF Fund for the Innovation Drive Water-Sewer Line Extension Project *first reading and consideration for adoption* P. 81

14. Other

15. Non-Public/Non-Meeting

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

16. Adjournment

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**INAUGURATION  
City Council/School Board  
Police Commission  
January 4, 2022  
Rochester Opera House  
6:30 PM**

<b><u>Councilors-Elect</u></b>	<b><u>School Board-Elect</u></b>
Steve Beaudoin	Matthew Beaulieu
Dana Berlin	David Camire
Ashley Desrochers	Shane Downs
Tim Fontneau	Donna Ellis
Skip Gilman	Anne Grassie
James Gray	Sarah Harrington
Laura Hainey	Sandy Keans
Donald Hamann	Paul Lynch - excused
Peter Lachapelle	Matt Munn
John Larochele	Thomas O'Connor
Amy Malone	Matthew Pappas
Christopher Rice	Audrey Stevens - excused
	Karen Stokes - excused
<b><u>Mayor-Elect</u></b>	<b><u>Police Commissioners-Elect</u></b>
Paul Callaghan	Derek J. Peters - excused
	David Stevens - excused
	David Winship - excused
<b><u>Others Present</u></b>	
Mayor Elaine Lauterborn	
Chaplain Ed Cilley	
Ed Pacht, Poet Laureate	
City Manager Blaine Cox	
Deputy City Manager Katie Ambrose	
City Attorney Terence O'Rourke	
City Clerk, Kelly Walters	
Deputy City Clerk, Cassie Givara	

**Minutes**

**1. Call to Order**

Mayor Elaine Lauterborn called the Inauguration to order at 6:30 PM.

## **2. Presentation of the Colors: Spaulding ROTC**

All present stood while the Spaulding high school ROTC entered the stage and presented the colors.

## **3. Pledge of Allegiance**

Mayor Lauterborn asked all to remain standing while she led the pledge of allegiance.

## **4. Singing of the National Anthem – Councilor Elect Ashley Desrochers**

All remained standing while Councilor Elect Ashley Desrochers sang the National Anthem.

The Spaulding ROTC exited the stage.

## **5. Opening Prayer**

### **5.1. Opening Prayer by Ed Cilley, Chaplain for the Rochester Police Department**

Reverend Ed Cilley, Chaplain for the City of Rochester Police Department, approached the podium and led all those gathered in the opening prayer.

## **6. Roll Call of Councils-Elect**

City Clerk Kelly Walters read the roll call for City Council. As noted in the roster above, all Councilors Elect were present. Mayor Elect Paul Callaghan was also present.

## **7. Mayor Takes Oath of Office**

Mayor Lauterborn asked Mayor Elect Paul Callaghan and City Attorney Terence O'Rourke to come forward. Attorney O'Rourke administered the oath of office to Mayor Elect Paul Callaghan.

## **8. Councilors-Elect take Oath of Office**

Attorney O'Rourke had all Councilors Elect stand and raise their right hand to take the oath of office.

## **9. Election of Deputy Mayor**

Mayor Callaghan opened nominations for Deputy Mayor. Councilor Rice **NOMINATED** Councilor Lachapelle. Councilor Desrochers seconded the nomination. Councilor Beaudoin **NOMINATED** Councilor Hamann. Councilor Gilman seconded the nomination. Mayor Callaghan asked if there were any other nominations from the Council. There were no more nominations brought forward. Councilor Rice **MOVED** that nominations cease. Councilor Hainey seconded the

motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor Callaghan asked all Councilors to cast their vote by secret ballot. Attorney O'Rourke tallied the votes and announced that Councilor Lachapelle had been elected Deputy Mayor by a majority ballot vote, with Councilor Lachapelle receiving 9 votes and Councilor Hamann receiving 4 votes.

**10. Poem Recital by Ed Pacht, Poet Laureate of the City of Rochester**

Mayor Callaghan introduced Rochester Poet Laureate Ed Pacht. Mr. Pacht recited his original poem "Inauguration 2022."

Mayor Callaghan dismissed the City Councilors from the stage.

**11. Roll Call of School Board Members-Elect**

Deputy City Clerk Cassie Givara called the School Board members elect to the stage and took the roll call. The attendance is reflected in the roster above.

**12. School Board Members-Elect take Oath of Office**

Attorney O'Rourke had all School Board members elect stand and raise their right hand to take the oath of office.

The School Board members were dismissed from the stage.

**13. Roll Call of Police Commissioners-Elect**

Mayor Callaghan announced that there were no Police Commissioners elect present at the Inauguration this evening.

**14. Police Commissioners-Elect take Oath of Office**

The oath was not administered, as there were no Police Commissioners elect present.

**15. Election Officials**

**15.1. Elect take Oath of Office**

Deputy City Clerk Cassie Givara asked the election officials to stand from their seat in the audience and remain standing in order to take their oath. The following election officials (elect) were present: Dennis Raymond - ward 5 moderator, Ashley Greene – Ward 3 Supervisor of the Checklist, James Grant – Ward 6 Supervisor of the checklist, Mike Scala – Ward 6 Selectman, Bonnie Mulcahy – Ward 4 Moderator, Lenny Bernard – Ward 3 Moderator, Sharon Reed-Erickson – Ward 4 Selectman.

Attorney O'Rourke administered the oath of office to the election officials.

**15.2. Recognition of 30 Years of Service – Patty Dunlap**

City Clerk Kelly Walters thanked the election officials for their hard work and reliability over the years, especially during the pandemic. Ms. Walters said there were many officials who have continued to serve tirelessly for decades. She gave special recognition to Patty Dunlap, Supervisor of the Checklist of Ward 4. Ms. Dunlap, who turned 95-years old this past November, has been serving as an election official since 1991.

**16. Inaugural Address**

Mayor Callaghan began his address by thanking his family, supporters, and City administration for their assistance in preparing him for the road ahead. Mayor Callaghan spoke about his goals and visions for Rochester over the next two years.

**17. \*Old and/or New Business**

No Old/New business discussed.

**18. Other**

No discussion.

**19. Adjourn**

Mayor Callaghan **MOVED** to **RECESS** the meeting at 7:42 PM and announced that Council would reconvene this meeting on January 11, 2022.

Respectfully Submitted,

Cassie Givara  
Deputy City Clerk

**Reconvened Regular City Council Meeting  
January 11, 2022  
Council Chambers  
6:30 PM**

**COUNCILORS PRESENT**

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

**OTHERS PRESENT**

Blaine Cox, City Manager  
Katie Ambrose, Deputy City Manager  
Terence O'Rourke, City Attorney

**COUNCILORS ABSENT**

**Minutes**

**1. Call to Order**

Mayor Callaghan reconvened the meeting from January 4, 2022 to order at 6:30 PM

**2. Opening Prayer**

Mayor Callaghan called for a moment of silent prayer.

**3. Pledge of Allegiance**

Mayor Callaghan led the Pledge of Allegiance.

**4. Roll Call**

Kelly Walters, City Clerk, called the roll. All Councilors were present.

**5. Acceptance of Minutes****5.1 Regular City Council Meeting: December 7, 2021  
*consideration for approval***

Councilor Lachapelle **MOVED** to **ACCEPT** the Regular City Council meeting of December 7, 2021. Councilor Rice seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**6. Communications from the City Manager****6.1 City Manager's Report**

- **Contracts and documents executed since last month**
  - **Department of Public Works**
    - Task Order, Rt 202A Water Main Ext – Wright Pierce
    - Agreement/Notice to proceed – D&C Construction
    - Contract, WWTP secondary clarifier – Brown & Caldwell
    - Contract, UV light disinfection system replacement – Brown & Caldwell
    - Estimate/Scope of service, Demolition of 11 Barker Ct – SUR
    - Change Order, Little Falls Bridge turn lane
  - **Economic Development**
    - FY22 CDBG Environ. Review – CAP Weatherization Hope at Haven Hill, 36 Charles Street
    - FY22 CDBG Environmental Review – CAP Weatherization 12-3
    - Environmental Review for exempt activity – Easter Seals
    - FY22 CDBG Environ. Review – CAP Weatherization, Easter Seals
    - Scope of Work, subdivision survey, 28 and 32 N. Main St – Berry Engineering
    - Grant application certification – Easter Seals
    - FY22 CDBG Environ. Review – CAP Weatherization 12-21
  - **Finance**
    - MPX Service Agreement amendment

**The following standard report has been enclosed:**

- Personnel Action Report Summary

City Manager Cox said that the Interim Fire Chief received an email from Superintendent Repucci providing a formal thank you recognition to the Fire Department for conducting the School Vaccine Clinics.

City Manager Cox expressed thanks to the Utility Billing Office regarding

the positive feedback from a customer in reference to two employees, Michele Grant and Jeremy Whitehouse, who both gave excellent customer service.

City Manager Cox gave a brief update about the Willand Warming Center, which had 59 clients last evening nine of which were new clients. He said the center is all set with food and drinks for the time being.

City Manager Cox drew attention to the City of Rochester Flag, which is now erected in the City Council Chambers.

Councilor Hainey asked if the rumors were true that the Warming Center was filled to capacity. City Manager Cox indicated that the facility placed a cap on the number of residents that they are able to accommodate due to Covid/Social Distancing requirements. Councilor Malone agreed that the allotted beds were limited because of Covid and they have been very creative to allow the most beds occupied as possible; however, they are still having to turn some away.

Councilor Desrochers stated that there are certain individuals who are not permitted to enter the facility at all unless there is an emergency policy that is over turned.

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

### **7.1. Mayoral Appointments of Subcommittees**

Mayor Callaghan appointed the following Councilors to the Committee's listed below:

<p><b><u>APPOINTMENTS</u></b> <b><u>REVIEW COMMITTEE</u></b> James Gray, Chair Laura Hainey, Vice Chair Amy Malone Ashley Desrochers Dana Berlin</p>	<p><b><u>FINANCE COMMITTEE</u></b> Paul Callaghan, Chair Peter Lachapelle, Vice Chair Donald Hamann James Gray Laura Hainey John LaRochelle Steve Beaudoin</p>
<p><b><u>PUBLIC WORKS COMMITTEE</u></b> Donald Hamann, Chair James Gray, Vice Chair Steve Beaudoin Chris Rice John LaRochelle</p>	<p><b><u>PUBLIC SAFETY COMMITTEE</u></b> Chris Rice, Chair Peter Lachapelle, Vice Chair Skip Gilman Amy Malone Dana Berlin</p>

<p><b><u>CODES &amp; ORDINANCES COMMITTEE</u></b>  Peter Lachapelle, Chair  Steve Beaudoin, Vice Chair  Skip Gilman  Ashley Desrochers  Tim Fontneau</p>	<p><b><u>COMMUNITY DEVELOPMENT COMMITTEE</u></b>  Laura Hainey, Chair  Skip Gilman, Vice Chair  Tim Fontneau  Amy Malone  John LaRochelle</p>
--	---

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

### **8.1. Creation of Special joint committee of the School Board and City Council**

Superintendent Repucci addressed the City Council about requesting the creation of a joint Committee of the School Board and City Council. He said as of January 1<sup>st</sup> of this year, the State building aide has become available. If the City Council decides to create the joint Committee, an application could be submitted to the State by July. It would be wise for the City to take advantage of State and Federal funds if possible.

Mayor Callaghan requested that any City Councilors interested in serving on this Committee report to him directly after the City Council meeting.

### **8.2. Correspondence from Public Health Network**

Mayor Callaghan stated that a letter can be found in the City Council's packet regarding regional recommendation about the Omicron Variant from the Strafford County Public Health Network.

Councilor Desrochers said she has been working in the field of public health/emergency management over the past two years. She wished to point a few key factors from the letter. She said the Omicron Variant is 73% more infectious; however, it has not shown to be as deadly as the previous variant. This will create a significant burden on our workforce as well as our families and the homeless population. She said that the World Health Organization has recently stated that airborne transmission of the Omicron variant is possible. She said it is important to look at more messaging to the public as a way to prevent more spreading of this variant.

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

### **9.1 **Resignation:** Nancy Carignan, Recreation & Arena Committee *consideration for approval***

- 9.2 **Resignation:** Tim Fontneau, Planning Board (Regular Member) *consideration for approval*
- 9.3 **Resignation:** Lance Whitehill, Planning Board (Alternate member) *consideration for approval*
- 9.4 **Resignation:** Paul Giuliano, Zoning Board of Adjustments (Regular member) *consideration for approval*
- 9.5 **Resignation:** Mark Hourihane, Rochester Economic Development Commission (Regular member) *consideration for approval*
- 9.6 **Resignation:** Lionel Sylvain, Planning Board (Regular Member) *consideration for approval*

Councilor Lachapelle **MOVED** to **ACCEPT** the above resignations referenced as 9.1 through 9.6 with regret. Councilor Rice seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

- 9.7 **New Appointment:** Jeremiah Minihan – Historic District Commission, Alternate Member *term to expire 1/02/2023 consideration for approval*

Councilor Lachapelle **MOVED** to **APPROVE** the appointment as stated above. Councilor Rice seconded the motion. Mayor Callaghan explained that this is a corrective measure, because had been appointed at the December meeting inadvertently as a Regular member and there is only room for an Alternate Member at this time. The **MOTION CARRIED** by a unanimous voice vote.

- 9.8 **Mayoral Nomination/Confirm by City Council:** Arts and Culture (Government Representative - Ashley Desrochers) *Term to Expire on 1/2/2024*

- ~~9.9 **Mayoral Nomination/Confirm by City Council:** Opera House Board of Directors (City Council Representative Christopher Rice) *Term to Expire on 1/2/2024*~~

- 9.10 **Mayoral Nomination/Confirm by City Council: Historic District Commission (City Council Representative - Laura Hailey)** *Term to Expire on 1/2/2024*
- 9.11 **Mayoral Nomination/Confirm by City Council: Planning Board Regular Member – Donald Hamann** *Term to Expire on 01/02/2024*
- 9.12 **Mayoral Nomination/Confirm by City Council: Planning Board Alternate Member – Ashley Desrochers** *Term to Expire on 01/02/2024*
- 9.13 **Mayoral Nomination/Confirm by City Council: Recreation and Arena Commission, Regular Member – Dana Berlin** *Term to Expire on 01/02/2024*
- 9.14 **Appointment: Rochester Economic Development (Chair – Paul Giuliano)** *Chair Term to Expire on 01/02/2024*
- 9.15 **Appointment: Rochester Recreation & Arena Commission (Chair – Sheila Colson)** *Chair Term to Expire on 01/02/2024*

Councilor Lachapelle said if there were no objections he would **MOVED** to **APPROVE** items 9.8 through 9.15 as referenced above but excluding 9.9 which is not actually a Mayoral appointment. Councilor Rice seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

## 10. Reports of Committees

### 10.1 Appointments Committee

#### 10.1.1 Reappointment memo for review

Councilor Lachapelle **MOVED** to **APPROVE** the members listed on

the re-appointments memo. Councilor Rice seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Kevin Barry	Rec & Arena Commission	Term to Expire 1/02/2024
Molly Meulenbroek	Historic District Commission, (Current Chair)	Term to Expire 1/02/2025
Ralph Sanders	Utility Advisory Board	Term to Expire 1/02/2024
Kristin Ebbeson	REDC	Term to Expire 1/02/2023
David Colson	Rec & Arena Commission	Term to Expire 1/02/2025
Dale Bickford	Rec & Arena Commission	Term to Expire 1/02/2024
Bruce Jolin	Library Trustees	Term to Expire 1/02/2025
Leo Brodeur	Zoning Board	Term to Expire 1/02/2025
Sheila Colson	Rec & Arena Commission	Term to Expire 1/02/2025
Richard Clough	Rec & Arena Commission	Term to Expire 1/02/2025
Mark Jennings	Conservation Commission	Term to Expire 1/02/2024
Thomas Jean	Personnel Advisory Board	Term to Expire 1/02/2024

## 10.2 Codes & Ordinances Committee

### 10.2.1 February 3, 2022 meeting – Review of Council Rules of Order

Councilor Lachapelle said there will be a meeting on February 3, 2022, of the Codes and Ordinances Committee, in order to review the City Council's Rules of Order. He invited the City Councilors who are not on the Committee to join the discussion as well.

## 10.3 Public Safety

### 10.3.1 Committee Recommendation: To relocate the current streetlight at the corner of Hoover and Washington to the utility pole across the street *consideration for approval*

Councilor Rice stated that the Public Safety Committee is scheduled to meet on January 19, 2022.

Councilor Rice gave a brief overview of reasons why a streetlight is being requested at the corner of Hoover and Washington Street. He **MOVED** to **APPROVE** the following Committee Recommendation: To relocate the current streetlight at the corner of Hoover and Washington to the utility pole across the street. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Rice spoke briefly about the Evolis Radar Speed Limit signs. He said a request to purchase the two signs was forwarded to the Finance Committee at the cost of \$5,950. He said the signs are portable and could be mounted on poles/telephone poles around the City. The City Council discussed whether or not actual telephone poles could be utilized. It was determined that a permit would be required but the Public Works staff would work to ensure the signs were mounted properly.

#### **10.4 Public Works**

Councilor Hamann said there are no action items. He said the Committee met in December and discussed updates to various public works projects. He said there will not be a meeting in January; however, there will be a full agenda for the February meeting. Councilor Larochelle inquired of how to make a correction to the Public Works Committee minutes. City Clerk Walters replied that it is appropriate to make the correction at the Committee level.

#### **11. Old Business**

No discussion.

#### **12. Consent Calendar**

No discussion.

#### **13. New Business**

##### **13.1 Resolution for Supplemental Appropriation of \$422,805 to Department of Public Works (DPW) Sewer CIP Fund *first reading and consideration for adoption***

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

##### **Resolution for Supplemental Appropriation of \$422,805 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 appropriate an amount not to exceed Four Hundred Twenty-Two Thousand Eight Hundred Five Dollars (\$422,805.00) 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 related to carrying out the activities approved by the MAAM shall be derived from City of Portsmouth, NH, One Hundred Seventy Six Thousand Eighty Eight and 67/100 Dollars (\$176,088.67), City of Dover, NH One Hundred Twelve Thousand Nine Hundred Eight and 15/100 Dollars (\$112,908.15), Town of Newington, NH, Six Thousand Nine Hundred Sixty Six and 67/100 Dollars (\$6,966.67), Town of Rollinsford, NH, Three Thousand Six Hundred Three and 45/100 Dollars (\$3,603.45), Town of Milton, NH, Two Thousand Four Hundred Two and 30/100 Dollars (\$2,402.30) and City of Rochester's Sewer Fund Retained Earnings One Hundred Twenty Thousand Eight Hundred Thirty Five and 75/100 Dollars (\$120,835.75).

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 Desrochers seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**14. Other**

Councilor Hailey announced that the next Community Development meeting would be on January 24, 2022.

Councilor Rice took a few moments to briefly give a history and his views over the proposed redistricting plans being made at the State level of government. He said that the City of Rochester has nine dedicated State representatives and the potential to lose the dedicated State Representative seat for Ward 5 if this proposed plan passes. He said Ward 5 would be separated from the other wards in the City of Rochester and would be joined to share 3 seats with the Town of Milton. He said potentially, this could mean that those Representative chosen to represent Ward 5 of Rochester could all be residents of Milton. He expressed frustration over this proposed change. He gave details of the population decrease in Milton and the population slight increase to Rochester. He encouraged Senator Gray to vote against this proposed redistricting plan. He said for the record that both the State Representatives for Ward 5 voted yes on this proposed plan.

Councilor Gray called for a point of order over Councilor Rice calling out other State Representatives in a discriminatory manner. Councilor Gray felt Councilor Rice was over the line. He agreed to further educate Councilor Rice on the matter. A brief debate broke out between Councilor Rice and Councilor Gray. Mayor Callaghan said he would end this discussion now and place it on the Workshop Agenda. Councilor Gray said that his integrity and the integrity of two State Representatives have been questioned and he believed he should be able to respond to such accusations. Mayor Callaghan said the topic would be on the next Workshop Agenda.

Councilor Hainey said she attended the New Councilors Orientation last Friday and the tour and staff were amazing. Councilors Malone and Fontneau agreed.

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

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

Councilor Rice **MOVED** to enter into a Non-Public Session for Land, RSA 91-A:3, II (d) at 7:27 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors Berlin, Desrochers, Gray, Fontneau, Hamann, Hainey, Lachapelle, LaRoche Beaudoin, Malone, Gilman, Rice, and Mayor Callaghan voted in favor of the motion.

Councilor Rice **MOVED** to exit the Non-Public Session at 8:11 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

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

## **16. Adjournment**

Respectfully submitted,

Kelly Walters, CMC  
City Clerk

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



## *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 January 2022**

Contracts and documents executed since last month:

- **City Manager**
  - Rental Agreement – Sole City Dance **P. 25**
- **Economic Development**
  - FY22 CDBG Environ. Review – CAP Weatherization, January 3 **P. 26**
  - FY22 CDBG Environ. Review – CAP Weatherization, January 4 **P. 27**
  - FY22 CDBG Environ. Review – CAP Weatherization, January 6 **P. 28**
  - FY22 CDBG Environ. Review – CAP Weatherization, January 7 **P. 29**
  - FY22 CDBG Environ. Review – CAP Weatherization January 13 **P. 30**
  - FY22 CDBG Environ. Review – CAP Weatherization, January 18 **P. 31**
  - FY22 CDBG Environ. Review – CAP Weatherization, Yo's Thai **P. 32**
  - FY22 CDBG Environ. Review – CAP Weatherization, Briar Ridge home **P. 33**
  - FY22 CDBG Environ. Review – CAP Weatherization, January 24 **P. 34**
  - NH CDFA Contract – Gafney Home Project **P. 35**
- **Finance**
  - MAAM Consulting services Amendment, PREP Engagement – Brown & Caldwell **P. 36**

The following standard report has been enclosed:

- Personnel Action Report Summary **P. 37**

---

*Intentionally  
left blank...*

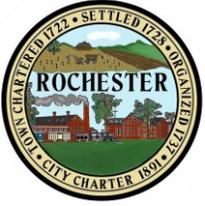
---

City Clerk's Office

---

---

01/27/2022



*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)



January 23, 2022

**TO:** Blaine M. Cox, City Manager  
**FROM:** Celeste Plaia, Government Channel Coordinator  
**REGARDING:** **Rental of Council Chambers**

The rental agreement with Arts Rochester DBA Sole City Dance is attached. They have requested to rent Council Chambers on March 12, 2022. There is a City policy pertaining to rental agreements and Arts Rochester DBA Sole City Dance has met those requirements.

Please sign the attached rental agreement and return to me for processing.

TO: Blaine Cox, City Manager

FROM: Julian Long, Community Development Coordinator

DATE: January 3, 2022

RE: CAP Weatherization Environmental Review

Please find attached a completed environmental review for a weatherization project to be conducted by the Community Action Partnership of Strafford County. The project will repair (or replace, if repair is not possible) a heater in a manufactured home located in Gonic. City Council approved funding for this activity at the May 4, 2021 City Council meeting. The environmental review requires the signature of the City Manager as the city's authorized official.

Please contact Community Development Coordinator Julian Long with any questions or concerns. Thank you.

Date: January 4, 2022

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2022 CDBG Environmental Reviews – CAP Weatherization  
Environmental Reviews

Please see attached two completed FY 2022 Community Development Block Grant (CDBG) environmental reviews for hot water heater replacements in manufactured homes located in the northwestern region of the city. The City Council approved funding to the CAP weatherization program at the May 4, 2021 City Council meeting.

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

TO: Blaine Cox, City Manager

FROM: Julian Long, Community Development Coordinator

DATE: January 6, 2022

RE: CAP Weatherization Environmental Review

Please find attached a completed environmental review for a weatherization project to be conducted by the Community Action Partnership of Strafford County. The project will repair (or replace, if repair is not possible) a furnace in a manufactured home located in the eastern-central region of the city. City Council approved funding for this activity at the May 4, 2021 City Council meeting. The environmental review requires the signature of the City Manager as the city's authorized official.

Please contact Community Development Coordinator Julian Long with any questions or concerns. Thank you.

TO: Blaine Cox, City Manager

FROM: Julian Long, Community Development Coordinator

DATE: January 7, 2022

RE: CAP Weatherization Environmental Review

Please find attached a completed environmental review for a weatherization project to be conducted by the Community Action Partnership of Strafford County. The project will repair (or replace, if repair is not possible) a heating system in a manufactured home located in the East Rochester. City Council approved funding for this activity at the May 4, 2021 City Council meeting. The environmental review requires the signature of the City Manager as the city's authorized official.

Please contact Community Development Coordinator Julian Long with any questions or concerns. Thank you.

Date: January 13, 2022

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2022 CDBG Environmental Reviews – CAP Weatherization  
Environmental Reviews

Please see attached the completed FY 2022 Community Development Block Grant (CDBG) environmental review for the replacement of an energy inefficient boiler in a stick-built single family home located in the far northwestern region of the city. The City Council approved funding to the CAP weatherization program at the May 4, 2021 City Council meeting.

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

Date: January 18, 2022

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2022 CDBG Environmental Reviews – CAP Weatherization  
Environmental Reviews

Please see attached the completed FY 2022 Community Development Block Grant (CDBG) environmental review for the replacement of a hot water heater in a manufactured home located in the central region of the city. The City Council approved funding to the CAP weatherization program at the May 4, 2021 City Council meeting.

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

Date: January 20, 2022

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2022 CDBG Environmental Reviews – CAP Weatherization  
Environmental Reviews

Please see attached the completed FY 2022 Community Development Block Grant (CDBG) environmental review for the installation of a new sign at Yo's Thai Street Food restaurant. The Historic District Commission approved funding for this façade and sign project at its January 20, 2022 meeting.

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

Date: January 24, 2022

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2022 CDBG Environmental Reviews – CAP Weatherization  
Environmental Reviews

Please see attached the completed FY 2022 Community Development Block Grant (CDBG) environmental review for the repair (or replacement, if repair is not possible) of an electric heating system in a mobile home located in Briar Ridge Estates. The City Council approved funding to the CAP weatherization program at the May 4, 2021 City Council meeting.

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

Date: January 24, 2022

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2022 CDBG Environmental Reviews – CAP Weatherization  
Environmental Reviews

Please see attached the completed FY 2022 Community Development Block Grant (CDBG) environmental review for the replacement of a heating system in a stick-built home located in the central region of the city. The City Council approved funding to the CAP weatherization program at the May 4, 2021 City Council meeting.

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

Date: January 19, 2021

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: Request for Signature on NH CDFR Contract for Gafney Home Project

Please see attached the preliminary contract between New Hampshire Community Development Finance Authority and the City of Rochester related to the award of Community Development Block Grant CARES Act funds for the renovation of the Gafney Home to create affordable housing for senior residents. The contract requires the signature of the City Manager on the first page, as well as initials on the bottom right of each subsequent page of the contract.

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



# *City of Rochester, New Hampshire*

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917

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

MEMO

TO: Blaine Cox

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

DATE: January 19, 2021

RE: Brown & Caldwell Amendment #1 to Agreement for Consulting for PREP Engagement Amount \$50,000

---

Attached please find amendment #1 to the agreement for consulting services with Brown & Caldwell for Piscataqua Region Estuaries Partnership (PREP) engagement. The PREP engagement agreement is for consulting services for the Municipal Alliance for Adaptive Management (MAAM), which Rochester has executed as fiscal agent for MAAM. Amendment #1 modifies the scope of services to address consulting services in 2022. MAAM voted to approve amendment #1 and associated funding at their December 2021 meeting. Funding is available in the Sewer CIP fund and the MAAM communities will be invoiced for their share of the cost allocation.

Let me know if you have any questions.

---

Katie Ambrose

Deputy City Manager/Director of Finance & Administration

Enclosures: Amendment No. 1 to Agreement for Consulting Services Between City of Rochester, NH and Brown and Caldwell for PREP Engagement

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
CITY COUNCIL	DAVID WALKER	COUNCILOR	1							X								
CITY COUNCIL	PALANA HUNT-HAWKINS	COUNCILOR	1							X								
CITY COUNCIL	JEREMY HUTCHINSON	COUNCILOR	1							X								
CITY COUNCIL	AMY MALONE	COUNCILOR	1	X		X	X											
COMMUNICATIONS	ALISHA WOOD	COMMUNICATIONS SPECIALIST	1	X			X											
COMMUNICATIONS	SARAH BAILEY	COMMUNICATIONS SPECIALIST	1	X						X								
DPW	JOSEPH PROVENCHER	MEDIUM EQUIPMENT OPERATOR	1	X			X											
FINANCE	ANGIE GRAY	ACCOUNT CLERK	1	X							X							ANNIVERSARY DATE 10/26/1987
FIRE	CAMDEN MCLEAN	FIREFIGHTER	1	X							X							ANNIVERSARY DATE 01/04/2021
FIRE	GAYDEN LAMBERT	CALL FIRE	1			X				X								
FIRE	MARC DESROSIERS	CALL FIRE	1			X				X								
FIRE	SCOTT SNEIRSON	CALL FIRE	1			X				X								
FIRE	CASEY COUCH	CALL FIRE	1			X				X								
FIRE	JOSH BIRON	FIREFIGHTER	1	X							X							ANNIVERSARY DATE 01/09/2021
FIRE	TYLER THURBER	FIREFIGHTER	1	X							X							ANNIVERSARY DATE 01/15/2018
FIRE	ALEXANDER WOOD	FIREFIGHTER	1	X						X								
FIRE	DARRYL JEFFERS	DEPUTY FIRE CHIEF TRAINING	1	X					X									
FIRE	KEVIN BANKS	FIREFIGHTER	1	X							X							ANNIVERSARY DATE 01/09/2017
FIRE	DAVID LEVESQUE	FIREFIGHTER	1	X							X							ANNIVERSARY DATE 01/15/2018
FIRE	JOHN HEALEY	FIREFIGHTER	1	X			X											
IT	MATTHEW ANDERSON	SYSTEM ADMINISTRATOR	1	X			X											
LIBRARY	ALEXIS NOBLE	LIBRARY PAGE	1		X					X								
POLICE	LISA STANLEY	COMMISSIONOR	1							X								
POLICE	PAUL TOUSSIANT	POLICE CHIEF	1	X					X									
POLICE	GARY BOUDREAU	POLICE CHIEF	1	X												X		DEPUTY POLICE CHIEF TO POLICE CHIEF
POLICE	JASON THOMAS	DEPUTY POLICE CHIEF	1	X												X		POLICE CAPTAIN TO DEPUTY POLICE CHIEF
POLICE	ANDREW SWANBERRY	POLICE CAPTAIN	1	X												X		POLICE LIEUTENANT TO POLICE CAPTAIN
POLICE	MICHAEL MIEHLE	POLICE LIEUTENANT	1	X												X		POLICE SERGEANT TO POLICE LIEUTENANT
POLICE	JACOB BENJAMIN	PATROL SERGEANT	1	X							X							PROMOTION DATE 01/12/2020
POLICE	ZACHARY WILSON	PATROL OFFICER	1	X			X											
POLICE	NICOLE RODLER	JUVENILE DIVISION COORDINATOR	1		X						X							ANNIVERSARY DATE 12/07/2009
RECREATION	PARKER DUBE	REFEREE/SCOREKEEPER	1			X	X											
RECREATION	GANNON HUGHES	REFEREE/SCOREKEEPER	1			X		X										
RECREATION	JULIA ZIADEH	REFEREE/SCOREKEEPER	1			X	X											
RECREATION	KENDALL GADBOIS	REFEREE/SCOREKEEPER	1			X	X											
RECREATION	ANDREW GAGNE	REFEREE/SCOREKEEPER	1			X	X											
RECREATION	KYLE LIBBY	REFEREE/SCOREKEEPER	1			X	X											
RECREATION	JADE TRUEMAN	REFEREE/SCOREKEEPER	1			X	X											
RECREATION	CATHERINE TEWELL	SUPPORT STAFF 2	1			X											X	CAMP DIRECTOR TO SUPPORT STAFF 2
TAX OFFICE	MELISSA BEAL	DEPUTY TAX COLLECTOR	1	X			X											
WELFARE	JODI CARNES	WELFARE INTAKE WORKER	1	X							X							ANNIVERSARY DATE 12/01/2020

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



## *City of Rochester, New Hampshire*

Office of the City Manager

31 Wakefield Street • Rochester, NH 03867-1917

(603) 335-7506 Fax (603) 332-7589

January 24, 2022

### **Honorable Mayor Callaghan and Rochester City Council Inter-Office Mail**

Mayor & Council,

It is time to begin a formal review of our current and future parking needs in our downtown here in Rochester. In response, I plan to create a Parking Review Group (PRG) under the Self-Directed Work Team policy (see attached). I seek that the PRG will have the following representatives:

1. City Councilor
2. Planning Board member
3. Rochester Economic Development Commission member
4. Planning Department staff person
5. Economic Development Department staff person
6. Department of Public Works staff person
7. Police Department staff person
8. Rochester Main Street Member
9. One or more of the following
  - a. Downtown Business owner (may be tenant)
  - b. Downtown Residential Property owner
  - c. Downtown Commercial Property owner
  - d. Downtown Resident (owner or renter)

The group's mission statement includes the following:

1. Review the following chapters of the Master Plan:
  - a. Transportation (adopted February 2020)
  - b. Downtown (adopted August 2020)
2. Review the Parking Study conducted by Stantec (June 2021)
3. Begin a "self-directed" review and information collection phase:
  - a. Follow up steps #1 and #2 with additional information gathering as deemed needed by PRG

- b. Host an open public meeting to solicit input from other stakeholders and the greater community
- c. Conduct any other activities and analysis deemed beneficial by the PRG
- d. Develop a draft list of Action Items and Next Steps, with projected completion dates which PRG will then present to the City Council and myself
- e. Complete any financial analysis needed regarding funding or revenue that any action item may need/generate.

I am hopeful that you will be able to forward to me the name of an individual from your group or organization that is willing and that you propose to serve on the Self-Directed PRG. I seek to convene the first meeting of PRG by February 18, 2022.

Thank you,



Blaine M. Cox  
City Manager

**POLICY AND PROCEDURE MEMO**

SUBJECT: SELF-DIRECTED WORK TEAM

NO. 1.006

DATE: 4-5-13 Approved

*D. W. F. [Signature]*  
CITY MANAGER

**I. STATEMENT:**

Self-directed work teams shall be established by the City Manager for the express purpose of advising the City Manager regarding the issue for which the team was created to investigate or administer. All team recommendations will be considered, but ultimate authority rests with the City Manager to act upon the recommendations as he/she sees fit. Team recommendations without manager approval will not constitute recommendations of the administrative branch.

**II. PROCEDURE**

1. Self-directed work teams shall be established by the City Manager for a specific purpose, to be set forth in the teams' Mission Statements.
2. The first meeting of each team shall address the role of the team and its members, the process the team shall follow to fulfill the Mission Statement, the advisory nature of team recommendations, and generally ensure that the often obscure role and purpose is made clear. The City Manager shall attend this first meeting to state his/her purpose for creating the team, what expectations are, and what is to be accomplished.
3. Periodic reports shall be made to the City Manager to ensure that he/she is aware of the progress being made and the direction being taken.

**- END OF PROCEDURE-**

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



*City of Rochester, New Hampshire*  
CITY COUNCIL – APPOINTMENTS COMMITTEE  
31 Wakefield Street • Rochester, NH  
03867 (603) 332-1167  
[www.RochesterNH.net](http://www.RochesterNH.net)

**Appointments Committee Minutes**

January 18, 2022

City Hall Chambers – Conference Room

5:30 PM

**Committee Members Present:**

James Gray, Chair  
Laura Hainey, Vice-Chair  
Dana Berlin  
Amy Malone

**Committee Members Absent:**

Ashley Desrochers, excused

**Minutes**

The meeting was called to order at 5:30 PM on January 18, 2022.

**David Walker - Planning Board (New, Regular Member) Term to Expire 1/2/2023**  
***No recommendation made by Committee at this time***

The Appointments Committee has retained the application for David Walker for consideration at our next meeting.

**James Hayden -Planning Board (New, Alternate Member) Term to Expire 1/2/2025**  
***No recommendation made by Committee at this time***

Mr. Hayden was unable to attend the Appointments Committee meeting due to illness. The Appointments Committee has retained the applications for James Hayden for consideration at our next meeting.

**Keith Fitts - Planning Board – Elevation from alternate to regular member, term expiration dependent on recommendation**

The Appointments Committee would like to thank Keith Fitts for his service on the Planning Board and his application. We look forward to his continued service on the Planning Board as an alternate with a term to expire 1/2/2025.

**Paul Giuliano - Planning Board, Elevation from alternate to regular member**

The Appointments Committee recommends elevation from alternate to regular member with a term to expire 01/02/2025

**Susan Rice -Planning Board (New, Regular Member) *Term to Expire 1/2/2025***

The Appointments Committee recommends appointment as a regular member with a term to expire 01/02/2025

**Matthew Richardson Planning Board (New, Regular Member) *Term to Expire 1/2/2025***

The Appointments Committee recommends appointment as an alternate member with a term to expire 01/02/2025

**Michael McQuade - Planning Board (New, Regular Member) *Term to Expire 1/2/2025***

The Appointments Committee recommends appointment as a regular member with a term to expire 01/02/2023

**Pending Reappointments:**

The following Reappointments are recommended by the Appointments Committee:

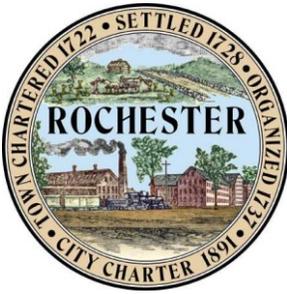
**Robert May** Planning Board, Regular Member with a term to expire 1/2/2025

**Kristen Bournival** Rochester Economic Development Commission, Regular Member with a term to expire 1/2/2025

Councilor Gray **MOVED** to **RECESS** the Appointments Committee Meeting at 6:29 PM. Councilor Hainey seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. The Committee reconvened to continue discussions at 8:32 PM following the adjournment of the City Council Workshop meeting. Councilor Gray **ADJOURNED** the Appointments Committee meeting at 8:47 PM.

Respectfully submitted,

James Gray, Chair



# 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, January 24, 2022	
<b>Members Present:</b>	Laura Hainey Skip Gilman John Larochelle Amy Malone	<b>Members Absent:</b> Tim Fontneau
<b>Guests/Staff:</b>	Julian Long, Rochester Community Development Coordinator John Burns, SOS Recovery Center Julie Reynolds, Cornerstone VNA Tarah Bergeron, Court Appointed Special Advocates of New Hampshire Skip Smith, SHARE Fund Kevin Lacasse, Paradise Estates Art Jacobs, Recreation Department Jennifer Marsh, Assistant Economic Development Director Carole Glenn, Economic Development Administrative Assistant John McLain, East Rochester Library Elizabeth Fourar-Laidi, Community Partners Kathy Beebe, HAVEN Dave Totty, School Department Elsy Cipriani, New Generation Jaymie Chagnon, Strafford Nutrition Meals on Wheels	

Councilor Hainey called the special meeting to order at 6:00 p.m. Motion was made by Councilor Gilman to approve the October 18, 2021 meeting minutes and was seconded by Councilor Larochelle. The motion passed unanimously.

<b>PUBLIC INPUT</b>	There was no public input.
<b>FY 2023 GRANT APPLICATION PRESENTATIONS</b>	<p>Mr. Long provided a brief overview of the Community Development Block Grant (CDBG) program, which are federal funds through the U. S. Department of Housing and Urban Development for activities and projects benefitting low to moderate income residents. The grant caps awards for operating expenses (as opposed to bricks-and-mortar projects) at 15% of the overall annual grant award.</p> <p>Some organizations presented in-person before the committee in the Cocheco Conference Room, and some organizations presented via</p>

Zoom video conferencing. All committee members were present in-person in the Cocheco Conference Room, as was Mr. Long.

#### SOS Recovery Center – John Burns (Zoom)

Mr. Burns stated that SOS Recovery Center is asking for \$75,000 in municipal funds instead of its usual allocation of \$25,000. This is partly because SOS Recovery Center is taking on some of the work, including Community Care Coordination, formerly performed by the Integrated Delivery Network.

Councilor Malone asked whether SOS Recovery Center has looked into Medicare/Medicaid for case managing. Mr. Burns replied that SOS Recovery Center is evaluating how to do so without creating client barriers to services. Councilor Larochelle requested a written summary of the presentation from Mr. Long, which Mr. Long stated he would provide.

Councilor Hainey asked about funding requests made of other communities. Mr. Burns replied that other requests are made of Strafford County communities and that about 35% of clients come from Rochester.

#### Cornerstone VNA – Julie Reynolds (Zoom)

Ms. Reynolds stated that Cornerstone VNA provides home health services, including chemotherapy and hospice, to Rochester residents. She mentioned that these services have included in-home vaccinations. Councilor Hainey asked how many Rochester residents were served, and Ms. Reynolds replied that it was 1,061 residents. Ms. Reynolds added that about 85% of clients are over the age of 65.

#### Court Appointed Special Advocates of NH – Tarah Bergeron (Zoom)

Ms. Bergeron provided a brief overview of the volunteer legal services provided by the organization for abused and neglected children. The funding is to help recruit additional guardians ad litem. Councilor Malone asked how many additional volunteers are needed. Ms. Bergeron replied that the requested funding would allow for the recruitment of two additional volunteers. Councilor Hainey asked how many current Rochester cases there are, and Ms. Bergeron replied that there are 93 cases.

#### SHARE Fund – Skip Smith (in person)

Mr. Smith discussed the ongoing COVID-19 pandemic's impact on local financial assistance needs, including the tripling of requests for housing assistance. Due to this increase in needs, the SHARE Fund is requesting \$10,000 for FY 2023 in comparison to the \$4,000 received in the current program year. Councilor Hainey asked from where else SHARE Fund receives funding, and Mr. Smith replied that it comes from

private donations, grants from grantors such as Bank of America, and the SHARE Fund thrift store. Councilor Malone expressed appreciation for the SHARE Fund's work and services.

Paradise Estates – Kevin Lacasse (in person)

Mr. Lacasse provided presentation handouts to the committee members and stated that Paradise Estates manufactured home park and its partners are requesting funds to address ground water contamination at the park that originates off-site. The park is seeking to connect to city water and sewer systems. Mr. Lacasse added that other funds obtained for the project include PFAS remediation funds, American Rescue Plan Act funds, and state Drinking Water Trust Fund.

Councilor Larochele asked about the plumbing currently used for water distribution. Mr. Lacasse replied that the plumbing was mostly installed in the 1970s. Councilor Larochele asked if the park ownership is for-profit, and Mr. Lacasse replied that is but that the majority of park residents are low to moderate income.

Recreation Department – Art Jacobs, Jenn Marsh, and Carole Glenn (in person)

Mr. Jacobs stated that that the Recreation Department is requesting funding for construction of pickle ball courts and a teen recreation area at Hanson Pines Park. Funding would also be used to install security cameras at the park. Ms. Glenn stated that the cost estimate for the pickle ball courts is \$89,500, the cost estimate for the teen recreation area is \$9,750, and the cost estimate for the security cameras is \$19,925. The Recreation Department is requesting \$75,000 in CDBG funding and plans to fund the remainder through a CIP.

Councilor Malone asked if the pickle ball courts would be open to all ages and whether equipment would be available for players. Mr. Jacobs replied that this will be the case. Councilor Larochele asked how long the pickle ball court surface is anticipated to last, and Mr. Jacobs stated that its lifespan is about 15 years.

East Rochester Library – John McLain (in person)

Mr. McLain stated that the library's funding request is for general operating costs for the building and for staffing. Mr. McLain stated that, after a temporary closure at the start of the pandemic, the library has reopened and attendance has increased. Also, the library would like to upgrade its electrical system, as currently there are only two electrical outlets.

Councilor Gilman asked what days the library is open, and Mr. McLain replied that it is open on Wednesdays and Fridays. Councilor Malone

asked how many visitors the library receives, and Mr. McLain replied that the library projects 800 visitors next year.

#### Community Partners – Elizabeth Fourar-Laidi (Zoom)

Ms. Fourar-Laidi stated that Community Partners serves individuals with mental illnesses and developmental disabilities and is seeking CDBG funds for its rental assistance program. She added that Community Partners anticipates an increase in housing funding requests as other pandemic-related funding sources are ending.

Councilor Malone asked whether Community Partners check with other organizations to see if clients qualify for other services. Ms. Fourar-Laidi said this is the case and helps prevent duplicate funding.

#### HAVEN – Kathy Beebe (Zoom)

Ms. Beebe stated that HAVEN is the region's main domestic violence and sexual assault services provider. The CDBG funding requested would provide housing services for violence survivors. HAVEN has a long-term capital campaign to build a larger-capacity emergency shelter.

Councilor Hailey asked about the pandemic's impact on HAVEN's number of clients. Ms. Beebe replied that HAVEN had already worked on implementing "mobile advocacy" to meet clients where they're currently at. At the beginning of the pandemic, some reporting went down due to isolation of family members at home. Councilor Malone asked how many Rochester residents are served by HAVEN, and Ms. Beebe replied that they serve about 500 individuals.

#### School Department – Dave Totty (in person)

Mr. Totty stated that the School Department is requesting CDBG funding for Maple Street Magnet School parking lot expansion and for an electronic sign for Spaulding High School. Mr. Totty added that there are proposed funds for the Maple Street Magnet School project is the city budget but that these funds will likely be removed from the budget.

Councilor Malone asked about community messaging for the Spaulding High School sign. Mr. Totty replied that the principal and superintendent would likely be the ones to decide on sign messaging. Mr. Totty added that there is funding for electrical engineering for the sign in the school budget. Councilor Laroche expressed concerns about flashing signs distracting drivers, and Mr. Totty replied that the signs are programmable and can be adjusted to address any concerns.

#### New Generation – Elsy Cipriani (Zoom)

Ms. Cipriani stated that New Generation provides emergency shelter for single mothers and children, transitional housing, and continuing case management for clients who have left the shelter for permanent housing

to ensure they maintain housing. The agency also provides supportive services such as transportation to childcare or employment.

Councilor Hainey asked about the age of the agency, and Ms. Cipriani replied that the agency was founded in 1987. Councilor Malone asked how many Rochester families are served by New Generation, and Ms. Cipriani replied that about 30% of the agency's clients are Rochester residents.

Stafford Nutrition Meals on Wheels – Jaymie Chagnon (in person)

Ms. Chagnon stated that last year Meals on Wheels served about 500 Rochester residents with meal delivery services. In addition to delivering meals, the Meals on Wheels delivery drivers provide safety checks for program clients. This helps clients stay in their homes rather than going to a nursing home or other facility.

Councilor Malone asked how long drivers are able to spend with clients, and Ms. Chagnon replied that they are able to spend a few minutes with each client but are trained on what to look for. Councilor Larochele asked if the organization uses volunteers. Ms. Chagnon replied that pre-COVID, volunteers used to help package meals.

**CDBG CARES ACT  
GRANT  
APPLICATIONS –  
Reallocation of  
Unexpended Funds**

Mr. Long provided a brief overview of the CDBG CARES Act grant funds and allowable activities. Funds must be used for activities related to the prevention, treatment, or other response to the COVID-19 pandemic. He stated that the funds available for reallocation are unexpended CARES Act administrative funds.

Councilor Malone declared that she has a conflict of interest as an employee of Waypoint NH and therefore would not be voting on the funding request from Waypoint NH.

At the request for input from Councilor Larochele, Mr. Long stated that the areas of greatest need continue to be homeless shelter and homeless services.

***Motion was made by Councilor Larochele and seconded by Councilor Gilman to remove the requests from Big Brothers Big Sisters NH and the Rochester Public Library from consideration.***  
The motion passed unanimously.

Councilor Malone provided an overview of the services and barrier levels of Waypoint NH, My Friend's Place, and Homeless Center for Stafford County. Mr. Long also provided input.

***Motion was made by Councilor Hainey to award \$7,000 for Waypoint NH and was seconded by Councilor Larochele.***  
Councilors Hainey, Gilman, and Larochele voted yea. Councilor Malone abstained. The motion passed.

	<p><b><i>Motion was made by Councilor Hainey to award \$7,000 for My Friend's Place and \$2,414 for the Homeless Center for Strafford County and was seconded by Councilor Malone.</i></b> The motion passed unanimously.</p>
<p><b>NH HOUSING – Request for Additional Lead Remediation Funding</b></p>	<p>Mr. Long stated that in FY 2021 New Hampshire Housing received CDBG funds to serve as matching funds for its lead remediation program for removing lead-based paint from residences. The matching funds were used for low-income Rochester homeowners who could not provide the matching funds themselves. New Hampshire Housing expended all of its FY 21 funds but has a new Rochester homeowner who qualifies for a matching funds grant. New Hampshire Housing has requested \$10,827.76 that the city has available in unexpended prior year CDBG funds.</p> <p><b><i>Motion was made by Councilor Hainey to award \$10,827.76 to NH Housing and was seconded by Councilor Gilman.</i></b> The motion passed unanimously.</p>
<p><b>FY 23 CDBG GRANT APPLICATIONS – First Review</b></p>	<p>Mr. Long invited the committee members to provide feedback on how they would like to receive the grant request summaries. Councilor Laroche requested that the summaries be linked to handouts, diagrams, and other supportive documentation.</p> <p>Councilor Gilman asked when the city will know its actual grant award. Mr. Long replied that it varies from year to year, sometimes as early as March and sometimes as late as June. Mr. Long added that the committee may vote on conditional grant awards that can be adjusted higher or lower to reflect the actual grant award amount when it becomes known.</p>
<p><b>PUBLIC FACILITIES NAMING POLICY – Draft</b></p>	<p>Councilor Hainey suggested that the committee hold discussion on the draft policy until the next committee meeting. The consensus of the committee was in favor to hold discussion until the February meeting.</p>
<p><b>COMMUNITY DEVELOPMENT PROGRAM REPORT</b></p>	<p>Mr. Long provided an overview of the CDBG program. He stated that the HAVEN land acquisition project, for the purchase of land to build a new emergency shelter for domestic violence survivors, has been cancelled due to lack of progress and HUD timely expenditure requirements. Mr. Long also provided updates on the Gafney Home and Easter Seals senior affordable housing projects, both of which are seeking CDBG CARES Act funding through the New Hampshire Community Development Finance Authority.</p>
<p><b>OTHER BUSINESS</b></p>	<p>There was no other business.</p>

The meeting was adjourned at 8:57 p.m.

**Next Meeting** – Monday, February 28, 2022, at 6:00 p.m., Cocheco Conference Room, City Hall Annex, 33 Wakefield St.

**Topics** – FY 2023 Grant Application Presentations, FY 23 CDBG Grant Applications – Second Review, Municipal Grant Applications Review, Public Facilities Naming Policy, Community Development Program Report

**CITY OF ROCHESTER FY 22 CDBG ACTION PLAN AMENDMENT –  
REALLOCATION OF CDBG CARES ACT FUNDS**

**Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal  
Year 2021 for Reallocation of CDBG CARES Act Funds**

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

WHEREAS, the City of Rochester has unexpended Community Development Block Grant (CDBG) funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act eligible projects and has unallocated prior year CDBG funds;

WHEREAS, the Mayor and City Council of the City of Rochester desire to program these funds into other worthwhile activities;

THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby adopt the allocation of Seven Thousand Dollars (\$7,000.00) for Waypoint NH and its Street Outreach Program for homeless youth, Seven Thousand Dollars (\$7,000.00) for My Friend’s Place and hazard pay for its homeless shelter employees, and Two Thousand Four Hundred Fourteen Dollars (\$2,414.00) for the Homeless Center for Strafford County and its acquisition of a building for use as a decompression shelter.

FURTHER, that the funds necessary to fund the above appropriation shall be drawn in their entirety from the above-mentioned CARES Act CDBG grant funds that the City of Rochester has received from the federal government.

FURTHER STILL, 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 accounts(s) as necessary to which said sums shall be recorded.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



**City of Rochester Formal Council Meeting**

**AGENDA BILL**

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

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

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

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

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

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

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

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	
CITY MANAGER	

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

--

**SUMMARY STATEMENT**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]

**AGENDA BILL - FUNDING RESOLUTION**

**EXHIBIT**

Project Name:

Date:

Fiscal Year:

Fund (select):

GF       Water       Sewer       Arena

CIP       Water CIP       Sewer CIP       Arena CIP

Special Revenue

Fund Type:      Lapsing

Non-Lapsing

**Deauthorization**

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

**Appropriation**

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

**Revenue**

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

DUNS #

CFDA #

Grant #

Grant Period: From   
To

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

Reimbursement Request will be reduced

Funds will be returned

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**CITY OF ROCHESTER FY 22 CDBG ACTION PLAN AMENDMENT –  
REALLOCATION OF CDBG UNEXPENDED PRIOR YEAR FUNDS**

**Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2022 for Reallocation of Unexpended Prior Year Funds to New Hampshire Housing**

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

WHEREAS, the City of Rochester has unexpended Community Development Block Grant (CDBG) funds through the U.S. Department of Housing and Urban Development for projects serving low to moderate income residents;

WHEREAS, the Mayor and City Council of the City of Rochester desire to program these funds into other worthwhile activities;

THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby adopt the allocation of Nine Thousand Two Hundred Twenty Six Dollars and Seventy Six Cents (\$9,226.76) to New Hampshire Housing Finance Authority for matching funds for its lead remediation program.

FURTHER, that the funds necessary to fund the above appropriation shall be drawn in their entirety from the above-mentioned FY 2020 and FY 2021 CDBG grant funds that the City of Rochester has received from the federal government.

FURTHER STILL, 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 accounts(s) as necessary to which said sums shall be recorded.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



**City of Rochester Formal Council Meeting**

**AGENDA BILL**

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

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

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

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

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

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

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

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	
CITY MANAGER	

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

--

**SUMMARY STATEMENT**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]

DRAFT

Finance Committee  
Meeting Minutes

Meeting Information

Date: January 11, 2022

Time: 6:00 P.M.

Location: Council Chambers, 31 Wakefield Street, Rochester, NH

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

**City staff present:** Deputy City Manager Katie Ambrose. Deputy Finance Director Mark Sullivan. Police Chief Gary Boudreau. Assistant Director of Economic Development Jenn Marsh. Interim Fire Chief Perry Plummer.

**Others present:** Riverwalk Committee Chair, David Walker.

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

Mayor Callaghan called the Finance Committee meeting to order at 6:00 PM. Deputy City Clerk Cassie Givara took the roll call attendance. All Councilors were present, as noted above.

**2. Acceptance of Minutes:** October 12, 2021

Councilor Lachapelle **MOVED** to **ACCEPT** the minutes of the October 12, 2021 Finance Committee meeting. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**3. Public Input**

Deputy City Manager Katie Ambrose read an email from Bill Elwell, resident, in regards to agenda item 5.1.3 discussing Fire Department overtime. *(This email is included as an addendum to the packet online)*

**4. Unfinished Business**

No discussion.

**5. New Business-****5.1.1 Police Department- Body Cameras Competitive Bid Waiver**

DRAFT

Finance Director Ambrose explained that the Police Department had requested a bid waiver due to the pricing structure of the project diverging from what had been presented and approved by Council during the previous budget cycle.

Chief Boudreau reiterated that the body camera purchase project had been approved by Council for FY22. At that time, it was presented that the request was \$150,000 with the anticipated upfront fees being \$125,000 followed by yearly fees of approximately \$40,000 for licensing and software. However, once the department started researching and discussing options with vendors, it was realized that most of the major manufacturers operate using a subscription service without a large initial fee. The subscription service would require a 5-year contract with an upfront cost of \$15,000, along with an annual subscription fee of \$50,000. Chief Boudreau stated that the department already uses in-cruiser cameras from the manufacturer WatchGuard, and has had these in place for the past decade. The department is looking for cameras that will work seamlessly with these in-car cameras. WatchGuard manufactures body cameras as well, which would integrate with the products the police department already has in use. The overall cost of the WatchGuard product was also the least of all the manufacturers reviewed. The Police Department is requesting a waiver to avoid the bid process and instead go directly with the WatchGuard product, entering into a 5-year subscription contract. He stated that the initial \$150,000 is already approved in the CIP, but as they enter into the latter part of the contract, they will need to add the additional costs into the O&M budget.

Councilor Lachapelle asked if this contract would be for the purchase of 50 total body cameras. Chief Boudreau stated that the purchase would be for 60 cameras; the department has 63 sworn officer positions (not all of which are currently filled) and 50 cameras would cover the frontline officers.

Councilor Hainey asked for clarification on the total cost. Chief Boudreau stated that the \$150,000 already approved would cover the first three years of the contract. He outlined the remainder being requested for the total project cost of \$254,000.

Councilor Larochelle asked if the purchase through WatchGuard would reduce the amount of training needed. Chief Boudreau responded that all officers do already have familiarity with the WatchGuard software due to the use of the in-car cameras, so there would likely be less time needed to familiarize with the body cameras.

Councilor Beaudoin asked if the contract covered maintenance on the equipment. Chief Boudreau responded that while the units are under contract they can be sent back to the manufacturer for service or replaced at no additional cost if there are any issues.

Mayor Callaghan inquired why there was a body camera being ordered for each individual officer as opposed to ordering fewer and distributing them per shift. Chief Boudreau reported that the manufacturer recommends one camera per officer to allow for proper charging time and data upload to the cloud-based service in between shifts.

DRAFT

Mayor Callaghan asked for a brief explanation of the benefits of body camera use. Chief Boudreau stated that these devices protect both officers and the citizens they serve, and monitor behavior on both ends. It has also been shown to reduce complaints regarding officer conduct.

Councilor Beaudoin inquired about the security of using cloud-based storage. Chief Boudreau said that the storage solution is regulated by stringent federal guidelines and only authorized personnel would have access.

Councilor Hamann inquired about the average useful life of the body cameras. Chief Boudreau stated that there is the potential, depending on how technology advances, to replace these cameras at the end of the 5-year contract. He also stated that in year 3 of the contract, the department would be allowed to replace batteries and cameras if needed.

Councilors Lachapelle **MOVED** to recommend to full Council to approve the bid waiver for the police department body camera purchase as well as the changes to funding. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

### **5.1.2 Economic Development Dept- Riverwalk Funding-Discussion**

Finance Director Ambrose gave a brief background on the Riverwalk funding. She stated that the Committee funds their activities through a donation account. When the fund was created, there was a \$5000 annual cap established for fundraising and community donations. She said the Riverwalk Committee is looking to increase this cap. Finance Director Ambrose stated that the Finance Committee could consider whether to increase that threshold on donations or to recommend the Riverwalk Committee fund their activities through Economic Development budget appropriations

Jenn Marsh, Assistant Director of Economic Development, stated that the Riverwalk Committee had some upcoming activities planned that are not eligible for grant funding. There are also several projects that will require very small costs. It would be tedious to have to come before Council to ask for approval for such nominal amounts. Ms. Marsh stated that the Riverwalk Committee is requesting that their fund can be adjusted to allow for the acceptance of more funding beyond the current cap. They are also looking for the ability to expend funds without having to come to full Council for approval for these smaller cost projects. Ms. Marsh gave a brief overview of a couple projects the Riverwalk Committee is looking to undertake in the near future.

Ms. Marsh said that the Riverwalk Committee has not done a large amount of fundraising in the past due to the time and energy involved for staff and the Finance department. Therefore, she suggested having a line item in the O&M budget through the Economic Development department in the amount of \$5000 which could be expended for small projects and activities.

DRAFT

Councilor Beaudoin asked for clarification on the \$5000 cap referenced. Ms. Marsh stated that when the fund was established, this cap was put in place which prevented the Committee from raising more than this amount.

Councilor Hamann **MOVED** to remove the \$5000 cap from the Riverwalk fundraising account. Councilor Lachapelle seconded the motion. Councilor Hamann stated that it would be to the City's benefit if the Committee was able to raise money to fund their own projects and activities. Deputy Finance Director Mark Sullivan discussed the concerns with fundraising from a Finance perspective. He stated that the City is not equipped to deal with fundraising activities, which have different accounting rules, regulations, reporting requirements, and burden of proving donor intent. He suggested instead that the Committee be given a small operating budget using a multi-year fund that does not expire.

Councilor Beaudoin referenced NH RSA 34, which regulates Capital Reserve Funds and monies taken in trust. He questioned whether the fundraised money was taken in trust and if it follows the requirements of the RSA, which he stated would limit the abilities of the Finance Committee to recommend change. Councilor Beaudoin requested a legal opinion on the matter before moving forward.

Councilor Gray stated that if the previous motion were rescinded, he move to make \$2500 from contingency available to the Riverwalk Committee and to direct the City Manager to make a proposal later in year requesting additional funding if needed to be added to the budget. Councilor Hamann **WITHDREW** his motion. Councilor Lachapelle **WITHDREW** his second to the motion. Councilor Gray **MOVED** to appropriate \$2500 from contingency to the Riverwalk Committee and to direct the City Manager as noted above. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

David Walker, Riverwalk Chair, asked for clarification on whether the \$5000 cap was still in effect. Finance Director Ambrose confirmed the cap was still in place. Mr. Walker inquired, if the Committee were to be given a large donation, if they would be able to accept it due to this cap. He said that he preferred the suggestion of removing the cap entirely to allow for larger donations. Deputy Finance Director Sullivan clarified that there are two issues being discussed; the fundraising activity, which is what he had concerns regarding, and the second issue is grants and donations. Mr. Sullivan said that if someone did come forward with a larger donation, it could be placed in the Riverwalk fund and Council could approve appropriations from that fund as needed and the cap would not affect acceptance of these funds.

Councilor Beaudoin inquired, if the cap were removed, if the Riverwalk Committee could expend funds without Council approval. It was confirmed that this is the case. Deputy Finance Director Sullivan reiterated that currently, each time the Riverwalk Committee needs to spend any funding, they need to come to Council for approval, which is why he was suggesting a small operating budget.

Councilor Beaudoin suggested advancing money to the Riverwalk Committee for fundraising

DRAFT

activities, with these funds then being replaced with money raised through said fundraising. Councilor Gray stated that the previous motion passed would accomplish the same thing, with \$2500 going to the Riverwalk Committee to use as they deem appropriate and directing the City Manager to come back to the Finance Committee for additional funding requests if needed. Councilor Beaudoin withdrew his suggestion.

### **5.1.3 Fire Department- Firefighter Overtime Summary Memo-Discussion**

Interim Fire Chief Perry Plummer directed the Committee to the informational memo contained in the packet. He stated that the Fire Department had been underfunded in the overtime budget. There were expenses due to employee raises and promotions, as well as callbacks and holdovers for employees being significantly increased. He reported that military deployments were a large contributing factor. The department is required to maintain 8-person minimum staffing, so hires are made to maintain the minimum level when other employees are deployed. However, the deployed staff members are not receiving City salaries while they are away from the department, and this is taken into consideration.

Councilor Beaudoin referenced the passage in the memo that stated that 3 staff members were returning from deployment in March, which would reduce the need for overtime. He asked if this was factored into the information included in the memo. Chief Plummer stated that this had been factored into the numbers given.

## **Reports from Finance & Administration**

### **5.2.1 Monthly Financial Report Summary-December 31, 2021**

Deputy Finance Director Sullivan stated that at 50% through the FY22 budget, non-property tax revenues remain strong. He reported that the City received \$728,399 over the budget in State of NH Rooms and Meals Tax revenue. This surplus was used to offset the DRA 2021 final property tax rate, which caused a reduction in the tax rate of approximately \$.25 cents per thousand. Expenses are trending to budget. Mr. Sullivan stated that the Community Center special revenue fund and the Arena fund are slightly elevated.

## **6. Other**

No discussion.

## **7. Adjournment**

Mayor Callaghan **ADJOURNED** the Finance Committee meeting at 6:30 PM.

Respectfully Submitted,  
Cassie Givara  
Deputy City Clerk

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**4. Lowell Street-Signage Area of Arena (kept in committee)**

Councilor Lachapelle summarized the issue. Larry Edgerly was present to talk about signage on Lowell Street in the area of the Arena. Mr. Edgerly said because Lowell Street is so straight motorists tend to speed right by the Arena. The line-of-sight is limited for vehicles entering and leaving the Arena due to the vertical curvature of the road; speeding vehicles exacerbate the issue. Mr. Edgerly asked whether the speed limit sign at the beginning of Lowell Street could be moved down a little; people don't see it. ***Councilor Rice made a motion to relocate the current 30 MPH speed limit sign on the Columbus Avenue end of Lowell Street to a location closer to Great Falls Avenue. The motion was seconded by Councilor Hunt-Hawkins. Unanimous voice vote carried the motion.***

Mr. Edgerly also asked whether another 30 MPH speed limit sign could be installed in the westbound direction near the conservation area. ***Councilor Rice made a motion to install a 30 MPH speed limit sign in the westbound direction on Lowell Street just beyond Goodwins Way at the discretion of DPW. The motion was seconded by Councilor Hunt-Hawkins. Unanimous voice vote carried the motion.***

Mr. Edgerly provided copies of a sketch that he had drawn of a suggested yellow caution sign showing the street and side streets. Councilor Rice asked if there was a similar sign that can be adopted. Mr. Bezanson said he had looked up advance warning signs that would be applicable for this area. He said the MUTCD has an advance warning sign for "Double Side Roads", which is diamond shaped sign showing the road and two side roads and is very similar to what Mr. Edgerly has suggested. Mr. Bezanson said he is not sure that driveways could be added to the sign. Councilor Walker asked if there are any signs for frequent entering of vehicles. Mr. Bezanson said there is something like that for trucks but not really for an arena; he suggested that the advanced warning signs would be good for this area. ***Councilor Rice made a motion to install two advance warning signs for "Double Side Roads" to be placed on Lowell Street in advance of Harding Street and Edgerly Way at the discretion of DPW. The motion was seconded by Councilor Hunt-Hawkins. Unanimous voice vote carried the motion.***

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**Resolution Deauthorizing \$80,000.00 in New Hampshire Recreational Trails Program Grant Funds**

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

That the amount of Eighty Thousand Dollars (\$80,000.00) appropriated as part of the 2020 New Hampshire Recreational Trails Program grant is hereby deauthorized. The full amount of the deauthorization is grant reimbursement which will not be sought from the New Hampshire Trails Bureau.

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.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



**City of Rochester Formal Council Meeting**

**AGENDA BILL**

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

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

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

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

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

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

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

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	
CITY MANAGER	

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

--

**SUMMARY STATEMENT**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]

**AGENDA BILL - FUNDING RESOLUTION**

**EXHIBIT**

Project Name:

Date:

Fiscal Year:

Fund (select):

GF       Water       Sewer       Arena

CIP       Water CIP       Sewer CIP       Arena CIP

Special Revenue

Fund Type:      Lapsing

Non-Lapsing

**Deauthorization**

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

**Appropriation**

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

**Revenue**

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

DUNS #

CFDA #

Grant #

Grant Period: From   
To

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

Reimbursement Request will be reduced

Funds will be returned

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**Resolution Authorizing Amendment to Lease Agreement between the City and the  
Department of Health and Human Services (DHHS)**

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

That the City Manager is hereby authorized to agree to an Amendment to the Lease Agreement between the City and DHHS for space within the Community Center. The Amendment includes an extension of the lease until April 30, 2024 and a 2.95% increase in the cost for square foot of the rental payment, bringing the total revenue amount to Three Hundred Two Thousand Two Hundred Seventeen and 50/100 Dollars (\$302,217.50) per year.

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.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



**City of Rochester Formal Council Meeting**

**AGENDA BILL**

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

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

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

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

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

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

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

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	
CITY MANAGER	

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

--

**SUMMARY STATEMENT**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]

**ATTACHMENT TO EXHIBIT A  
TENANT'S FISCAL YEAR SCHEDULE OF RENTAL PAYMENTS**

<i>State Fiscal Year</i>	<i>Month</i>	<i>Office Space Payment</i>	<i>Storage Space Payment</i>	<i>Total Payment</i>	<i>Fiscal Year Total</i>
2022	5/1/2022	\$ 24,705.00	\$ 479.80	\$ 25,184.80	
	6/1/2022	\$ 24,705.00	\$ 479.80	\$ 25,184.80	\$ 50,369.60
2023	7/1/2022	\$ 24,705.00	\$ 479.80	\$ 25,184.80	
	8/1/2022	\$ 24,705.00	\$ 479.80	\$ 25,184.80	
	9/1/2022	\$ 24,705.00	\$ 479.80	\$ 25,184.80	
	10/1/2022	\$ 24,705.00	\$ 479.80	\$ 25,184.80	
	11/1/2022	\$ 24,705.00	\$ 479.80	\$ 25,184.80	
	12/1/2022	\$ 24,705.00	\$ 479.80	\$ 25,184.80	
	1/1/2023	\$ 24,705.00	\$ 479.80	\$ 25,184.80	
	2/1/2023	\$ 24,705.00	\$ 479.80	\$ 25,184.80	
	3/1/2023	\$ 24,705.00	\$ 479.80	\$ 25,184.80	
	4/1/2023	\$ 24,705.00	\$ 479.80	\$ 25,184.80	
	5/1/2023	\$ 24,705.00	\$ 479.80	\$ 25,184.80	
	6/1/2023	\$ 24,705.00	\$ 479.80	\$ 25,184.80	\$ 302,217.60
2024	7/1/2023	\$ 24,705.00	\$ 479.80	\$ 25,184.80	
	8/1/2023	\$ 24,705.00	\$ 479.80	\$ 25,184.80	
	9/1/2023	\$ 24,705.00	\$ 479.80	\$ 25,184.80	
	10/1/2023	\$ 24,705.00	\$ 479.80	\$ 25,184.80	
	11/1/2023	\$ 24,705.00	\$ 479.80	\$ 25,184.80	
	12/1/2023	\$ 24,705.00	\$ 479.80	\$ 25,184.80	
	1/1/2024	\$ 24,705.00	\$ 479.80	\$ 25,184.80	
	2/1/2024	\$ 24,705.00	\$ 479.80	\$ 25,184.80	
	3/1/2024	\$ 24,705.00	\$ 479.80	\$ 25,184.80	
	4/1/2024	\$ 24,705.00	\$ 479.80	\$ 25,184.80	\$ 251,848.00
<i>Total Rent</i>					\$ 604,435.20

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**Resolution Authorizing \$26,811.00 Expenditure from the Granite State Business Park  
RSA 162-k TIF for the Innovation Drive Water-Sewer Line Extension Project**

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

That the amount of Twenty Six Thousand Eight Hundred Eleven Dollars Dollars (\$26,811.00) is hereby authorized to be expended from Granite State Business Park RSA 162-k TIF Retained Incremental Revenue balance to pay for the costs associated with the so-called Innovation Drive Water-Sewer Line Extension Project.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution. All projects will be assigned a unique account number for tracking and reported purposes.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



### City of Rochester Formal Council Meeting

### AGENDA BILL

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

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

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

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

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

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

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

--

**SUMMARY STATEMENT**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]



233 Chestnut Hill Road  
 Rochester, NH, USA 03867  
 603-332-4554  
 Main Fax: 603-332-0351

<b>To:</b> City Of Rochester	<b>Contact:</b> Peter Nourse
<b>Address:</b> 45 Old Dover Rd. Rochester, NH	<b>Phone:</b> (603) 332-4096 <b>Fax:</b> (603) 335-4352
<b>Project Name:</b> GSBP Public Infrastructure - Additional Fund Request	<b>Bid Number:</b>
<b>Project Location:</b> Innovation Drive, Rochester, NH	<b>Bid Date:</b> 1/24/2022

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Large Excavator	52.00	HR	\$180.00	\$9,360.00
2	Medium Excavator	52.00	HR	\$145.00	\$7,540.00
3	Medium Payloader	52.00	HR	\$135.00	\$7,020.00
4	Vibratory Soil Compactor	26.00	HR	\$100.00	\$2,600.00
5	Tri Axle	26.00	HR	\$87.00	\$2,262.00
6	Utility Truck	52.00	HR	\$20.00	\$1,040.00
7	Trench Box	6.00	DY	\$100.00	\$600.00
8	Crew Supervision/Layout	52.00	HR	\$75.00	\$3,900.00
9	Labor Foreman	52.00	HR	\$55.00	\$2,860.00
10	Utility Pipe Layer	52.00	HR	\$40.00	\$2,080.00
11	Mobilization - Medium Excavator	2.00	EACH	\$550.00	\$1,100.00
12	DI Fittings/Materials	1.00	LS	\$1,877.00	\$1,877.00

**Total Bid Price: \$42,239.00**

**Notes:**

- Proposal is for Request for Additonal Funds due to Unforseen Conditions Associated with the Water & Sewer Infrastructure Work.
- Unforseen Conditions Largely Arise from Unmarked and Unknown Subsurface Utilities Associated with Installation
- Time and Additional Materials Listed are Necessary to Successfully Install Pipes Under Existing Conduits Not Previously Shown on Design Plans.

<p><b>ACCEPTED:</b>          The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p>	<p><b>CONFIRMED:</b>  <b>S.U.R. Construction, Inc.</b></p> <p><b>Authorized Signature:</b> _____</p> <p><b>Estimator:</b> Jason DeWildt, PE / Scott Bonneau</p>
--	---

