



**Regular City Council Meeting  
August 1, 2023  
Council Chambers  
31 Wakefield Street  
7:00 PM**

**Agenda**

- 1. Call to Order**
- 2. Opening Prayer**
- 3. Pledge of Allegiance**
- 4. Roll Call**
  - 4.1. Recess the Regular Meeting to enter into a Non-Meeting, RSA 91-A:2 I (b) Consult w/Legal Counsel**
  - 4.2. Non-Meeting**
  - 4.3. Reconvene the Regular Meeting**
  - 4.4. Exit the Non-Meeting**
- 5. Acceptance of Minutes**
  - 5.1 Regular City Council Meeting: July 11, 2023 *consideration for approval* P. 7**
- 6. Communications from the City Manager**
  - 6.1 City Manager's Report P. 47**
- 7. Communications from the Mayor**
- 8. Presentation of Petitions and Council Correspondence**
- 9. Nominations, Appointments, Resignations, and Elections**
- 10. Reports of Committees**

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**10.1 Appointments Review Committee P. 75**

**10.1.1 New Appointment:** Brittany Davis – Arts & Culture Commission, Regular Member, Seat F *term to expire 1/2/26 consideration for approval* P. 75

**10.1.2 New Appointment:** Jerry Rainville – Trustees of the Trust Fund, Regular Member, Seat E *term to expire 1/2/26 consideration for approval* P. 76

**10.2 Codes & Ordinances Committee – No July Meeting**

**10.3 Community Development Committee – No July Meeting**

**10.4 Finance Committee P. 77**

**10.4.1 Committee Recommendation:** To approve \$262,000 in ARPA funds for the Community Outreach Facilitator position *consideration for approval* P. 83

**10.4.2 Resolution to Appropriate \$200,000 of American Rescue Plan Act Funds for the Construction of an Overlook on the Cochemo River/Riverwalk Section of Downtown** *first reading and consideration for adoption* P. 85

**10.4.3 Resolution for Supplemental Appropriation to FY24 General Fund CIP of \$546,000 for Community Center Solar Array Project and Acceptance of Anticipated \$164,000 Investment Tax Credit-Direct Payment** *first reading and consideration for adoption* P. 93

**10.5 Planning Board P. 99**

**10.6 Public Safety P. 111**

**10.7 Public Works**

**11. Unfinished Business**

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City Clerk's Office

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**12. Consent Calendar**

**13. New Business**

**13.1 Shall the Legislative Body Place the Question of Sports Betting on the Ballot for the November 7, 2023 Municipal Election? (Question: shall we allow the operation of sports book retail locations within the City of Rochester) *First reading, consideration for adoption, and refer to public hearing October 17, 2023*** P. 113

**13.2 Resolution Designating the City Manager with the Authority to Execute Documents Related to Previously Approved Grants and Loans Related to DPW Projects *first reading and consideration for adoption*** P. 121

**13.3 Resolution Designating the City Manager and Finance Director with the Authority to Execute Documents Related to the Ledgeview Drive Pump Station Upgrade Project *first reading and consideration for adoption*** P. 125

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

**15. Adjournment**

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**Regular City Council Meeting  
July 11, 2023  
Council Chambers  
7:00 PM**

**COUNCILORS PRESENT**

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

**OTHERS PRESENT**

Katie Ambrose, City Manager  
Terence O'Rourke, City Attorney  
Peter Nourse, Director of City Services

**COUNCILORS ABSENT**

**Minutes**

**1. Call to Order**

Mayor Callaghan called the meeting to order at 7:00 PM.

**2. Opening Prayer**

Mayor Callaghan called for a moment of silence.

**3. Pledge of Allegiance**

Councilor Beaudoin led the Pledge of Allegiance.

**4. Roll Call**

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

**5. Acceptance of Minutes**

**5.1 Regular City Council Meeting: June 6, 2023 (REVISED)**  
***consideration for approval***

Councilor Lachapelle **MOVED** to **ACCEPT** the June 6, 2023, Regular City Council meeting minutes (revised). Councilor Hainey seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Mayor Callaghan recessed the Regular City Council Meeting at 7:02 PM in order to enter into a Non-Public Meeting.

Councilor Lachapelle **MOVED** to enter into a Non-Public Meeting at 7:02 PM under Personnel, RSA, 91-A:3,II (a). Councilor de Geofroy seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors de Geofroy, Beaudoin, Hamann, Desrochers, Lachapelle, Malone, Berlin, Hainey, Larochelle, Gray, Gilman, Fontneau, and Mayor Callaghan voted in favor of the motion.

Mayor Callaghan reconvened the Regular City Council meeting at 7:21 PM.

Councilor Lachapelle **MOVED** to **Exit** the Non-Public Meeting at 7:21 PM. Councilor Berlin seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Mayor Callaghan **MOVED** to **AMEND** the order of the Agenda in order to vote on the two Collective Bargaining Agreements [13.2 and 13.3]. Councilor Larochelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Mayor Callaghan read the resolution [13.2] by title only as follows:

**RESOLUTION APPROVING CONTRACT**  
**AND COST ITEMS ASSOCIATED WITH PROPOSED**  
**CITY OF ROCHESTER**  
**SCHOOL DEPARTMENT**  
**MULTI-YEAR COLLECTIVE BARGAINING**  
**AGREEMENT WITH AFSCME COUNCIL 93, LOCAL 863**  
**(Custodians, Grounds, & Skilled Maintenance)**

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

**That pursuant to, and in accordance with, the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the multi-year collective bargaining agreement between the City of Rochester and the AFSCME COUNCIL 93, LOCAL 863 collective bargaining group, covering the period July 1, 2023 to June 30, 2026, as set forth in the proposed contract, a copy of which proposed contract has been made available to the Mayor and City Council, and with its financial impacts as more particularly detailed on the attached "EXHIBIT A: Rochester Administrative Unit" dated June 14, 2023 (See Addendum A), which includes a summary financial analysis of the annual costs of the contract to the City provided by the Superintendent of Schools, is hereby approved, including, specifically, the cost items associated therewith.**

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Malone seconded the motion. Mayor Callaghan explained that both the contracts being voted on would be effective July 1, 2023. The **MOTION CARRIED** by a unanimous roll call vote. Councilors Hailey, Gray, Malone, Gilman, Fontneau, Larochelle, de Geofroy, Desrochers, Berlin, Beaudoin, Hamann, Lachapelle, and Mayor Callaghan voted in favor of the motion.

Mayor Callaghan read the resolution by title only as follows:

**RESOLUTION APPROVING CONTRACT**  
**AND COST ITEMS ASSOCIATED WITH PROPOSED**  
**CITY OF ROCHESTER**  
**SCHOOL DEPARTMENT**  
**MULTI-YEAR COLLECTIVE BARGAINING**  
**AGREEMENT WITH AFT #3607, AFT-NH, AFL-CIO**  
**(Paraeducator Contract)**

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

**That pursuant to, and in accordance with, the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the multi-year year collective bargaining agreement between the City of Rochester and the AFT #3607, AFT-NH, AFL-CIO (Paraeducator Contract), covering the period July 1, 2023 to June 30, 2026, as set forth in the proposed contract, a copy of which proposed contract has been made available to the Mayor and City Council, and with its financial impacts as more particularly detailed on the attached "EXHIBIT A: Letter to City**

**Manager dated June 30, 2023 (See Addendum B), which includes a summary financial analysis of the annual costs of the contract to the City provided by the Superintendent of Schools, is hereby approved, including, specifically, the cost items associated therewith.**

Councilor Desrochers **MOVED** to **ADOPT** the resolution. Councilor Larochelle seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors Berlin, Desrochers, Gray, Fontneau, Hamann, Hainey, Lachapelle, Larochelle, Beaudoin, Malone, Gilman, de Geofroy, and Mayor Callaghan voted in favor of the motion.

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

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

City Manager Ambrose announced that the City Council Workshop scheduled for July 18, 2023, has been canceled.

City Manager Ambrose stated that the Greater Rochester Chamber of Commerce has announced that the State of the City Forum has been scheduled for September 15, 2023, and shall be held at the Frisbie Education and Conference Center at Frisbie Hospital.

City Manager Ambrose said that Lauren Krans, Director of Recreation and Arena, submitted a summary of the Lilac Family Fun Festival, which was held over this past weekend. City Manager Ambrose read the letter and thanked all staff members and volunteers for the successful event.

City Manager Ambrose said additional funding in the amount of \$43,000 had been allocated to upgrade this year's event, and there was a remaining balance of \$3,309 left unexpended. She added that the estimated attendance to the event last year was approximately 5,000 attendees, with this year's attendance estimated to be over 7,000 attendees. She congratulated those involved in making the event even better than last year.

Councilor Beaudoin asked if those figures mentioned above included the costs associated with the support of the Fire/Police/Public Works personnel. City Manager Ambrose said those costs were not included with the expenditures but calculated as in-kind contributions.

The City Manager's report is presented as follows:

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

- **Building and Licensing**

- Contact Approval – OpenGov

- **Department of Public Works**

- Task Order, 105 Farmington Rd Traffic Impact Study – Hoyle Tanner
- Estimate, Millers Farm Dr Drainage – S.U.R.
- Task Order, Pump Station Conceptual design – Weston & Sampson
- Estimate, Alum sludge residuals management – S.U.R.
- Task Order, 20" Water Main Rehab – Weston & Sampson
- Close out documents, Colonial Pines Sewer Extension
- Estimate, WTP Alum Sludge Lagoon Maintenance & Repairs – S.U.R.
- NHDOT App for Driveway Permit, Rt 11/Granite Ridge Phase II
- Scope of Services, City Hall/Opera House Egress Remediation – Weston & Sampson
- Task Order, preliminary design Tebbetts Rd/Old Dover Intersection - GPI
- Task Order, Rt 11 Sewer & Water System Capacity Evaluation – Weston & Sampson
- Estimate, Highfield Common temporary access road – S.U.R.
- Annual joint funding agreement – US Geological Survey.
- Contract renewal – ESRI contract annual renewal
- Task Order Amendment, Lagoon pilot program – Underwood Engineers
- Engineering Report Phase Contract, Nutrient Reduction plan – Weston & Sampson
- Engineering Report Phase Contract, Sewer System Master Plan – Weston & Sampson
- Trane Contracts for new DPW Facility
- Purchasing waiver, PD Fire Suppression piping system
- Contract change order, Rt202A Water Main Extension & Tank Project – D&C Construction

- **Economic Development**

- Amendment to Gafney Home Project
- FY 24 Annual Action Plan Forms & Certification

- **Finance**
  - Amendment, Voluntary Life Coverage – Lincoln Financial
- **Recreation & Arena**
  - Master Plan Contact – Strafford Regional Planning Commission
  - Hanson Pines Forest Management Contract – Moreno Forestry

**The following Standard Report has been enclosed:**

- Personnel Action Report Summary

**7. Communications from the Mayor**

**7.1. National Night Out – Tuesday, August 1<sup>st</sup> – City Council Meeting @ 7:00 PM.**

Mayor Callaghan said due to the timing of the National Night Out event, which is scheduled the same evening as the August Regular City Council Meeting, the meeting shall be postponed by one hour.

Mayor Callaghan reiterated that the Lilac Family Fun Festival was a great success and thanked all the volunteers as well as City staff.

Mayor Callaghan stated that he attended the Planning Board meeting last evening. He listened to public comments regarding the Granite Ridge Development Phase II and reported that a common complaint amongst speakers was relative to safety concerns for Route 11. He said the State has been responsive to these complaints and is scheduled (March 2025) to widen the road to accommodate the traffic in that area. He said the State is covering 80% of the cost for this road project.

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

No discussion.

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

No discussion.

**10. Reports of Committees**



## 10.1 Appointments Review Committee

### 10.1.1 **New Appointment: Chris Harrelson – Rochester Economic Development Board, Seat H (regular member) Term to expire 1/2/2026 consideration for approval**

Mayor Callaghan nominated Chris Harrelson to serve on the Rochester Economic Development Commission (Seat H) with a term to expire on 1/2/2026. Councilor Lachapelle seconded the nomination. Councilor Beaudoin nominated Doug Lachance to fill the vacant position. Councilor Fontneau seconded the motion. Councilor Lachapelle **MOVED** that nomination cease. Councilor de Geofroy seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Beaudoin said the Appointments Review Committee minutes reflect that the Mayor temporarily appointed Councilor Laroche to serve on that Committee, just prior to the meeting, because there was not a quorum present. He questioned if that is an appropriate action to be taken. Councilor Gray replied that he made the request based on past practice of the City Council.

Councilor Desrochers, member of the Appointments Review Committee, gave reasons why she supports the nomination of Chris Harrelson.

Councilors Beaudoin and Fontneau gave reasons why they supported the nomination of Doug Lachance.

The City Council briefly discussed how the roll call should be taken. It was determined if the first roll call, for the first candidate, received enough votes, that there would be no need to continue. Mayor Callahan called for a vote on the nomination of Mr. Harrelson. The **MOTION CARRIED** to approve Chris Harrelson's appointment by an 8 to 5 roll call vote. Councilors Gilman, de Geofroy, Gray, Laroche, Lachapelle, Hamann, Desrochers, and Mayor Callaghan voted in favor of the motion. Councilors Hainey, Berlin, Fontneau, Beaudoin, and Malone voted against the motion. Mr. Harrelson has been appointed to serve on the Rochester Economic Development Commission.

## 10.2 Codes and Ordinances Committee – No June Meeting

No discussion.

### **10.3 Community Development**

No discussion.

### **10.4 Finance Committee**

No discussion.

### **10.5 Planning Board**

No discussion.

### **10.6 Public Safety Committee**

#### **10.6.1 Committee Recommendation: To add a streetlight to the corner of Eastern Avenue and Regency Court *consideration for approval***

Councilor Lachapelle **MOVED** to **APPROVE** the Committee Recommendation as follows: To add a streetlight to the corner of Eastern Avenue and Regency Court. Councilor de Geofroy seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

#### **10.6.2 Committee Recommendation: To add no outlet sign to Angela Way at the technical discretion of DPW *consideration for approval***

Councilor Lachapelle **MOVED** to **APPROVE** the Committee Recommendation as follows: To add a no outlet sign to Angela Way at the technical discretion of DPW. Councilor de Geofroy seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

#### **10.6.3 Committee Recommendation: To add a stop sign on Woodside Lane at the Four Rod Road intersection at the technical discretion of DPW *consideration for approval***

Councilor Lachapelle **MOVED** to **APPROVE** the Committee Recommendation as follows: To add a stop sign on Woodside Lane at

the Four Rod Road Intersection at the technical discretion of DPW. Councilor de Geofroy seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

## **10.7 Public Works Committee**

### **10.7.1 Committee Recommendation: to approve Railroad Avenue for sidewalk rehabilitation and to rescind the previous Walnut Street Approval *consideration for approval***

Councilor Hamann **MOVED** to **APPROVE** the Committee Recommendation as follows: To approve Railroad Avenue for sidewalk rehabilitation and to rescind the previous Walnut Street approval. Councilor Beaudoin seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

### **10.7.2 Committee Recommendation: That the commemorative plaque on the new Route 202A water storage tank follow the same format used previously noting the sitting Councilors, Mayor, and key City staff *consideration for approval***

Councilor Lachapelle **MOVED** to **APPROVE** the Committee Recommendation as follows: That the commemorative plaque on the new Route 202A water storage tank follow the same format used previously noting the sitting Councilors, Mayor, and key City staff. Councilor Beaudoin seconded the motion. Councilor Beaudoin said a few Councilors were contacted by a constituent to ensure certain names were included on the plaque. Councilor Beaudoin **MOVED** to **AMEND** the motion to include the names of the Director of City Services (Peter Nourse) and the Deputy Director of Public Works (Lisa Clark). Councilor Larochelle seconded the motion. Councilor Larochelle stated that he received the same phone call and questioned if Councilor Beaudoin would be in favor of amending his motion to include (former) City Engineer Michael Bezanson to the plaque as well. Councilor Beaudoin agreed to include City Engineer Bezanson with his amendment.

Council briefly discussed the matter with the Director of City Services. Mayor Callaghan called for a vote on amendment to the motion. The **MOTION CARRIED** to **AMEND** the main motion by a unanimous voice vote. Mayor Callaghan called for a vote on the motion as amended. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Hamann announced that the Public Works Committee is postponed until July 27, 2023.

**11. Unfinished Business**

No discussion.

**12. Consent Calendar**

No discussion.

**13. New Business**

**13.1. Resolution Authorizing the Department of Public Works to Apply for an ARPA Grant up to \$50,000  
ARPA *first reading and consideration for adoption***

Mayor Callaghan read the resolution by title only as follows:

**Resolution Authorizing the Department of Public Works to  
Apply for an ARPA Grant up to \$50,000.00**

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

They hereby authorize the Department of Public Works to apply to NHDES for an ARPA Grant up to Fifty Thousand Dollars (\$50,000.00) as part of the Cybersecurity Implementation Grant Program.

Further, by passage of this Resolution, the Mayor and City Council authorize the Department of Public Works to submit the formal ARPA application and to designate the City Manager as the authority to execute the grant application and all associated documents.

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

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

**13.2. Resolution Approving Contract and Cost Items Associated with Proposed City of Rochester School Department Multi-Year Collective Bargaining Agreement with AFSCME Council 93, Local 863 (Custodians, Grounds, and Skilled Maintenance)**  
***first reading and consideration for adoption***

Mayor Callaghan said this resolution was adopted earlier in the meeting.

**13.3. Resolution Approving Contract and Cost Items Associated with Proposed City of Rochester School Department Multi-Year Collective Bargaining Agreement with AFT #3607, AFT-NH, AFL-CIO (Paraeducator Contract)** ***first reading and consideration for adoption***

Mayor Callaghan said this resolution was adopted earlier in the meeting.

**13.4. Resolution in Accordance with RSA 674:39-aa Recognizing the "Involuntary Merger" of a Property Known as 109 Whitehall Road (Currently, Rochester Tax Map 240 Lot 65) and Acknowledging the Appropriateness of Restoration of Such Lot to its Pre-Merger Configuration** ***first reading and consideration for adoption***

Mayor Callaghan read the resolution by title only as follows:

**Resolution, in accordance with**  
**RSA 674:39-aa, recognizing the "Involuntary Merger" of a**  
**Property Known As**  
**109 Whitehall Road (Currently, Rochester Tax Map 240 Lot**  
**65), and Acknowledging the Appropriateness of Restoration**  
**of Such Lot**  
**To Its Pre-Merger Configuration**

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

**WHEREAS, the owners of property situate at a property currently known as, 109 Whitehall Road, Rochester, New Hampshire (Tax Map 240, Lot 65), have filed a request with the City of Rochester, and its City Council, pursuant to the provisions of RSA 674:39-aa, requesting that such property, which they assert was previously "involuntarily merged" by action of one or more administrative agency/official of the City of Rochester, currently known as 109 Whitehall Road, Rochester, New Hampshire, and currently depicted on Rochester Tax Map 240, Lot 65; and**

**WHEREAS, RSA 674:39-aa provides that under certain conditions the owner(s) of lots previously involuntarily merged by a municipality, shall, upon request, by the owner(s) to the municipality's governing body, be restored to its pre-involuntary merger status; and**

**WHEREAS, the owners of 109 Whitehall Road have filed a request to have the involuntary merger of such lot be restored to its pre-merger three (3) separate lot status configuration; and**

**WHEREAS, City officials in the Planning and Assessing Departments, as well as other City officials, have reviewed the facts surrounding the merger of the property currently known as 109 Whitehall Road, and have determined that the lot currently known as 109 Whitehall Road (Rochester Tax Map 240, Lot 65) was created by the involuntary merger by the City of Rochester and that no voluntary action by, or on behalf of, the current or prior owners of the unmerged lots was taken to bring about their currently merged single lot status;**

**NOW, THEREFORE, in accordance with the provisions of RSA 674:39-aa, the Mayor and City Council of the City of Rochester, in its capacity as the governing body of the City of Rochester, hereby acknowledges both the request by the owners to have the lot status of 109 Whitehall Road be restored to its three-lot pre-merger status and the accuracy of the facts set forth above herein, and therefore determine that the request to have the property known as 109 Whitehall Road (Rochester Tax Map 240, Lot 65) be restored to its pre-involuntary merger status is granted with the following condition:**

**1) Tract 2A shall be merged with either Tract #1 or Tract #2.**

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

**13.5. Unsealing of Non-Public Minutes *Motion to unseal the following:***

Mayor Callaghan read the list of Non-Public Minutes to be released.

**13.5.1. February 1, 2022, RSA 91-A:3, II(d) Land**

**13.5.2. March 15, 2022, RSA 91-A:3, II(d) Land**

**13.5.3. June 7, 2022, RSA 91-A:3, II(d) Land**

**13.5.4. December 6, 2022, RSA 91-A:3, II(d) Land**

**13.5.5. January 17, 2023, RSA 91-A:3, II(d) Land**

**13.5.6. February 7, 2023, RSA 91-A:3, II(d) Land**

**13.5.7. March 21, 2023, RSA 91-A:3, II(d) Land**

**13.5.8. April 18, 2023, RSA 91-A:3, II(d) Land**

**13.5.9. June 6, 2023, RSA 91-A:3, II(d) Land**

Councilor Lachapelle **MOVED** to **UNSEAL** the Non-Public meeting minutes listed above. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**13.6. Resolution for Supplemental Appropriation of \$6,525 to FY24 General Fund CIP Fund for Hanson Pines Forest Management *first reading and consideration for approval***

Mayor Callaghan read the resolution by title only as follows:

**Resolution for Supplemental Appropriation of \$6,525 to FY24 General Fund CIP Fund For Hanson Pine Forest Management**

**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 Six Thousand Five Hundred Twenty Five Dollars (\$6,525.00) to the General Fund CIP for the purpose of paying costs associated with Hanson Pines Forest Management. The entirety of this supplemental appropriation shall be derived from the Hanson Pines Trust. Trustees of the Trust Funds have reviewed and approved use of Hanson Pines Trust funds for this 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.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor de Geofroy seconded the motion. Councilor Desrochers asked for more information. Mark Sullivan, Deputy Finance Director, said the Recreation Department oversees the Hanson Pines Forest Management Plan. The Recreation Department is tasked with presenting any proposed work to the Trustees of the Trust Fund because there is a Hanson Pines Trust Fund set up for that particular piece of land. The **MOTION CARRIED** by a unanimous voice vote.

**13.7. Resolution Accepting Grant to the Rochester Public Library from the American Library Association *first reading and consideration for adoption***

Mayor Callaghan read the resolution by title only as follows:

**Resolution Accepting Grant to the Rochester Public Library from the American Library Association**

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

That the Mayor and City Council of the City of Rochester hereby accept a grant from the American Library Association to the Rochester Public Library. The grant accepted herein includes Five Hundred Dollars (\$500.00) and Forty Four (44) paperback books. The grant money and books will be used to create a young adult/teens book group.



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.

**13.8. Resolution Amending the Adopted FY 2024 Rochester CDBG "Action Plan for the City of Rochester, NH" for Rochester Childcare Center *first reading and consideration for adoption***

Mayor Callaghan read the resolution by title only as follows:

**Resolution Amending the Adopted FY 2024 Rochester CDBG "ACTION PLAN FOR THE CITY OF ROCHESTER, N.H." for Rochester Childcare Center**

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

That the FY 2024 Rochester CDBG "Action Plan for the City of Rochester, N.H." be and hereby is amended to allow the application of Rochester Childcare Center and to award the same in the amount of Fourteen Thousand Dollars (\$14,000.00) for its facility in order to upgrade the blinds that cover the large windows of its classrooms.

**This Resolution is effective upon adoption.**

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Desrochers seconded the motion. Councilor Hainey confirmed that this amendment would amend the facilities portion of the grant in the amount of \$14,000 in order to upgrade the blinds that cover the large windows at the Rochester Childcare Center. The **MOTION CARRIED** by a unanimous voice vote.

**13.9. Review: Status of Alleged Ethics Policy Violations by Deputy Mayor Peter Lachapelle**

Mayor Callaghan explained that Councilor Gray submitted a complaint relative to the recent comments made by Councilor Lachapelle at the April 18 Council Workshop as they relate to a possible violation of

the Ethics Policy. Mayor Callaghan said at the time the complaint had been received, he reviewed the complaint and did not feel that Councilor Lachapelle had violated the policy. He explained that the complaint was not based upon repeated conduct. Mayor Callaghan discussed the matter with Deputy Mayor Lachapelle at that time and he felt it would be best for Councilor Lachapelle to sit down and resolve any issues with the City Councilors who found his comments offensive; however, in the meantime, Councilor Beaudoin requested that this topic be added to this evening's agenda for discussion purposes. Mayor Callaghan said this is a status update to that original complaint. He asked Deputy Mayor Lachapelle to address the City Council about the complaint.

Councilor Lachapelle said when he made the comments to the City Council at the April Workshop, he was representing himself and not anyone else on the City Council, and for that he apologized. He said the comments in question were strong, and in hindsight, he should have chosen his words more carefully. He said that he allowed his emotions to get the best of him, which caused some unnecessary anger and discomfort for others. He reiterated his apology and said he is compelled to repair any relationships that he may have damaged during that process.

Councilor Lachapelle said there are many positive things happening in the City of Rochester and he is looking forward to working together with the City Council.

Councilor Beaudoin stated that he accepted Councilor LaChapelle's heartfelt apology; however, he referred to the list of charges against Councilor Lachapelle, which he emailed to the City Council just prior to this meeting (3:30 PM). He wished to review some of those items. He said there is an Ethics Policy in place, which he felt was violated by Councilor Lachapelle. He said this incident has made it clear that the Ethics Policy must be modified to include the creation of a Board of Ethics. He gave reasons to support the creation of an Ethics Board. He said this situation could have been handled differently if there was an Ethics Board in place. He said specifically he was hurt by being referred to by Councilor Lachapelle as a "cancer." He gave reasons why those comments were hurtful.

Councilor de Geofroy said he is unclear what the intended outcome is for this agenda item. He expressed displeasure about placing an item on the agenda and sending documents out only a few hours prior to the start of the meeting. The documents should have been included with the packet material and, if the documents were not ready at the time the

agenda/packet were being sent out, then the item should have been postponed. He agreed that there are procedural "gaps" in the Ethics Policy that should be addressed. He recalled that the Ethics Policy is focused upon repeated behaviors. He said at this point, it does not seem that sanctions are necessary; however, it seems unclear if sanctions are even being pursued at this point.

Councilor Desrochers gave reasons why she agrees there should be an Ethics Board created with this policy. She said some of the language in the Ethics Policy can/does cause a lot of confusion.

Councilor Desrochers addressed the late submission of backup materials. Secondly, she pointed out the fact that the email refers to the Code of Ethics "violations" and does not refer to them as "alleged violations." Lastly, she agreed with Councilor de Geofroy that this process has been confusing.

Mayor Callaghan clarified that this item has been placed on the agenda as a "status update" and not as an investigation.

Councilor Gray said he submitted the original complaint to the Mayor and his complaint had been forwarded to the entire City Council. He said he attempted to meet with the City Attorney prior to submitting the complaint; however, he was told that a formal complaint must be submitted to the Mayor, which he did. He said at this point, he is satisfied with the apology given by Councilor Lachapelle this evening.

Councilor Hainey thanked Councilor Lachapelle for his apology; however, she gave reasons why she felt the Ethics Policy had been violated by Councilor Lachapelle. She stated she still has concerns about future complaints being reviewed by Councilor Lachapelle and did not agree with Councilor Lachapelle or any other councilor handling these investigations on their own. Councilor Hainey **MOVED** to remove Deputy Mayor Lachapelle from investigating anymore Ethics Policy complaints. Mayor Callaghan informed the City Council that a review of the Code of Ethics is scheduled for the August Codes and Ordinances Committee meeting. He reiterated that this agenda item is only meant to be a status update and, unless he is overruled, he is not entertaining any motions of sanctions against Deputy Mayor Lachapelle.

Councilor Larochelle said according to Roberts Rules of Order, any action items on an agenda require previous notice. He indicated that a proposed action, without previous notice, can occur by a two-thirds vote of the City Council. He did not support making any decisions on the

matter this evening.

Councilor Malone said because Councilor Lachapelle is the Deputy Mayor, his comments reflected upon the entire City Council. She thanked him for his apology, but she agreed that an Ethics Board should be created.

Councilor Beaudoin stated that the materials he submitted for this agenda item were just completed today and he sent them out to the entire City Council as soon as possible following their completion. He felt that emailing the documents today is compliant with the Ethics Policy because the documents were emailed "preceding" the meeting, as is clearly stated in the policy. He read a portion of the Ethics Policy, which allows a Council member to bring forth a complaint if no action has been taken by the Mayor or Deputy Mayor. He said he did not want to discuss the details of the charges this evening. He listed several sanctions that could occur; however, he stated his satisfaction with the sincere apology from Councilor Lachapelle.

Councilor de Geofroy said it seems that both Councilors Gray and Beaudoin were satisfied with the apology; however, it now seems that Councilor Hainey is speaking of another alleged violation. He asked if this is a separate complaint. Councilor Beaudoin said Councilor Hainey's motion did not receive the required second to the motion and no other motions have been made, so there is no pending action from the City Council at this time. Councilor Beaudoin **WITHDREW** his complaint against Deputy Mayor Lachapelle and said he was satisfied with the apology received this evening.

Mayor Callaghan said if there were no other comments the meeting would be adjourned.

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

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

No discussion.

#### **15. Adjournment**

Mayor Callaghan **ADJOURNED** the Regular City Council Meeting at 8:17 PM.

City of Rochester  
Draft

07/27/2023  
Regular City Council Meeting  
July 11, 2023

Respectfully Submitted,

Kelly Walters, CMC  
City Clerk

## Rochester School Department

**Mr. Kyle M. Repucci**

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Assistant Superintendent of Schools  
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**Office of the Superintendent**

**150 Wakefield Street**

**Suite #8**

**Rochester, NH 03867-1348**

**(603) 332-3678**

**FAX: (603) 335-7367**



June 14, 2023

Blaine Cox, City Manager  
Rochester City Hall  
31 Wakefield Street  
Rochester, New Hampshire 03867

Dear Mr. Cox:

This letter is to notify you that the Rochester School Board and Rochester's AFSCME COUNCIL 93, LOCAL 863 have reached a tentative agreement on a collective bargaining agreement for school years 2023 through 2026. The contract has been ratified by the bargaining unit and approved by the Board on June 8, 2023. It is necessary now that we present the cost items in the agreement to the City Council for its consideration. The cost items are attached to this letter. The cost items are all included in the operating budget submitted to the City Council.

Hopefully, I can discuss the cost items with the City Council as soon as possible to start our group on the new wage scale by the start of the year.

Respectfully,

Kyle Repucci  
Superintendent of Schools

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

## MEMO

TO: Blaine Cox, City Manager & Katie Ambrose, Deputy City Manager  
FROM: Kyle Repucci, Superintendent  
DATE: June 8, 2023  
SUBJECT: AFSCME COUNCIL 93, LOCAL 863 Collective Bargaining Status Report

### Exhibit A:

#### Contents:

Status of Collective Bargaining Agreement  
Rochester's AFSCME COUNCIL 93, LOCAL 863 Contract TA

### Status of Collective Bargaining Agreement

1. Rochester's AFSCME COUNCIL 93, LOCAL 863 Contract - The current contract expires June 30, 2023; the Rochester School District has reached a tentative agreement (TA) with this group which was ratified on June 3, 2023 by AFSCME and by the Board on June 8, 2023..

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Rochester's AFSCME COUNCIL 93, LOCAL 863 Cost Items TA- Duration; 3 years.

Rochester's AFSCME COUNCIL 93, LOCAL 863

And

Rochester School Board

Tentative Agreement

June 8, 2023

**Number of Staff: 43**

In the first year, the increases are included in the tax cap compliant budget.

**Cost Items: (attached spreadsheet)**

Year One 2023-2024

Moved off merit and onto ranges. \$165,532.45 or 8.08%

Year Two 2024-2025

Step increase of 2.5% plus CPI-U shall not exceed 4% in year two. \$91,823.51 or 4.15%

Year Three 2025-2026

Step increase of 2.5% plus CPI-U shall not exceed 4% in year two. \$96,636.74 or 4.19%

**Additional Items:**

1. Hours of Work and Overtime

At the request of the employee and with the approval of the Director, overtime worked through the end of May, may be recorded as comp time up to ~~forty (40)~~ **eighty (80)** hours at the rate of one and one-half hours of comp time for each hour of overtime worked. ***Use of comp time is otherwise subject to the provisions of Article 6, Section B, 3 (Vacation Procedures), paragraphs (a) and (b).***

2. ***A uniform service will be provided to all employees. Such service shall be paid for by the School District. Eleven (11) changes in pants, eleven (11) changes shirts, and two jackets will be available for each full-time employee. Five (5) changes in pants, five (5) changes in shirts, and one (1) jacket will be available for part-time employees.***

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***The Director of Facilities shall establish a credit/charge account in the amount of up to three hundred fifty dollars (\$350) per year for each full-time employee, one hundred seventy-five dollars (\$175) for part-time employees, for the purpose of purchasing work safety shoes or boots. Any unused funds as of June 30 (the end of the fiscal year), shall revert to the District.***

3. For the second and third years of this contract, annually on July 1, during the term of the agreement, the ~~pay ranges~~ **wage schedule** contained in ~~Schedule~~ **Appendix A** for FY ~~2021~~ **2024** will be adjusted by the percentage change in the CPI-U index for Boston-Cambridge-Newton, MA-NH (from November to November of the year preceding the effective date of the pay range adjustment.) The adjustments shall be cumulative year to year. ***However, in no event shall the adjustment to the wage schedule be less than 2.0% nor more than 4.0% in the second and third years of this contract.***

***For example, if the CPI-U is 0.0%, the adjustment to the pay range shall be 2.0%. If the CPI-U is 3.0%, the adjustment to the pay range shall be 3.0%. If the CPI-U is 5.0%, the adjustment to the pay range shall be 4.0%***

**If an unsatisfactory performance evaluation is received, the employee may request re-evaluation between ninety (90) and one hundred twenty (120) days after the initial evaluation. If the employee achieves a satisfactory rating, they shall then receive the step increase as of the re-evaluation date. If the employee's performance is still deemed unsatisfactory, they shall have the ability to appeal to the Superintendent who will have the discretion to make a final decision on whether a step advancement shall be awarded.**

4. *Longevity Pay*  
**5-9 years \$375; 10-15 years - \$400 \$500; 16-19 years - \$500 \$650; 20+years - \$600 \$700.**
5. *Holidays*

All full-time employees who have completed the probationary period, shall be paid the following named holidays:

New Year's Day	Columbus Day
Presidents' Birthday	Veteran's Day
<del>Civil Rights</del> <b>MLK day</b>	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	<b>Juneteenth</b>

***Part-time employees who have completed the probationary period, shall be paid for the above-referenced holidays (pro-rated share as compared to full-time employees) based upon the length of their regularly scheduled work day.***

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

*If school is in session on a designated holiday referenced above, the holiday will be rescheduled or considered a "floating" holiday at the discretion of the Superintendent of Schools or designee.*

6. Stipends

**\$950 Head Groundskeeper**

**\$750 Head Custodian, High School and Middle School**

**\$500 Night Custodian, High School and Middle School**

**\$500 Day Custodian at Creteau, Chamberlain, East, Gonic,**

**Maple, McClelland, Nancy Loud, School Street, William Allen, and Bud Carlson**

**50% of the above listed stipends shall be paid in the first pay period in December and 50% shall be paid in the first pay period in June.**

7. In order to qualify for the holiday pay referred to in Paragraph 1 above, the employee must have worked the last scheduled work day before the holiday and the first scheduled work day after the holiday, except for any authorized leave *or sick leave with a doctors note*.
8. Vacation eligibility shall be dependent upon continuous service and employment as a full-time employee on a fifty-two (52) week basis. *Part-time employees may accrue vacation on a pro-rated basis (as compared to full-time employees) based upon their regularly assigned work schedule.*
9. *Sick Leave*

Full-time employees will accumulate sick leave at a rate of one and one-fourth (1.25) days per month during the months that the employees are on duty, accumulating to a maximum of one hundred ten (110) days. *Part-time employees will accumulate sick leave on pro-rated basis (as compared to full-time employees) based upon their regularly assigned work schedule.* The employee shall make every reasonable effort to notify the Supervisor or his/her designee of his/her inability to work as soon as possible, with a minimum of one (1) hour notice for first shift and ~~four~~ *(4) a three (3) hour notice* for second shift. If an employee is away from work on sick leave for more than three (3) consecutive days, the District may require a medical certificate at the employee's expense. The District will maintain a record of all credits and debits to the sick leave

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account for each employee. These sick leave accounts are available for inspection by the employee.

#### 10. *Personal Leave*

***Part-time employees are eligible for personal leave, not to exceed one (1) day per employee per year.***

#### 11. *Educational Incentive*

When the District requires an employee to attend an educational conference or course, the District shall pay the cost thereof, in advance, to the organization sponsoring the conference or course, ***as well as pay the employee for the time attending said conference or course, which shall generally not exceed the length of the employees' regularly scheduled work day, unless authorized by the Superintendent of Schools or designee.***

When an employee requests to attend an educational course or program, an application and estimated expenses must be submitted in advance to be used, in part, in determining approval or disapproval by the Superintendent of Schools. The employee shall initially pay for such approved course or program and will be reimbursed therefor, within thirty (30) days after submitting evidence of successful completion. ***Since attendance is voluntary, the time attending said conference or course is generally not considered compensable work time, but the employee may utilize accrued vacation or personal leave, based upon the authorization of the Superintendent of Schools or designee, in order to suffer no loss in pay.***

#### 12. *Promotions and Transfers*

*The District reserves the right to make promotions and ~~grant transfers requests on the basis of qualifications for the position requested, ability, and performance of duty in its best interests.~~ Seniority shall govern where the District has determined that the employees have demonstrated equal qualifications, ability, and performance of duty.*

#### 13. *Wage Scale*

##### **2023-2024**

Grade	1	2	3	4	5	6	7	8	9	10
Custodian	17.87	18.26	18.67	19.09	19.53	19.98	20.45	20.93	21.43	21.95
Grounds	19.01	19.46	20.00	20.56	21.13	21.73	22.34	22.99	23.66	24.35
Skilled Maintenance	20.17	20.69	21.23	21.78	22.36	22.96	23.57	24.21	24.87	25.55

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School Health Contribution	80/20	80/20	80/20	80/20
	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000
Health Plan				
Projected Health Increase		FY 2024 Rates	5%	5%
	<b>Current FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>
<b>Wages</b>				
Base Wage	1,564,648.80	1,705,467.19	1,773,685.88	1,844,633.31
Longevity	1,400.00	9,625.00	9,775.00	10,825.00
Total Wages	1,566,048.80	1,715,092.19	1,783,460.88	1,855,458.31
Dollar Change		149,043.39	68,368.69	71,997.44
<b>% Change</b>		9.52%	3.99%	4.04%
<b>Benefits</b>				
FICA/Medicare	119,802.73	131,204.55	136,434.76	141,942.56
Health Insurance	356,028.37	361,012.77	379,063.41	398,016.58
Opt Out				
Dental	6,856.30	6,959.14	7,133.12	7,311.45
Total Rollups	482,687.40	499,176.46	522,631.29	547,270.59
Dollar Change		16,489.06	23,454.82	24,639.30
<b>% Change</b>		3.42%	4.70%	4.71%
<b>Totals</b>				
Total Wages, Benefits and Rollups	2,048,736.20	2,214,268.65	2,306,092.16	2,402,728.90
Dollar Change		165,532.45	91,823.51	96,636.74
<b>% Change</b>		8.08%	4.15%	4.19%

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

## Rochester School Department

**Mr. Kyle M. Repucci**

Superintendent of Schools  
e-mail: repucci.k@sau54.org

**Dr. Sandie MacDonald**

Assistant Superintendent of Schools  
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Rochester, NH 03867-1348

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June 30, 2023

Blaine Cox, City Manager  
Rochester City Hall  
31 Wakefield Street  
Rochester, New Hampshire 03867

Dear Mr. Cox:

This letter is to notify you that the Rochester School Board and Rochester's AFT #3607, AFT-NH, AFL-CIO (Paraeducator Contract) have reached a tentative agreement on a collective bargaining agreement for school years 2023 through 2026. The contract has been ratified by the bargaining unit and approved by the Board on June 28, 2023. It is necessary now that we present the cost items in the agreement to the City Council for its consideration. The cost items are attached to this letter (Appendix A). The cost items are all included in the operating budget submitted to the City Council.

Hopefully, I can discuss the cost items with the City Council on July 11th when I also present the AFSCME tentative agreement.

Respectfully,

Kyle Repucci  
Superintendent of Schools

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

## MEMO

TO: Blaine Cox, City Manager & Katie Ambrose, Deputy City Manager  
FROM: Kyle Repucci, Superintendent  
DATE: June 30, 2023  
SUBJECT: AFT #3607, AFT-NH, AFL-CIO (Paraeducator Contract)

### Exhibit A:

Contents:

Status of Collective Bargaining Agreement

Rochester's AFT #3607, AFT-NH, AFL-CIO (Paraeducator Contract) Contract TA

### Status of Collective Bargaining Agreement

1. Rochester's AFT #3607, AFT-NH, AFL-CIO (Paraeducator Contract)- The current contract expires June 30, 2023; the Rochester School District has reached a tentative agreement (TA) with this group which was ratified on June 21, 2023 by AFT #3607, AFT-NH, AFL-CIO and by the Board on June 28, 2023.

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Rochester's AFT #3607, AFT-NH, AFL-CIO (Paraeducator Contract) Cost Items TA- Duration;  
3 years.

Rochester's AFT #3607, AFT-NH, AFL-CIO  
(Paraeducator Contract)

And  
Rochester School Board

Tentative Agreement

June 28, 2023

In the first year, the increases are included in the tax cap compliant budget.

Year One 2023-2024

\$544,841.27 or 16%

Year Two 2024-2025

Step increase of 3.0% or \$166,311.33

Year Three 2025-2026

Step increase of 3.0% \$164,415.80

Additional Items:

1. Article I

A. *Sole and Exclusive Bargaining Agent*

The Rochester School Board recognizes the Rochester Federation of Teachers,  
Para-educator Chapter AFT Local 3607, AFT-NH, AFL-CIO as the sole and exclusive  
collective bargaining representative of:

~~All Para-educator Is~~ ————— ~~Title 1 Tutors~~  
~~All Para-educator Hs~~ ————— ~~Bookkeepers~~  
~~Secretaries~~

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***All full-time and regular part-time paraeducators, school secretaries, Title I tutors, speech assistants, occupational therapy assistants, physical therapy assistants, and licensed nursing assistants.***

Excluded are all other employees, including, but not limited to, ***all central office secretaries, receptionist, bookkeepers, assistant bookkeepers, facilities clerk, and*** all supervisory, confidential, and professional employees.

2. Article II - Duration

Three year contract July 1, 2023 to June 30, 2026.

3. Article IV - Working Conditions

B. Upgrade Pay

***When a para-educator volunteers or is asked to serve as a substitute teacher by an administrator, the employee will be paid either the substitute rate or his/her regular rate, whichever is higher plus the rate of ten dollars (\$10) per hour for any portion of an hour for the first hour.***

***If the substitution or coverage extends beyond an hour, the paraeducator will be paid in fifteen (15) minute increments. In addition to the paraeducator's regular rate of pay, the additional pay received at the rate of \$10/hour shall not exceed \$75 per day. Paraeducators who are assigned to one or more students with an IEP shall not normally be eligible for substitute assignments unless their assigned student(s) do not require services or the building administrator deems it necessary for said coverage.***

***Time worked as a substitute teacher shall not be used to otherwise qualify for benefits under the New Hampshire Retirement System (NHRS). It shall be the employee's responsibility to monitor hours worked so as to avoid triggering retirement benefits under NHRS.***

***The administration may assign a paraeducator to provide coverage in the event of no volunteers. Any and all coverage should be approved by an administrator.***

*Title 1 tutors will not be assigned to any duties prohibited by Federal regulations.*



## I. Placement on Salary Schedule

1. Credit in the salary schedule will be for related education and job-related work experience. No employee will be placed on a step higher than indicated by actual education and/or experience or higher than a current employee with equivalent experience and/or education. Para-educators ~~with two (2) years of college or who have attained HQ (Highly Qualified) status~~ **who qualify per NH DOE requirements (Associate's Degree, 48 College Credits, Passed Para Pro Test, or approved competency portfolio)** shall be placed on the Para-Educator II track. ~~After the effective date of this Agreement, no new employee will be given credit on the wage scale for more than three years of experience and/or education during his/her first year of employment. After initial placement, no more than one step will be granted to an employee in a single year. The provision regarding initial salary schedule placement shall not apply to the position of Bookkeeper 2.~~

## L. Notification of Annual Employment Status/Letter of Agreement

Notification of the District's intent to employ for the upcoming school year will be given to all employees **on or before the last day of school in the form of a letter of agreement. In the event the City Council has not approved the School Department budget, the letters may be issued as contingent upon City Council approval of the budget.** ~~as soon as practicable after City Council approval of the School Department budget. On or before July 30<sup>th</sup>~~ **The employee shall sign and return the letter of agreement to the district within fifteen (15) days or decline the position. The Letter of Agreement for** each employee ~~shall be provided with a notification which shall include the employee's tentative assignment for the upcoming school year, salary/hourly wage rate, and benefits.~~

## 4. Article VI - Working Conditions

R. Paraeducators shall have access to a computer device while in the school building. **Effective as of the start of the 2024-2025 contract year, paraeducators shall be issued a computer device for performance of their official duties.**

S. Paraeducators shall have one representative selected by the RFT to serve on the District Joint Loss Committee.

## 5. Article VII - Hours and Days of Work

~~B. The work week for full-time employees shall be who work thirty (30) hours or more per week shall be considered full-time., with t~~The hours of work **day is** to be determined and scheduled by the department head or supervisor. ~~The schedule will~~

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

~~be established based upon a reasonable application of appropriate state and federal standards.~~

C. Employees scheduled to work less than thirty **(30)** hours per week shall be considered part- time employees.

D. Employees **who work at least five (5) hours per day** will be provided with a thirty (30) minute duty-free **unpaid** lunch period **and a paid one fifteen (15) minute break**. Employees who work ~~four~~ **less than five (5)** hours or more in a single day will be provided with **a paid one fifteen (15) minute break**.

F: The work year for Para-educator I and Para-educator II shall include the two (2) days prior to the beginning of the student school year. **The RFT shall be given an opportunity to meet with new hires during the two (2) teacher workshop days prior to the start of the student school year.**

G. Work Day – Library Paraeducators: ***Paraeducators assigned to the elementary school libraries shall work a 6.5 hour work day and be provided with a continuous and uninterrupted thirty (30) minute, duty-free preparation period each day.***

H. Building administrators shall allow employees to make up work time lost from delayed openings within two weeks of the day the work time was lost. ~~Canceled school days, not otherwise made up at the end of the year, may be made up prior to the end of the year.~~ ***The employees are not restricted to normal student hours. Employees will review the work to be completed with their supervisor prior to working the hours. Employees may not work more than 40 hours in a week unless approved by their supervisor. Employees do not have to make up the time, it is their choice.***

***On delayed opening days, employees shall not be required to come in earlier than student arrival time.***

***In the event work days are cancelled and not made up at the end of the year, school year employees shall suffer no loss in pay.***

***On cancelled school days, year-round employees shall report to work when it is safe to do so unless other arrangements are made with their supervisor. The employee has the option to use vacation or personal leave on cancelled school days.***

**Remote Learning Days:**

***The remote learning days memorandum of understanding entered between the parties for the 2022-2023 school year shall remain in effect for the 2023-2024 school year.***

***Effective July 1, 2024, bargaining unit employees shall be furnished with a District issued computer device and, under to the direction of their supervisor or his/her designee, permitted to work remotely on designated remote learning days.***

## 6. Article VIII - Seniority

- I. The first ~~ninety (90)~~ **sixty (60)** calendar days of employment shall be considered a trial period to permit the District to determine a new employee's fitness and adaptability for the work required, subject to a unilateral extension by the District. During such probationary period a newly hired employee shall not be subject to the provisions of this Agreement ***except as outlined in specific provisions in the contract.*** This Article shall apply to persons who are rehired after loss of seniority. In the event that the person gained this position as the result of a promotion, he/she shall be governed by the provisions of the Agreement. During the probationary period, the probationary employee may be discharged at the sole discretion of the District and neither the reason nor the discharge may be the subject of a grievance, notwithstanding Paragraph G-5, above, which shall apply to existing employees of the District.

## 7. Article IX -

*B. B. Method of Salary Payment*

~~All bargaining unit members except for employees working more than forty weeks per year, shall have the option of being paid in twenty-two (22) payments per year, or having their salary pro-rated in twenty-six (26) payments per year.~~

***Bargaining unit employees shall annually make the selection to be paid in one of the following manners:***

***(a) Anticipated annual wages, divided by 26, which equals 25 bi-weekly checks, and one reconciliation payment, or***

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**(b) Anticipated annual wages, divided by 22, which equals 21 bi-weekly checks, and one reconciliation payment, or**

**(c) Full pay for hours actually worked in a pay period, paid at regular intervals not to exceed 14 days.**

**The reconciliation payments under options (a) and (b), above, may result in a paycheck of less than the equal pay amount, to a possible zero balance, being due to the employee, based upon their actual hours worked.**

**Employees must specify their choice in writing prior to their first payroll period on a form provided by the District. Employees who fail to specify their choice, shall be paid as is described in paragraph (c), above. A reconciliation payment shall be calculated as a final payment for any employee being paid on an equal pay basis [i.e., option (a) and (b) above], who, for whatever reason, leaves employment before the end of the contract year.**

## **8. Article X - Leaves**

### *B. Sick Leave*

~~1.~~—Employees may accumulate sick leave after completion of the employee's probationary period. **from the date of hire. Probationary employees shall be permitted to utilize up to three (3) days of sick leave during the probationary period. If an employee terminates employment and has utilized sick leave not yet earned, the amount of unearned sick leave used shall be deducted from the employee's final paycheck.**

### *C. Personal Leave*

Personal leave days will be allowed for personal affairs provided that the leave will be taken for purposes which could not reasonably be accomplished on other than a school day. Prior approval of the Superintendent or his or her designee is required, except in the case of an emergency, when approval may be subsequent. Approvals may not be unreasonably withheld. Personal days contiguous to holidays may be taken in extraordinary circumstances with the prior approval of the Superintendent or his or her designee, and such approval shall not be unreasonably withheld. Leaves taken pursuant to this section shall be in addition to any sick leave to which a covered employee is entitled. **Probationary employees will be allowed to use personal leave upon**

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

***the completion of the probationary period.*** Personal leave will be non-accumulative and will be granted at the following rates:

1. Employees in Tier 1 will receive no personal leave day per year.
2. Employees in Tier 2 will be eligible for one (1) personal leave day per year.
3. Employees in Tier 3 will be eligible for three (3) personal leave days per year.

#### 9. *F. Bereavement Leave*

Bereavement leave shall be granted, upon request, when a death occurs in a permanent employee's family in accordance with the following schedule:

1. Spouse, domestic partner or child (including step-equivalents): **Five (5) Ten (10)** work days for the death excluding Saturday, Sunday and Holidays.
2. Father, Mother, Father-in-law, Mother-in-law, Sister, Brother, Grandchild, Son/Daughter-in-law, **or** relative ~~or ward residing~~ **domiciled** in the employee's household: Three (3) work days for the death excluding Saturday, Sunday and Holidays.
3. Grandmother, Grandfather, Aunt, Uncle, Sister/Brother-in-law, or Niece/Nephew: One (1) day for the purpose of attending the funeral.
4. Leave to attend the funeral of any individual not listed above shall be granted only at the discretion of the Superintendent of Schools and may be granted only one time per year per employee.
5. Under extenuating circumstances as determined by the Superintendent, two (2) additional work days with pay may be granted under Section 1, 2 or 3 with written approval of the Superintendent.

#### **G. 2. Witness Leave**

An employee who is subpoenaed **or otherwise required** to appear in Court **or before an administrative agency** on a District-required case outside of working hours, and/or on non-contractual days including school vacations and summer vacations, shall be compensated by the District at the employee's per diem rate of pay. This provision shall not apply in a case when the Federation is a party to the proceeding. This provision shall not apply in a case when the Court hearing is the result of a criminal or civil matter outside the scope of the ~~teachers~~ **employees'** prescribed duties regardless of whether

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

the incident giving rise to the Court hearing occurred while the employee was at work and/or on District property. The covered employee shall pay over to the Rochester School Board and City of Rochester any money paid for such witness except that portion of the money identified as personal expense, such as for travel.

*10. Wage Scales*

22-23

Years of Experience	SEC 2	BK2	Para-Educator 1	Para-Educator 2
0,1,2	\$15.05	\$16.27	\$12.52	\$13.50
3	\$15.35	\$16.58	\$12.82	\$14.06
4	\$15.66	\$16.88	\$13.13	\$14.36
5	\$15.96	\$17.19	\$13.43	\$14.63
6	\$16.27	\$17.49	\$13.74	\$14.75
7	\$16.58	\$17.80	\$14.05	\$14.99
8	\$16.88	\$18.11		\$15.29
9	\$17.19	\$18.41		\$15.82
10	\$17.65	\$18.87		\$16.28
11	\$18.11	\$19.33		\$16.81
12	\$18.57	\$19.79		\$18.28
13	\$19.02	\$20.25		\$18.85
14	\$19.48	\$20.71		\$19.40
15	\$19.94	\$21.17		\$19.64
16	\$20.40	\$21.63		\$20.40
17	\$21.01	\$22.23		\$21.01

23-24

Years of Experience	SEC2	Para-Educator 1	Para-Educator 2
0,1,2	\$17.46	\$14.52	\$15.66
3	\$17.81	\$14.87	\$16.31
4	\$18.17	\$15.23	\$16.66
5	\$18.51	\$15.58	\$16.97
6	\$18.87	\$15.94	\$17.11
7	\$19.23	\$16.30	\$17.39
8	\$19.58		\$17.74
9	\$19.94		\$18.35
10	\$20.47		\$18.88
11	\$21.01		\$19.50
12	\$21.54		\$21.20
13	\$22.06		\$21.87
14	\$22.60		\$22.50
15	\$23.13		\$22.78
16	\$24.00		\$23.66
17	\$24.53		\$24.37

<b>2024-2025</b>			
3%			
Years of Experience	SEC2	Para-Educator 1	Para-Educator 2
0,1	\$17.98	\$14.96	\$16.13
2	\$18.16	\$15.14	\$16.46
3	\$18.34	\$15.32	\$16.80
4	\$18.71	\$15.69	\$17.16
5	\$19.07	\$16.05	\$17.48
6	\$19.44	\$16.42	\$17.62
7	\$19.81	\$16.79	\$17.91
8	\$20.17		\$18.27
9	\$20.54		\$18.90
10	\$21.09		\$19.45
11	\$21.64		\$20.08
12	\$22.19		\$21.84
13	\$22.73		\$22.52
14	\$23.27		\$23.18
15	\$23.82		\$23.47
16	\$24.72		\$24.37
17	\$25.27		\$25.10

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

2025-2026			
3%			
Years of Experience	SEC2	Para-Educator 1	Para-Educator 2
0	\$18.52	\$15.41	\$16.61
1	\$18.61	\$15.50	\$16.78
2	\$18.70	\$15.59	\$16.95
3	\$18.89	\$15.78	\$17.30
4	\$19.27	\$16.16	\$17.67
5	\$19.64	\$16.53	\$18.00
6	\$20.02	\$16.91	\$18.15
7	\$20.40	\$17.29	\$18.45
8	\$20.77		\$18.82
9	\$21.15		\$19.47
10	\$21.72		\$20.03
11	\$22.29		\$20.69
12	\$22.85		\$22.50
13	\$23.41		\$23.20
14	\$23.97		\$23.87
15	\$24.54		\$24.17
16	\$25.46		\$25.11
17	\$26.02		\$25.86

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



School Health Contribution	80/20	80/20	80/20	80/20
Health Plan	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000	SOS \$20/40 RX 10/20/45 DED \$1000/3000
Projected Health Increase		FY 2024 Rates	5%	5%
	<b>Current FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>
<b>Wages</b>				
Base Wage	3,093,877.67	3,638,718.94	3,805,030.27	3,969,446.07
Longevity	81,000.00	81,750.00	88,500.00	96,000.00
Total Wages	3,174,877.67	3,720,468.94	3,893,530.27	4,065,446.07
Dollar Change		545,591.27	173,061.33	171,915.80
% Change		17.18%	4.65%	4.42%
<b>Benefits</b>				
FICA/Medicare	242,878.14	284,615.87	297,855.07	311,006.62
Health Insurance	717,953.58	728,004.93	764,405.18	802,625.44
Opt Out				
Dental	10,958.28	11,122.65	11,400.72	11,685.74
Total Rollups	971,790.00	1,023,743.46	1,073,660.96	1,125,317.80
Dollar Change		51,953.46	49,917.50	51,656.84
% Change		5.35%	4.88%	4.81%
<b>Totals</b>				
Total Wages, Benefits and Rollups	4,146,667.67	4,744,212.40	4,967,191.23	5,190,763.87
Dollar Change		597,544.73	222,978.83	223,572.64
% Change		14.41%	4.70%	4.50%

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# *City of Rochester, New Hampshire*

OFFICE OF THE CITY MANAGER

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## **CITY MANAGER'S REPORT**

**July 2023**

Contracts and documents executed since last month:

- **Department of Public Works**
  - Lease renewal – Crosspoint Church **P. 49**
  - Bid award – City Sidewalk Bid – S.U.R. **P. 50**
  - Task Order, Lead service line inventory – Underwood Engineers **P. 51**
  - Estimate, stormwater catch basin replacement – S.U.R. **P. 52**
  - Estimate, Stormwater 36" Culvert replacement – S.U.R. **P. 53**
  - Estimate, Water Main Relocation – S.U.R. **P. 54**
  - Estimate, 36" Stormwater Drainage Culvert Replacement – S.U.R. **P. 55**
  - Purchasing Plan, Large Water Meter Project **P. 56**
  - Estimate, 20" Water Main Washington St – S.U.R. **P. 58**
  - Scope of Service, NPDES Stormwater Permitting Year 6 assistance - Geosyntec **P. 59**
  - Lease Renewal – Strafford Regional Planning Commission **P. 60**
  - Proposal, Old Dover Water Main Extension design – Wright Pierce **P. 61**
- **Economic Development**
  - FY24 Municipal Funding Contracts **P. 62**
  - FY23-24 CAP Weatherization – Salmon Falls Road **P. 63**
  - FY23-24 CAP Weatherization – Eagle Drive **P. 64**
  - FY24 CDBG Contracts **P. 65**
- **Fire Department**
  - Agreement for Engineering Services, Central Station Renovation – Weston & Sampson **P. 66**
- **HR**
  - Voluntary Life Amendment – Lincoln Financial **P. 67**
- **Police**
  - Contract for Supplemental Police Officer – Housing Authority **P. 68**
  - Agreement to Hire Crime Analyst **P. 69**
- **Recreation & Arena**
  - MOU Squamagonic Disc Golf Club **P. 71**

The following standard report has been enclosed:

- Personnel Action Report Summary **P. 73**

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### INTEROFFICE MEMORANDUM

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**TO:** Katie Ambrose, City Manager

**CC:** Cassie Givara, Deputy City Clerk

**FROM:** Ronda Boisvert, Administrative Assistant II

**DATE:** July 10, 2023

**SUBJECT:** Crosspoint Church Lease Renewal

---

The Crosspoint Church Renewal Agreement for your review. There are no changes in budgeting for FY24. Katie, please execute with notary and witness upon receipt and inter-office it back to us for distribution.



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## INTEROFFICE MEMORANDUM

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**TO:** MARK SULLIVAN, DEPUTY DIRECTOR OF FINANCE & ADMIN  
KATIE AMBROSE, CITY MANAGER

**FROM:** LISA J. CLARK, DPW DEPUTY DIRECTOR - OPERATIONS & ADMINISTRATION

**DATE:** July 20, 2023

**SUBJECT:** SUR Construction – Bid Award Document  
BID 24-03 Concrete & Bituminous Concrete Sidewalk Construction  
Amount \$327,559.00

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

---

Attached please find one copy of the Bid Award Document for City Manager Signature. SUR Construction was sole bidder for the City Sidewalk Bid # 24-03. .

The funding for this work is available in the General Fund CIP Budget in the following accounts:

15013010-771000-22537 Available Balance \$145,815.77

15013010-771000-23531 Available Balance \$200,000 need \$181,743.23 for this award

If you have any questions, please call, if none please pass on the City Manager for signature. Please return document to me at the DPW for distribution.

---

Mark Sullivan, Deputy Finance Director



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## INTEROFFICE MEMORANDUM

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

**FROM:** LISA J. CLARK, DPW DEPUTY DIRECTOR - OPERATIONS & ADMINISTRATION

**DATE:** July 13, 2023

**SUBJECT:** Underwood Engineers Task Order #8 Lead Service Line Inventory  
Amount \$5,000

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

---

Attached please find one copy of the Underwood Engineer's Task Order #8 for City Manager Signature. The amount of \$5,000 for this task order is for work to provide technical assistance to the Water Distribution Division while they develop a lead service line inventory.

Underwood Engineers was selected for Technical Assistance and Infrastructure Engineering per RFQ 21-19 Professional Engineering Services.

The funding for this work is available in the Water CIP Budget in the following account:

55016010-771000-23539 Available Amount is \$200,000 this request is \$5,000.00

If you have any questions, please call, if none please pass on the City Manager for assistant. Please return document to me at the DPW for distribution.

---

Katie Ambrose Deputy City Manager / Director of Finance and Administration



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## INTEROFFICE MEMORANDUM

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**TO:** KATIE AMBROSE, CITY MANAGER  
MARK SULIVAN, DEPUTY FINANCE DIRECTOR

**FROM:** LISA J. CLARK, DPW DEPUTY DIRECTOR OPERATIONS & ADMINISTRATION

**DATE:** July 5, 2023

**SUBJECT:** SUR Construction –  
Winter Street / Spruce Street - Stormwater Catch Basin Replacement  
Proposal \$37,288.00.

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

---

Attached please find (1) one copy of the SUR Construction Company estimate/ scope of service for signature. SUR has submitted a scope / estimate to resize and replace the catch basing located on Winter Street/ Spruce Street. This work needs to be completed prior to the drainage re-lining project this fall as the existing structure is too small to provide access and drainage pipe is in poor condition. City Staff does not have the resources to complete repair.

The pricing for equipment and labor is per City of Rochester Bid # 23-26 for Equipment Rental and “On-call Construction Services and Related equipment Rentals”.

Funding for the project is available in the following General Fund CIP Account for corrective drainage.

Account # 15013010-771000-23523 = Available Balance after Ten Rod Rd is **\$30,684.79**.

Account # 15013010-771000-24529 = Available Balance \$150,000. This req **\$6,603.21**

If you have any questions, please call, if not please sign and return document to me at the DPW for Distribution .

---

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





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## INTEROFFICE MEMORANDUM

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**TO:** KATIE AMBROSE, CITY MANAGER  
MARK SULIVAN, DEPUTY FINANCE DIRECTOR

**FROM:** LISA J. CLARK, DPW DEPUTY DIRECTOR OPERATIONS & ADMINISTRATION

**DATE:** July 5, 2023

**SUBJECT:** SUR Construction –  
Franklin Street - Stormwater 36" Culvert Replacement  
Proposal \$40,827.00.

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

---

Attached please find (1) one copy of the SUR Construction Company estimate/ scope of service for signature. SUR has submitted a scope / estimate to replace the failed 36" culvert on Franklin Street. This work should be expedited as a significant sink hole has developed and temporary repairs have been made for public safety. City Staff does not have the resources to complete repair.

The pricing for equipment and labor is per City of Rochester Bid # 23-26 for Equipment Rental and "On-call Construction Services and Related equipment Rentals".

Funding for the project is available in the following General Fund CIP Account for corrective drainage.

Account # 15013010-771000-24529 = Available Balance after Winter St is \$143,396.79. This req **\$40,827.00**

If you have any questions, please call, if not please sign and return document to me at the DPW for Distribution.

---

(Katie Ambrose, City Manager)



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## INTEROFFICE MEMORANDUM

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**TO:** KATIE AMBROSE, CITY MANAGER  
MARK SULIVAN, DEPUTY FINANCE DIRECTOR

**FROM:** LISA J. CLARK, DPW DEPUTY DIRECTOR OPERATIONS & ADMINISTRATION

**DATE:** July 14, 2023

**SUBJECT:** SUR Construction –  
217 Washington St -20" Water Main Relocation from under Chlorinator Bldg  
Proposal \$111,772.70.

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

---

Attached please find (1) one copy of the SUR Construction Company estimate/ scope of service for signature. SUR will be working with the City and City Consultant to relocate the 20" water main that runs through the 217 Washington Street Quonset Hut location. As discussed at the Public Work Committee, this main runs under the abandoned chlorinator building. This work is required and can be done with a design build approach that will expedite the relocation of the main and save significantly on additional engineering consulting fees. City Staff does not have the resources to complete this large main relocation.

The pricing for equipment and labor is per City of Rochester Bid # 23-26 for Equipment Rental and "On-call Construction Services and Related equipment Rentals".

Funding for the project is part of the City ARPA Project Funding for the 20" Water Main Rehab.

Account # 61396010-771000-22570= Available Balance \$1,702,783.92 This request is \$111,772.70

If you have any questions, please call, if not please sign and return document to me at the DPW for Distribution .

---

(Katie Ambrose, City Manager)



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## INTEROFFICE MEMORANDUM

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**TO:** KATIE AMBROSE, CITY MANAGER  
MARK SULIVAN, DEPUTY FINANCE DIRECTOR

**FROM:** LISA J. CLARK, DPW DEPUTY DIRECTOR OPERATIONS & ADMINISTRATION

**DATE:** July 3, 2023

**SUBJECT:** SUR Construction –  
Ten Rod Road – 36” Stormwater Drainage Culvert Replacement  
Proposal \$62,355.00.

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

---

Attached please find (1) one copy of the SUR Construction Company estimate/ scope of service for signature. SUR has submitted a scope / estimate to replace the 36” culvert and repair drainage system on Ten Rod Road. This culvert has failed, there is a significant sink hole, and the area is in need of repair. City Staff does not have the resources to complete repair.

The pricing for equipment and labor is per City of Rochester Bid # 23-26 for Equipment Rental and “On-call Construction Services and Related equipment Rentals”.

Funding for the project is available in the following General Fund CIP Account for corrective drainage.

Account # 15013010-771000-23523 = Available Balance is \$93,039.79. This request is \$62,355.00

If you have any questions, please call, if not please sign and return document to me at the DPW for Distribution.

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



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## INTEROFFICE MEMORANDUM

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**TO:** MARK SULLIVAN – DEPUTY FINANCE DIRECTOR  
KATIE AMBROSE, CITY MANAGER

**FROM:** LISA J. CLARK, DPW DEPUTY DIRECTOR OPERATIONS & ADMINISTRATION

**DATE:** July 5, 2023

**SUBJECT:** Large Water Meter Project – Purchasing Plan  
SUR Construction \$200,732.50 – Bid 23-26  
EJ Prescott \$63,833.17 Bid 23-04

**CC:** Peter C. Nourse, PE, Director of City Services  
Lisa J. Clark, Deputy Director Ops & Admin

---

The DPW request approval to use the above cited bid pricing for the Large Meter Replacement Project. SUR Construction was awarded the contract for On-Call Construction Services & Equipment Rental per pricing in bid #23-26, and EJ Prescott was awarded the bid for Water & Sewer Inventory Purchases per pricing in bid #23-04. This request is made as recommended for using these bids for this large-scale project.

The On-call Construction Service bid language is specific for this type of project. Section II Scope of Services states the following: ***“Non-Emergency Work: The contractor shall make available the necessary equipment and labor to execute work on the City’s infrastructure as directed and scheduled by the Director of City Services or designee. The Director of City Services may request specific equipment and / or labor to complete a specific task or provide the scope of work to the contractor to complete the task. It is expected that all equipment and labor provided will be furnished on a time (hourly) basis according to the bid schedule provided. It is anticipated that the City will furnish all material to complete the task, however materials that are not available to the City in emergency situations may be provided by the contractor at a cost as stipulated in Section IV for Materials.”*** Director Nourse assigned this project to Assistant City Engineer Webber as his designee. Webber and SUR Construction met out at each of the meter sites. There are nine sites. These meetings were held to determine the individual scope of work required, and the numerous site-specific parts that will be required. SUR and Engineer spent several days in the field and several days in office while determining these proposals. The process has taken more than a year. These vault inspections required City Staff and SUR Construction to work in these confined space locations and in many instances the vaults required pumping out of water and debris for access and entry. This project is considered Non-Emergency Work as is described in the bid. ***“Non-emergency work is considered the execution of work that the City does not have the resources to complete, which can be executed cost-effectively through this contract.”*** The design build approach that the City would be using will save approximately 6-9 months for project completion and an estimated \$50K-100K in consulting services to create and design individual bid specifications for each vault. We note that these existing meters are in large underground vaults that require significant mechanical piping demolition and in some cases excavation and vault replacement. The vault covers

and risers are large structures that need to be lifted to remove the existing 6", 8" or 10" meters. Some of these meters and associated fittings do not fit through existing manhole access points and weigh up to 1200 pounds. The work to replace meters and vaults will require the use of large equipment and resources that the City can not provide. The DPW Engineer has worked with SUR to determine some meters can be reduced in size to provide improved accuracy and significant cost savings now and in the future. The age and accuracy of meters were noted as a deficiency in the most recent Water Audit Report conducted on the City's Water System. There are numerous parts that need to be purchased as well as days of bypass temporary water to be run at some locations and SUR has used their extensive knowledge to determine exactly what parts, labor, and equipment is required.

I have attached in one PDF all 9 SUR Construction Scopes of Services that will require City Manager signature on each. The Scopes are site specific for replacement of meters that were installed between 1988 and 2002. The cost per location ranges from \$18,412 to \$29,985. These scopes include the cost for the excavation, meter removal and replacement, along with vault repair or replacement and sealing to prohibit inflow from ground water.

Also attached is the quote for EJ Prescott. These parts were scoped by SUR and include pipe, reducing flanges, valves, gaskets and other miscellaneous inventory necessary to complete this project.

The DPW request that you approve the use of the existing bids for purchasing regarding this large meter replacement project.

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Katie Ambrose, City Manager.

Attachments: SUR Scope of Service (90)  
EJ Prescott Materials Pricing.



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## INTEROFFICE MEMORANDUM

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**TO:** KATIE AMBROSE, CITY MANAGER  
MARK SULLIVAN, DEPUTY FINANCE DIRECTOR

**FROM:** LISA J. CLARK, DPW DEPUTY DIRECTOR OPERATIONS & ADMINISTRATION

**DATE:** July 20, 2023

**SUBJECT:** SUR Construction –  
217 Washington St -20" Water Main Project – Demolition Chlorinator Bldg  
Proposal \$22,695

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

---

Attached please find (1) one copy of the SUR Construction Company estimate/ scope of service for signature. SUR will be working with the City and City Consultant to relocate the 20" water main that runs through the 217 Washington Street Quonset Hut location. As discussed at the Public Work Committee, the 20" main runs under the abandoned chlorinator building and the piping and infrastructure is co-mingled with new and abandoned main water lines. This scope of work is to remove the building and site restoration. The underground infrastructure of this building is deep and the City does not have the resources to demo the building.

The pricing for equipment and labor is per City of Rochester Bid # 23-26 for Equipment Rental and "On-call Construction Services and Related equipment Rentals".

Funding for the project is part of the City ARPA Project Funding for the 20" Water Main Rehab.

Account # 61396010-771000-22570= Available Balance \$1,591,011.22 This request is \$22,695

If you have any questions, please call, if not please sign and return document to me at the DPW for Distribution .

---

(Katie Ambrose, City Manager)





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## INTEROFFICE MEMORANDUM

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**TO:** KATIE AMBROSE, CITY MANAGER  
MARK SULLIVAN, DEPUTY DIRECTOR OF FINANCE

**FROM:** LISA CLARK, DPW DEPUTY DIRECTOR OPERATIONS & ADMINISTRATION

**DATE:** July 5, 2023

**SUBJECT:** Geosyntec NPDES MS4  
Year 6 Permitting Assistance – Reporting & Compliance  
Amount \$262,300

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

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Attached please find (1) one copy of the scope of service for Geosyntec Consultants. This work is for technical assistance relating to the National Pollutant Discharge Elimination System (NPDES) Storm water Permit year six compliance and reporting.

Geosyntec was selected as the consultant for assistance with the Municipal Stormwater Permit (MS4) as part of the RFQ 21-19 Consultant Selection Process.

Funds for this project are available as Follows:

15013010-771000-22530 = Available Balance = \$2.13  
15013010-771000-23524 = Available Balance = \$9,463.10  
15013010-771000-24530 = Available Balance = \$300,000 This request \$252,834.77

If you have any question, please call, if not please and return document to me at the DPW for Distribution

---

Katie Ambrose, City Manager



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### INTEROFFICE MEMORANDUM

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**TO:** Katie Ambrose, City Manager

**CC:** Cassie Givara, Deputy City Clerk

**FROM:** Ronda Boisvert, Administrative Assistant II

**DATE:** July 14, 2023

**SUBJECT:** Strafford Regional Planning Commission Lease Renewal

---

The Strafford Regional Planning Commission Renewal Lease Agreement for your review. There are no changes in budgeting for FY24. Katie, please execute with notary and witness upon receipt and inter-office it back to us for distribution.





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07/27/2023

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## INTEROFFICE MEMORANDUM

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**TO:** KATIE AMBROSE, CITY MANAGER  
MARK SULLIVAN, DEPUTY FINANCE DIRECTOR

**FROM:** LISA J. CLARK, DPW DEPUTY DIRECTOR OPERATIONS & ADMINISTRATION

**DATE:** July 5, 2023

**SUBJECT:** Wright Pierce Engineers  
Old Dover Water Main Ext-Design & Bid Docs  
Proposal \$35,000.

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

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Attached please find (1) one copy of the Wright Pierce (WP) Scope / proposal. WP has submitted this scope of services for design and bidding of the Old Dover Rd Water Main Extension.

Wright Pierce was select for Engineering of City Infrastructure Projects per RFQ 21-19.

Funding for the project is available in the following CIP Water Distribution System Upgrades Accounts:

Account # 55016010-771000-23541 = Available balance \$5,700.76

Account # 55016010-771000-24553 = Available balance \$100,000 this request \$29,299.24

If you have any questions, please call, if not please sign and return document to me at the DPW for Distribution .

---

(Katie Ambrose, City Manager)



07/27/2023

City of Rochester, New Hampshire  
Economic Development Department  
33 Wakefield Street, Rochester, NH 03867  
(603) 335-7522, [www.RochesterEDC.com](http://www.RochesterEDC.com)

## INTEROFFICE MEMORANDUM

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**TO: Katie Ambrose, City Manager**

**FROM:** Kiersten Wright, Community Development Coordinator

**DATE:** July 20, 2023

**SUBJECT: FY 2024 Municipal Contracts- East Rochester Library**

**CC: Cassie Givara, City Clerk**

---

Please see attached the signed copies of the FY 2024 municipal funding contracts between the City of Rochester and the following groups:

Community Action Partnership  
COAST  
Cornerstone VNA  
East Rochester Library  
East Seals  
My Friend's Place  
SOS Recovery  
Historic Society

City Council approved funding for these activity as part of the FY 2024 budget adoption at the June 6<sup>th</sup>, 2023 City Council meeting.

The contract requires the signature of the City Manager and the signature of a witness. The contract has been reviewed and approved by the Community Development Coordinator.

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



07/27/2023

City of Rochester, New Hampshire  
Economic Development Department  
33 Wakefield Street, Rochester, NH 03867  
(603) 335-7522, [www.RochesterEDC.com](http://www.RochesterEDC.com)

## INTEROFFICE MEMORANDUM

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**TO: Kathryn Ambrose, City Manager**

**FROM:** Kiersten Wright, Community Development Coordinator/Grants Manager

**DATE:** July 20, 2023

**SUBJECT: FY 23- 24 CAP Weatherization Assistance Program- Salmon Falls Rd**

**CC: Cassie Givara, Deputy City Clerk**

---

Please see attached the environmental review statement for the Community Action Partnership of Strafford County's planned repair and maintenance activities for FY 2023-2024. As per 24 CFR 58, the City of Rochester is the responsible entity for conducting environmental reviews for the Strafford Community Action Partnership Weatherization Program. The environmental review statement requires the signature of the City Manager as the City of Rochester authority.

The environmental review statement was prepared by the Community Development Coordinator with assistance from Community Action Partnership.

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



07/27/2023

City of Rochester, New Hampshire  
Economic Development Department  
33 Wakefield Street, Rochester, NH 03867  
(603) 335-7522, [www.RochesterEDC.com](http://www.RochesterEDC.com)

## INTEROFFICE MEMORANDUM

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**TO: Kathryn Ambrose, City Manager**

**FROM:** Kiersten Wright, Community Development Coordinator/Grants Manager

**DATE:** July 21, 2023

**SUBJECT: FY 23- 24 CAP Weatherization Assistance Program- Eagle Rd**

**CC: Cassie Givara, Deputy City Clerk**

---

Please see attached the environmental review statement for the Community Action Partnership of Strafford County's planned repair and maintenance activities for FY 2023-2024. As per 24 CFR 58, the City of Rochester is the responsible entity for conducting environmental reviews for the Strafford Community Action Partnership Weatherization Program. The environmental review statement requires the signature of the City Manager as the City of Rochester authority.

The environmental review statement was prepared by the Community Development Coordinator with assistance from Community Action Partnership.

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



07/27/2023

City of Rochester, New Hampshire  
Economic Development Department  
33 Wakefield Street, Rochester, NH 03867  
(603) 335-7522, [www.RochesterEDC.com](http://www.RochesterEDC.com)

## INTEROFFICE MEMORANDUM

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**TO:** Kathryn Ambrose, City Manager  
**FROM:** Kiersten Wright, Community Development Coordinator  
**DATE:** July 24, 2023  
**SUBJECT:** FY 2024 CDBG Contracts

**CC:** Cassie Givara, City Clerk

---

Please see attached the signed copies of the FY 2024 Community Development Block Grant (CDBG) contracts between the City of Rochester and the following groups:

East Rochester Library  
Rochester Child Care Center  
Triangle Club  
ACT-COAST  
CASA of NH  
Dover Adult Learning (DALC)  
HAVEN  
Share Fund  
Strafford Nutrition Meals on Wheels (SNMOW)  
Waypoint of NH  
Community Action Partnership of Strafford County (CAP)  
Cross Roads House

City Council approved funding for these activities at the June 6<sup>th</sup>, 2023 City Council meeting.

The contracts require the signature of the City Manager and the signature of a witness. The contracts have been reviewed and approved by the Community Development Coordinator.

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



# ROCHESTER FIRE DEPARTMENT

**DENNIS DUBE JR**  
**CHIEF OF DEPARTMENT**

07/27/2023



37 Wakefield Street

Rochester NH, 03867  
[www.rochesternh.gov/fd](http://www.rochesternh.gov/fd)

Tel (603) 335-7545

July 26, 2023

**TO:** City Manager Katie Ambrose

**FROM:** Dennis Dube, Fire Chief

**SUBJECT:** Weston & Sampson Engineers, Inc.    \$397,400  
Agreement for Engineering Services, Renovation of Central Station  
City of Rochester Fire Department, 37 Wakefield Street

Attached please find for your approval, (1) one copy of Weston & Sampson Engineering, Inc.'s Agreement for Engineering Services and (1) one copy of the scope of services and fees for design, engineering, and construction administration regarding the Central Fire Station Renovation Project.

Weston & Sampson Engineers were selected for City of Rochester Capital Improvement Projects per RFQ 21-19.

Funding for the project is available in the following General Fund CIP Accounts for this project.

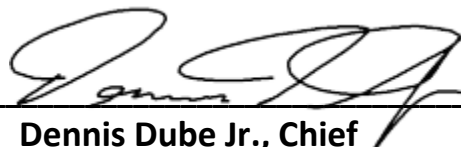
Account # 15012020-772000-23519

Account # 15012020-772000-24524

Please advise of any questions or concerns.

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(Kathryn Ambrose, City Manager)



Dennis Dube Jr., Chief



## *City of Rochester, New Hampshire*

Human Resources

31 Wakefield Street • Rochester, NH 03867-1917

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

MEMO

TO: Katie Ambrose

FROM: Kimberly Conley, Director of Human Resources

DATE: July 25, 2023

RE: Lincoln Financial Group – Voluntary Life Amendment

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Attached please find Amendment No. 1 to the City's agreement with Lincoln Financial for policy replacement. This policy replacement includes the missing wording from the original policy for Class 1 Employees "Maximum monthly Benefit \$ 8,000 from \$ 6,000. When changing to this maximum benefit, LFG at the time only included Class 3 Employees. Class 1 needed to be included. See page 4 & 5.

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

---

Kimberly Conley  
Director of Human Resources

Enclosures: Amendment No. 1 and policy

07/27/2023



## ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

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

*"Dedication, Pride, Integrity"*

POLICE COMMISSION

DEREK J. PETERS  
*Chairman*  
DAVID R. STEVENS  
*Vice Chairman*  
DAVID E. WINSHIP, JR.  
*Commissioner*

GARY M. BOUDREAU  
*Chief of Police*

July 11, 2023



TO: Katie Ambrose  
City Manager

FROM: Gary M. Boudreau  
Chief of Police

RE: Housing Authority Contract for Supplemental Police Officer

Dear Ms. Ambrose:

Attached please find the renewal of the Housing Authority Contract for Supplemental Police Officer, which requires signature by the City Manager. This will be the twenty-fourth year of this very beneficial partnership with the Housing Authority.

This covers the salary and benefits for providing police services at the Housing Authority properties and programs, from July 1, 2023 to June 30, 2024.

Thank you for your consideration. Please let me know if you need further from me in this regard.

Sincerely Yours,

  
Gary M. Boudreau  
Chief of Police



07/27/2023

# ROCHESTER POLICE DEPARTMENT



GARY M. BOUDREAU  
*Chief of Police*

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127  
FAX (603) 330-7159  
<https://police.rochesternh.gov>

*"Dedication, Pride, Integrity"*

POLICE COMMISSION

DEREK J. PETERS  
*Chairman*  
DAVID R. STEVENS  
*Vice-Chairman*  
DAVID E. WINSHIP, JR.  
*Commissioner*

July 6, 2023



TO: Katie Ambrose  
City Manager

FROM: Gary M. Boudreau  
Chief of Police

RE: Schedule A agreement for a Crime Analyst for Hire/Accurint Virtual Crime Center Online Subscription Contract for FY24

Dear Ms. Ambrose:

The Police Department would like your approval to enter into the attached FY24 Schedule A agreement with Lexis Nexis Risk Solutions to hire a Crime Analyst and for the online subscription that this position needs in order to accomplish their tasks. The cost for this contracted position and the subscription will be \$77,264.58 for the period of 7/1/23 – 6/30/24.

The attached form requires your signature. Thank you for your consideration. Please let me know if you need anything further from me in this regard.

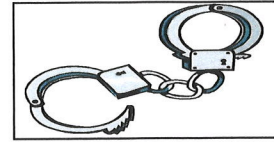
Sincerely Yours,

Gary M. Boudreau  
Chief of Police

07/27/2023



**ROCHESTER POLICE DEPARTMENT  
PURCHASE ORDER REQUEST FORM**



AMOUNT	SIZE	ITEM DESCRIPTION	EACH	EXTENSION
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1	Annual	Yearly cost for Crime Analyst July 1, 2023 - June 30, 2024.	\$ 77,264.58	\$ 77,264.58
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S&H  
TOTAL

N/C
\$ 77,264.58

FOB: TERMS: 

**PURCHASE  
JUSTIFICATION**

Per contract

	LexisNexis Risk NAME: Solutions 9587	
	Billing ID ADDRESS: 1617420	
	28330 Network Place	
	Attn: Chicago IL 60673-1283	

Phone: 866-528-0570

E-mail:

SUBMITTED BY:

Rhonda Morganti

DATE: 07/07/23

BUREAU COMMANDER:

DATE:

ADMIN. APPROVAL:

DATE: 7-10-23

CHIEF'S APPROVAL:

DATE: 7-11-23

12010053-532200 Contracted Services

There is enough funds in the account for FY24

# MEMO

**TO:** City Manager Ambrose  
**FROM:** Director Krans, Recreation & Arena  
**CC:** Director Nourse, Department of Public Works  
**DATE:** 7/13/23  
**RE:** Squamanagonic Disc Golf Club

---

As part of the City's ongoing efforts to improve use of the Squamanagonic Disc Golf Course, attached is a Memo of Understanding between the City and the newly created Squamanagonic Disc Golf Club. The Recreation Department with support of the Recreation and Arena Advisory Commission, encouraged a group of consistent disc golf enthusiasts to formally organize by creating a 501c3. Creating this organization allows for us to communicate with these community members as an entity instead of a group of individuals. The attached MOU outlines our intent moving forward with this club.

For historical context, attached you will also find a memo from previous Recreation Director Bowlen to the previous City Manager highlighting some of the topics regarding Squamanagonic.

I respectfully request your signature to support this MOU. It has been reviewed by our legal department.

# **MEMO**

**Date:** 9/17/21

**To:** City Manager Cox

**Cc:** Assistant Recreation Director Krans

**From:** Recreation Director Bowlen

**Subject:** Squamanagonic Recreation Area Ideas

## **Short Term Ideas to Finish Fall 2021 Season**

- Re-open the original parking area, but install barricades, chains or boulders in order to prevent vehicle traffic near the Chaplin property. Block off road to accesses the police training area.
  - Note: This was part of the original plan submitted before the issue was brought to the Public Safety Committee.
  - This precedent of facility set up has been set with the Pickering Ponds parking area.
- Keep new gate open and rely on posted park hours be the deterrent for after-hour use.
- Install signage identifying that the Disc Golf Course and the Police Training Range is onsite.
- Utilize staff to manually open and close the gate each morning and evening.
  - If staff is required to open/close daily, perhaps it could be open from 8am to 5pm.
  - The park would still be open dawn to dusk, but the gate would only be opened during those times.
  - This could work but at close would be likely to have cars locked inside.
  - The timing of the year with reduced daylight could make it a bit more manageable.
- Enter into an agreement with the Disc Golf group and have them take some responsibility with gate management.
  - They can open the gate on high use days such as Sunday and Tag Nights.
  - This would help to establish clear communication line with Rec Department and Commission for future planning and troubleshooting.

## **Long Term Park Enhancements and Upgrade Ideas**

- Automatic gate system as part of the CIP process.
- A full fence from the southeast property line to the entrance on Hansonville.
- A metal shed or building in order to store tools, equipment and other disc golf course items.
- Enhanced wayfinding system.

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
ALL		ROCHESTER MUNICIPAL EMPLOYEE ASSOC	20	X											X			CBA PLACEMENTS
ALL		ROCHESTER MIDDLE MGT GROUP	19	X											X			CBA PLACEMENTS
ALL		ROCHESTER MUNICIPAL MGT GROUP	13	X											X			CBA PLACEMENTS
ARENA	LEO SCARPONI	ARENA ATTENDANT	1		X	X								X				
BLS	PAUL TOUSSAINT	COMPLIANCE OFFICER	1		X		X											
CITY CLERK	CATHERINE GIVARA	DEPUTY CITY CLERK	1	X													X	HOURLY TO EXEMPT CHANGE
CITY MANAGER	MATTHEW GOLDEN WYATT	PUBLIC INFORMATION MANAGER	1	X											X			CNON PLACEMENT
CITY MANAGER	BLAINE COX	CITY MANAGER	1	X					X									
COMMUNICATIONS	ASHLEY CONSTANTINO	COMMUNICATIONS SPECIALIST	1	X			X											
COMMUNICATIONS	CYNTHIA FLYNN	COMMUNICATIONS SPECIALIST	1	X						X								
DPW	MICHELE GRANT	UTILITY BILLING ADMINISTRATOR	1	X							X							
DPW		AFSCME	44	X											X			CBA PLACEMENTS
ECONOMIC DEVELOPMENT	KIERSTEN WRIGHT	COMMUNITY DEVELOPMENT COORDINATOR	1	X											X			
FINANCE	KATHRYN AMBROSE	CITY MANAGER	1	X												X		DEPUTY CITY MANAGER TO CITY MANAGER
FIRE	DENNIS DUBE	FIRE CHIEF	1	X										X				
FIRE	KELLY GAGNE	EXECUTIVE SECRETARY	1	X										X				
FIRE	JEREMY BACON	FIREFIGHTER	1	X							X							
FIRE	RICHARD MCCARVILLE	FIREFIGHTER	1	X							X							
FIRE	COLIN HICKMAN	FIREFIGHTER	1	X							X							
HR	KAY SNYDER	PAYROLL/HR SPECIALIST	1	X													X	EXTRAORDINARY BONUS
HR	ANDREA METZDORF	ACCOUNTANT I	1	X													X	EXTRAORDINARY BONUS
HR	ANDREA METZDORF	ACCOUNTANT I	1	X										X				
IT	ANDREW WATKINS	CHIEF INFORMATION OFFICER	1	X												X		DEPUTY CIO TO CIO
IT	JAMES QUINN	SOLUTIONS ARCHITECT	1	X						X								
IT	BENJAMIN BAUMAN	SYSTEMS ADMINISTRATOR	1	X						X								
LEGAL	KAYLIN HARLAN	VICTIM/WITNESS ADVOCATE	1	X											X			
LIBRARY		TEAMSTERS	8	X											X			CBA PLACEMENTS
LIBRARY		TEAMSTERS	10		X										X			CBA PLACEMENTS
PLANNING	CRYSTAL GALLOWAY	PLANNER I	1	X							X							
POLICE	TIANA ADAMS	PATROL OFFICER	1	X			X											
POLICE	ERIC BALL	PT PATROL OFFICER PER DIEM	1		X	X				X								
POLICE		CPDC	10										X					AVERAGE 3.71%
RECREATION	SARAH WARD	ADMINISTRATIVE ASSISTANT II	1	X													X	INCREASE HOURS FROM 75 TO 80 BIWEEKLY
RECREATION	NICOLE LEE	MARKETING & PROGRAM COORDINATOR	1	X													X	PT TO FT CHANGE
RECREATION	TREVOR BRENNAN	CAMP COUNSELOR	1		X	X											X	SUPPORT STAFF 1 TO CAMP COUNSELOR
TAX COLLECTOR	RACHEL LAUGHNER	DEPUTY TAX COLLECTOR	1	X													X	HOURLY TO EXEMPT CHANGE

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left blank...*

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City Clerk's Office

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## *City of Rochester, New Hampshire*

### CITY COUNCIL – APPOINTMENTS REVIEW COMMITTEE

31 Wakefield Street • Rochester, NH

03867 (603) 332-2130

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

### **Appointments Review Committee**

July 20, 2023

City Hall Chambers – Conference Room

6:30 PM

#### **Committee Members Present:**

James Gray, Chair

Dana Berlin

Ashley Desrochers (via Teams)

#### **Committee Members Absent/Excused:**

Amy Malone

Laura Hainey

### **Minutes**

Chair Gray called the meeting to order at 6:39 PM on July 20, 2023. He announced that Councilor Desrochers would be connecting to the meeting via Teams and asked if it was reasonably impractical for her to attend the meeting in person. She confirmed she was unable to attend in person due to a family emergency. She confirmed she was alone in the room other than her minor child.

#### **New appointment(s):**

##### **Brittany Davis (via Teams)**

**Arts and Culture Commission, Seat F, New Regular Member –*Term to expire 7/1/2026***

Ms. Davis introduced herself to the Committee. She explained that she had grown up in Rochester and graduated from Spaulding, and she gave background on her experience with photography over the past 8-years, with an increased focus over the past year. Ms. Davis explained that she has a passion for the arts in general and was interested in becoming more involved in her community; she thought the Arts & Culture Commission would be a great opportunity to do so.

Councilor Desrochers asked what Ms. Davis would like to see more of within the City in regards to the Arts. Ms. Davis explained that she felt arts education in schools is geared towards particular mediums (painting/drawing) leaving those with other interests such as photography to start from the bottom and move up without as much guidance. She spoke about accessibility to learning materials and resources for other mediums. Ms. Davis praised the murals throughout the City and spoke about the great potential within the community. Councilor Desrochers gave a brief overview of the mission of the Arts & Culture Commission and confirmed there is not currently a photographer serving on the commission.

Councilor Berlin **MOVED** to recommend Brittany Davis as a Regular Member of the Arts & Culture Commission, Seat F, with a term to expire 7/1/2026. Councilor Desrochers seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Berlin, Gray, and Desrochers all voting in favor.

**Jerry Rainville**

**Trustees of the Trust Fund, Seat E, New Regular Member –*Term to expire 1/2/2026***

Mr. Rainville gave an overview of his education and experience; He grew up in Rochester moving on to earn an undergraduate degree in math, an MBA, and a law degree. He explained that he had worked for 30-years as a cryptographer and manager with the National Security Agency, was a Human Rights Commissioner, and volunteered as a court-appointed mediator in Maryland. He moved back to Rochester 6-years prior. Mr. Rainville said he is currently the Chairman of the Board for the SHARE fund and relayed that Gerry's food pantry was established by his father 40-years prior.

Chair Gray summarized the work of the Trustees of the Trust Fund in overseeing Hanson Pines, several area Cemeteries, as well as handling City investment funds and disbursements from grants and scholarships. Mr. Rainville explained that the SHARE fund does receive funding through the Trustees and said if appointed, he would recuse himself from relevant votes as needed. There was further discussion on whether or not such a recusal would be necessary, and Chair Gray recommended deferring to the City Attorney for guidance.

Councilor Berlin **MOVED** to recommend Jerry Rainville as a Regular Member of the Trustees of the Trust Fund, Seat E, with a term to expire 1/2/2026. Councilor Desrochers seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Desrochers, Gray, and Berlin all voting in favor.

Chair Gray **ADJOURNED** the meeting at 7:03 PM.

Respectfully submitted,

Cassie Givara  
Deputy City Clerk



DRAFT

## Finance Committee

## Meeting Minutes

Meeting Information

Date: July 11, 2023

Time: 6:00 P.M.

Location: 31 Wakefield Street

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

**City staff present:** City Manager Katie Ambrose. Deputy Finance Director Mark Sullivan. Director of City Services Peter Nourse. Chair of the Riverwalk Committee David Walker. Director of Economic Development Mike Scala.

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

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

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

**2. Acceptance of Minutes: June 2023**

Councilor Lachapelle **MOVED** to **ACCEPT** the minutes of the June 13, 2023 Finance Committee meeting. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**3. Public Input**

David Walker, Chair of the Riverwalk Committee, asked the committee to support ARPA funding for the Riverwalk overlook project. Councilor Beaudoin asked if there were any designs for this project. Mr. Walker stated that there were preliminary drawings and a schematic at this point.

**4. Unfinished Business:****4.1.1 ARPA Funds, project review, discussion, and recommendations**

Deputy Finance Director Sullivan summarized several of the projects that had been discussed

DRAFT

at the prior Finance Committee meeting for potentially utilizing ARPA funding.

The Community Outreach Facilitator position was discussed. Deputy Director Sullivan spoke about the phased down approach that had been presented for this position, with the ARPA funding portion being gradually reduced by 25% annually through FY27, at which point the position would be entirely budget funded. In order to accomplish this, the position would require \$262,000 of the remaining unallocated ARPA funds. Councilor Lachapelle **MOVED** to recommend that the full Council approve \$262,000 in ARPA funds for the Community Outreach Facilitator position. Councilor Hamann seconded the motion. Councilor Gray spoke against using ARPA funding for salaries. Councilor Beaudoin agreed and stated that this grant funding should be used for tangible goods. Councilor Hainey asked if the Councilors who were opposed to supporting the position using ARPA funding would be committed to fully funding the position through the budget in the next fiscal year. Councilor Gray indicated that he would be likely to support the position through the budget, however stated he could not promise without seeing a total budget and not knowing what other items and concerns would arise between now and then. The **MOTION CARRIED** by a 5 to 2 roll call vote with Councilors Hamann, Hainey, Lachapelle, Larochelle, and Mayor Callaghan voting in favor and Councilors Beaudoin and Gray voting opposed.

Deputy Director Sullivan outlined the proposal for a “Lead Hazard Mitigation Program” for which \$250,000 is requested. He explained that this money would help to establish a program, with guidance from the Board of Health. Mr. Sullivan explained that in discussion with the City’s Grant Manager, it was determined that there are lead grants available through HUD with quite a bit of money available, however it is easier to get approved for these HUD grants if there is already a program structure in place. The ARPA money being requested could be used for various things such as literature, education, and research and studies that could all go towards the establishment of such a program; it would then allow for the application for these additional HUD funds once a program has been established. The details and format of the program would be determined after this initial work is completed. Councilor Hamann **MOVED** to recommend that full Council approve the \$250,000 of ARPA funds for the Lead hazard Mitigation Program. Councilor Lachapelle seconded the motion. Councilor Beaudoin felt that lead mitigation and abatement should be the role of the federal government, who is more equipped to administer these programs. He said he would be more likely to support the ARPA funding if it was to establish a low-interest revolving loan program to assist property owners with lead mitigation or a similar program. However, the way the program is currently being proposed indicates that there would potentially be personnel needed and additional City funding to maintain. Councilor Larochelle spoke about the prevalence of lead poisoning in children and emphasized the need for prevention and for the City to support initiatives to protect children.

Mayor Callaghan agreed that lead poisoning is a serious issue with Rochester’s children and needed to be addressed. He asked what the vision was for this particular ARPA proposal and how the funding would be used. Deputy Director Sullivan clarified that the initial funding being requested would not be to hire any personnel but rather to do research and potentially come up with education and outreach materials, which can be a large initial expense. The request is to set the ARPA money aside for the proposal and then refine what it will be used for; the program may not need the entire

DRAFT

allotment.

Councilor Hailey stated that it is already known what causes lead poisoning in children and the steps that need to be taken to prevent this issue. She felt that abatement of lead in homes would be a better use of the ARPA funds. Councilor Gray said he supported the proposal as written, particularly the outreach aspect. Councilor Beaudoin spoke about the State regulations already in place regarding lead, particularly as it relates to tenants and rentals. He said that using this ARPA funding would be duplicating efforts already in place.

City Manager Ambrose stated that the Board of Health would be presenting to City Council on their efforts in Rochester regarding lead hazards. She suggested this item be held in committee until after this presentation when it could be determined Rochester's specific needs. Councilor Lachapelle **WITHDREW** his motion to recommend the approval of this funding to full Council. Councilor Hamann withdrew his second. Councilor Larochelle **MOVED** to keep the Lead Hazard Mitigation program in committee. Councilor Beaudoin seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Deputy Director Sullivan summarized the Riverwalk Outlook proposal for \$200,000, which he stated would be used to construct an overlook on the downtown portion of the Cochembo River. There were two potential locations proposed for the project; one in Duval Park on River Street and the other in the area of the dam in the City's municipal lot on North Main Street. He reported that the Duval Park area is no longer in a HUD approved census tract due to a shift in demographics. This designation would have helped to garner more support from the federal government when the City reports on how the funds were spent. However, the location on North Main Street would be a better fit for walkability and the public health category of the ARPA funding guidelines under which it is being proposed. Deputy Director Sullivan mentioned the Sunshine Initiative's potential involvement and potential financial partnership in the project. He said this should be considered, because if the Sunshine Initiative were to contribute financially, the ARPA allocation could be reduced. Mayor Callaghan said he had spoken to the Assistant Director of Economic Development and she did not believe that the Sunshine Initiative would be contributing financially to this portion of the Riverwalk. Councilor Hamann **MOVED** to recommend that full Council approve \$200,000 for the Riverwalk Outlook project. Councilor Lachapelle seconded the motion. Councilor Beaudoin stated that he felt the North Main Street municipal parking lot area was a better fit for this outlook project and would likely be better utilized. He requested more firm numbers on estimated construction costs and suggested the project go out to bid. Riverwalk Chair Walker reported that a couple years prior the Riverwalk Committee had received a quote of \$175,000. They increased the request to \$200,000 to factor for inflation and increased supply costs. Mayor Callaghan said he supported the project and felt it would be beneficial for the City. Councilor Hamann agreed and referenced a discussion from Waterstone at the prior Planning Board meeting in which they spoke about the possibility of connecting walking paths from the Granite Ridge to the Riverwalk. This along with the Fownes Mill development shows interest in investing in the area, and the City should support and encourage that. The **MOTION CARRIED** by a unanimous voice vote.

The final proposal was a request for \$750,000 for Affordable Housing Initiatives, which would

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go towards assisting challenging properties for affordable housing development projects. Mike Scala, Director of Economic Development, gave some statistics on housing in Rochester. He reported that vacancy rates are less than 1% in the seacoast area. He said that although there are hundreds of units nearing completion or in development, the City still needs much more. This funding would help not only promote such housing, but also to get the projects off the ground to begin with. Director Scala gave details on how low income housing projects are structured and the regulations and guidelines involved.

Councilor Beaudoin said there are already multiple federal programs for low income housing assistance. He asked how many units there were in Rochester that fell under the umbrella of these low-income programs. Director Scala said he could get more definite numbers, but stressed that although there are multiple complexes in Rochester that offer “affordable” housing, there are not enough to meet the need.

Councilor Beaudoin **MOVED** to keep the Affordable Housing initiative in Committee. Councilor Gray seconded the motion. Councilor Beaudoin requested more accurate numbers on how many affordable housing units are currently in Rochester and the percentage throughout the City that would be considered low income or workforce. Councilor Beaudoin said this is not a Rochester specific-issue and that there are very few available rentals in any municipality. Director Scala stated that the Rochester Housing Authority has a 3-4 year wait list, and the new portion of Apple Ridge Apartments is opening with 100% capacity rentals as well as a wait list. He reiterated that the need is great in Rochester.

Councilor Gray agreed that there is a demand for low income housing and housing in general. However, he questioned the guidelines that would be in place for developers utilizing this ARPA money, such as how long the affordable housing component would be offered. He said that more details and regulations needed to be put into the proposal before it could be supported. Director Scala explained that after the total funding was made available, the department would come back to Council for further details and approval on individual projects. He clarified that the guidelines for developments under NH Housing Authority or similar programs require developments to maintain an affordable housing component for 50-90 years.

Councilor Hamann asked if there had been any developers interested in doing tiny home communities in Rochester similar to the Cottages at Back River Road in Dover. Director Scala confirmed that he was scheduled to meet with the developers of the referenced community in Dover, and said they are possibly interested in building a similar community in Rochester.

The **MOTION CARRIED** to keep the Affordable Housing Initiative in Committee by a 4 to 3 hand count vote.

Director Scala asked the Committee what information they would like to see provided for the next meeting. Councilor Gray asked for ground rules on how the ARPA money can be distributed and what functions could be performed with the money. Alternately, he said that there could be a stipulation that the total allocation would be approved, but each individual project would have to

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come before Council for approval. Councilor Beaudoin asked for the total number of units currently receiving assistance, including the developments being constructed or soon to open.

Deputy Director Sullivan stated that he did not have enough information to make any recommendations on either the Common bathroom project or the Dispatch Center Upgrades at this time.

## 5. New Business:

### 5.1.1 Community Center Solar Project-Review analysis of purchasing system

Director of City Services Peter Nourse explained that the new DPW facility has a 400,000 kWh display on the roof, which has been enough to supply all the power to the building as well as producing a surplus which can be sent back to the grid for a credit. Due to the success of the solar array at DPW, the City started looking for other similar opportunities; the Community Center with its 2-acre roof seemed to be a good fit. However, when the structural evaluation was completed on the Community Center roof, it was discovered that only the portion of the roof over the gym was strong enough to support a large solar array. He explained that the proposed array would be smaller than the array at DPW and would likely provide approximately ¼ of the Community Center's power needs; in turn, it would not produce a surplus to be returned to the grid. Without a surplus, the power would not be net metered and there would be no requirements to upgrade the grid while also allowing for the lower rates which the City has locked in through their integrator.

Councilor Beaudoin asked if there is ever the need for snow removal from the roof of the Community Center, and if so, would the presence of a solar array affect this removal. Director Nourse said that on occasion, there has been the need for snow removal on the Community Center roof. The roof is flat and the arrays will be oriented on a tilt. He clarified that there would not be much energy produced in the winter months anyway [so temporary snow cover would not cause any issues]. Councilor Beaudoin asked if the weight of the snow combined with the solar array would be too much for the roof to support. Director Nourse gave the specs on the weight of snow and a solar array, and stated that there were no structural concerns with the proposed section of roof.

Councilor Beaudoin spoke about the disposal of solar panels in the future and said these costs and unknowns needed to be considered. Councilor Larochelle spoke about the life span of solar panels and how some types of panels are made without toxic chemicals for the purpose of eventual recycling. He said although the eventual disposal of solar panels should be discussed and considered, it should not prevent the City from enacting initiatives such as this, which are beneficial for the City. Councilor Hamann **MOVED** to recommend the full purchase price for the Community Center Solar Project to City Council. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a majority voice vote.

## Reports from Finance & Administration

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### 5.2.1 Monthly Financial Report Summary-June 30, 2023

Deputy Finance Director Sullivan reported that the month of June ended very strong with the two largest non-property tax revenues showing very high numbers; interest income came in at a record high with over \$1 million, and building permits a record high of \$923,000. Waste Management host fees are ahead of budget, and motor vehicle fees are close to a record high as well. Deputy Director Sullivan stated that overall property tax collections are strong and expenses are trending to budget, so although he had not done the calculations there would likely be an add to the unassigned fund balance. He gave a brief overview of the City's other funds and said that Fiscal Year 23 ended very strong.

Councilor Beaudoin asked what the total operating budget is for the department of Building and Licensing and if the department was producing revenue. Deputy Director Sullivan said that he did not have the exact number, but it was in the \$500,000 - \$600,000 range. Councilor Beaudoin said he hoped BLS would be able to be self-supporting moving forward and in the future, he would like to reevaluate the fee structure towards that goal.

## 6 Other

No discussion.

## 7 Adjournment

Mayor Callaghan **ADJOURNED** the Finance Committee meeting at 6:45 PM.

Respectfully Submitted,

Cassie Givara,  
Deputy City Clerk



07/27/2023

**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

**Approval of \$262,000 in ARPA funds for the Community Outreach Facilitator position**COUNCIL ACTION ITEM ☒INFORMATION ONLY ☐FUNDING REQUIRED? YES ☐ NO ☒

\* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☐ NO ☒FUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	August 1, 2023		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED			
ATTACHMENTS	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

**COMMITTEE SIGN-OFF**

COMMITTEE	Finance Committee
CHAIR PERSON	Mayor Callaghan

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	
CITY MANAGER	Kathryn Ambrose

**FINANCE & BUDGET INFORMATION**

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	ARPA Funds
ACCOUNT NUMBER	
AMOUNT	\$262,000
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

**LEGAL AUTHORITY**

City Charter

**SUMMARY STATEMENT**

Finance Committee voted at their July 11<sup>th</sup> meeting to approve a recommendation to full Council to allocate \$262,000 in ARPA funds for the Community Outreach Facilitator position.

This amount represents an allocation based on the 100%/75%/50%/25% phased down approach through FY27 presented to Finance Committee in April-23, which would be voted on and appropriated in each budget cycle.

**RECOMMENDED ACTION**

Approve the allocation of \$262,000 in ARPA funds for the purpose of the Community Outreach Facilitator program.



**Resolution to Appropriate \$200,000 of American Rescue Plan Act Funds for the Construction of an Overlook on the Cocheco River/Riverwalk Section of Downtown**

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 Two Hundred Thousand Dollars (\$200,00.00) to the American Rescue Plan Act, fund 6139, for the purpose of paying costs associated with the engineering design, permitting and construction of an Overlook on the Cocheco River/Riverwalk section of the downtown. The entirety of this appropriation shall be derived from the American Rescue Plan Act (ARPA)-Coronavirus State & Local Fiscal Recovery Fund (SLFRF) funding, which City has previously received and accepted.

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

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City Clerk's Office

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07/27/2023

**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

**Riverwalk Overlook Project-Downtown Cocheco River**COUNCIL ACTION ITEM ☒  
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☒ NO ☐  
\* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	<b>8-1-23</b>		
DEPT. HEAD SIGNATURE	Submitted by: Mark Sullivan Deputy Finance Director		
DATE SUBMITTED			
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	3	

**COMMITTEE SIGN-OFF**

COMMITTEE	Finance Committee endorsed 7-11-23
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	
CITY MANAGER	

**FINANCE & BUDGET INFORMATION**

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS City SLFRP-ARPA	
ACCOUNT NUMBER	
AMOUNT \$200,000	
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

**LEGAL AUTHORITY**

City Council

**SUMMARY STATEMENT**

07/27/2023

A proposal to utilize American Rescue Plan Act (ARPA) Coronavirus State & Local Fiscal Recovery Fund (SLFRF) funds for construction of an overlook on the downtown section of the Cocheco river was presented to Finance Committee on 7-11-23. The project will utilize remaining sections of the old cement dam connected to shoreline. There are two possible locations, Duval Park on River St side, and the City's municipal lot on North Main St. The estimated project costs for the overlook are \$200,000. This includes engineering design, construction, and any related permitting. The Finance Committee favorably voted to recommend use of the ARPA-SLFRF funds for this project. The project is eligible under the SLFRF Final Rule related to promoting neighborhood features that improve public health. Construction on the North Main St side appears to be logical as the project would connect to the existing walkway area on river, and will likely attract more public utilization. The North Main Street side is also in a HUD Qualified Census Tract (QCT) related to income demographics. The position of Finance Department is constructing on the HUD QCT side is preferable in terms of justifying use of funds under the provisions in the SLFRF Final Rule.

**RECOMMENDED ACTION**

Council Approval Recommended



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**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: Annual Lapsing ☐ Multi-year 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	61396010	572000	25xxx	200,000.00		
2				-	-	-
3				-	-	-
4				-	-	-

**Revenue**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6139003	402179		200,000.00		
2						
3				-	-	
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From   
To 

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

Reimbursement Request will be reduced ☐Funds will be returned ☐

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City Clerk's Office

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**Resolution for Supplemental Appropriation to FY24 General Fund CIP of \$546,000 for  
Community Center Solar Array Project & Acceptance of Anticipated \$164,000 Investment  
Tax Credit-Direct Payment.**

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 Five Hundred Forty Six Thousand Dollars (\$546,000.00) to the FY2024 General Fund CIP-Public Buildings for the purpose of paying costs associated with construction of a Solar Array for the Community Center. The entirety of this supplemental appropriation shall be derived from General Fund Unassigned Fund Balance.

Further, the IRS has made changes to laws related to solar Investment Tax Credits (ITC) that offers a direct payment to municipalities of Thirty Percent (30%) of the construction costs in lieu of a tax credit. This direct payment opportunity is anticipated to be One Hundred Sixty Four Thousand Dollars (\$164,000.00).

Further, that the Mayor & City Council agree to accept the anticipated One Hundred Sixty Four Thousand Dollars (\$164,000.00) as a General Fund Miscellaneous Revenue when received.

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

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07/27/2023

**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 Community Center-Solar Array

COUNCIL ACTION ITEM ☒  
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☒ NO ☐  
\* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	8/1/2023		
DEPT. HEAD SIGNATURE	Submitted by: Mark Sullivan Deputy Finance Director		
DATE SUBMITTED	7/21/2023		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2	

**COMMITTEE SIGN-OFF**

COMMITTEE	Finance Committee 7-11-23
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	
CITY MANAGER	

**FINANCE & BUDGET INFORMATION**

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	General Fund Unassigned Fund Balance
ACCOUNT NUMBER	TDB
AMOUNT	\$546,000
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

**LEGAL AUTHORITY**

City Council

**SUMMARY STATEMENT**

A proposal to purchase a solar array for the Community Center was presented to Finance Committee on 7-11-23. The proposal included detailed financial analysis and Net Present Values justifying the purchase option versus lease or power purchase agreement. IRS has changed laws related to the solar investment tax credit, and municipalities are eligible for a 30% direct payment on construction costs in lieu of a tax credit. The total cost of the array is \$546,000. The 30% direct payment from IRS is anticipated to be \$164,000. This direct payment return results in a quicker capital recovery period. Finance Committee voted favorable to recommend to full Council the purchase option

**RECOMMENDED ACTION**

Council Approval Recommended

**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: Annual Lapsing ☐ Multi-year 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	15011090	772000	25xxx	546,000.00		
2				-	-	-
3				-	-	-
4				-	-	-

**Revenue**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	150003	472000	25xxx	546,000.00		
2						
3				-	-	
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From   
To 

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

Reimbursement Request will be reduced ☐Funds will be returned ☐

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City Clerk's Office

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**City of Rochester Planning Board**  
Monday, July 10, 2023  
City Hall Council Chambers  
31 Wakefield Street, Rochester, NH 03867  
(These minutes were approved on \*\*\*, 2023)

**Members Present**

Mark Collopy, *Chair*  
Robert May, *Vice Chair*  
Alan Dews  
Matthew Richardson  
Dave Walker  
Michael McQuade  
Peter Bruckner  
Don Hamann  
Keith Fitts

**Members Absent**

James Hayden, *excused*

**Alternate Members Present**

Alexander de Geofroy  
Michael McQuade  
Rick Healey

Staff: Shanna B. Saunders, *Director of Planning & Development*  
Ryan O'Connor, *Senior Planner*

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

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**I. Call to Order**

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

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**II. Roll Call**

Senior Planner, Ryan O'Connor conducted roll call.

**III. Seating of Alternates**

Mr. Collopy asked Michael McQuade to vote in place of James Hayden.

**IV. Communications from the Chair**

Mr. Collopy noted that there was a large amount of people present and explained the Public Comment and Public Hearing timing for those present to speak.

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## V. Approval of Minutes for

### A. June 19, 2023

*A motion was made by Mr. Walker to approve June 19, 2023, meeting minutes and seconded by Mr. Hamann. The motion carried unanimously.*

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## VI. Opening Discussion/Comments

### A. Public Comment

Mr. Collopy opened Public Comment.

Tim and Amy O'Connell, 104 England Road, stated that they live in the England Road subdivision where 7 homes have been completed and 3 are currently under construction and 7 lots remain unsold at this time for development.

Mr. O'Connell stated his concerns with the infrastructure, stormwater management, erosion control, overall drainage, and easements of this subdivision. Mr. O'Connell asked how the issues would be addressed. Mr. O'Connell read an excerpt from the Rochester Modification Guidelines and Requirements. Mr. O'Connell requested that the changes brought on by the developer of the England Road Subdivision be brought before the Planning Board for further review and comment by the members, the public, and abutters.

Mr. Collopy asked if there were any comments from the Planning Department for the stated public comment pertaining to the England Road Subdivision. Ms. Saunders responded that she would investigate this concern because she was not aware of the details the applicant is referring to.

### B. Discussion of general planning issues

There were no general planning issues to discuss.

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## VII. New Applications

- A. [Waterstone Property Group/Scott Haley, 68 & 76 Farmington Road](#) (by Jones & Beach Engineers Inc./ Erik Poulin) Preliminary Design Review Site Plan for mixed-use development project consisting of residential, entertainment spaces, restaurants, and retail. Case# 216 – 9&10 – GRD – 23 **Public Hearing**

Ms. Saunders stated that this is a conceptual/preliminary review only and the packet did not include technical review comments for this project and that a print of the comments were placed at each Board members seat prior to the meeting being called to order.

Mr. Josh Levy from Waterstone Properties Group introduced himself and Wayne Morrill from Jones and Beach Engineering and Jenn Murphy- Aubin from Waterstone Properties Group. Mr. Levy thanked staff, the Board, and the Community of Rochester for their support of the Ridge Marketplace. Mr. Levy gave an overview of shops and services that have recently moved into the Ridge Marketplace.



Ms. Murphy-Aubin provided a brief overview of events within the Ridge Marketplace. She stated that free events have been provided by the Ridge to promote a community within the City.

Mr. Levy provided an overview of data pertaining to the Ridge Marketplace Phase 1 and the businesses and revenues of the currently used part of the Ridge Marketplace. Mr. Levy stated that this submission is an opportunity for the Waterstone Properties Group to give input from the Planning Board and the community regarding their upcoming submission for Phase 2.

Mr. Morrill presented the proposed project of the Phase 2 of the Ridge Marketplace. Mr. Morrill shows plans of the proposed project to the Planning Board. Mr. Morrill explained the various types of businesses that will be added to The Ridge in Phase 2. Mr. Morrill also presented and explained the proposed plans for residential spaces in The Ridge Phase 2. Mr. Morrill stated that the residential apartments are proposed to have 216 units. Mr. Morrill explained the plans for traffic and access throughout the proposed phase and through the proposed residential area.

Mr. Levy stated that sustainability features are being included in the process of finalizing plans for the submission of the project. Mr. Levy stated Waterstone Properties Group has sought out input from the State, City, and Trail Groups to find a way to tie into the Riverwalk trail in Rochester.

Mr. Collopy opened the Public Hearing.

Janet Warfield, 30 Shiloh Drive, stated her concerns with increases in traffic. Ms. Warfield stated that leaving and entering the residential park is already hard with current traffic conditions and is concerned that conditions will worsen with the proposed construction.

Susan Rice, 159 Ten Rod Road, stated she is a business owner in downtown Rochester. Ms. Rice stated that she has numerous concerns about this proposed project. Ms. Rice stated that she sent multiple pictures to the Planning Department showing alterations of the property. Ms. Rice stated that she drove into the property on the 4<sup>th</sup> of July last year and saw a large amount of equipment on the premises. Ms. Rice stated that she has noticed, from Route 11 that equipment has been moving throughout the property. Ms., Rice stated that she feels that the developers are hiding equipment behind large piles of earth. Ms. Rice stated that she feels that this project should be forwarded to and reviewed by the Strafford County Regional Planning Commission due to its large impact on Rochester, as well as, surrounding cities. Ms. Rice stated her concerns with increased traffic as the proposed project moves forward. Ms. Rice stated that she felt that Rochester should remain a “hub of activity” and continue to build, but that plans should include impacts to the current population that lives and works within the City of Rochester. Ms. Rice stated that she was concerned that the proposed project was within the aquifer area and felt that further, detailed review should be considered for this project. Ms. Rice stated explained a porous asphalt that has been used in other locations and asked if this could be something used at this location to help with drainage. Ms. Rice recommended the Planning Board use a third-party review company of their choosing to investigate impact to land and traffic. Ms. Rice stated her concerns with water and sewage capacity. Ms. Rice asked if abutters have been notified, in person, of the proposed trail for this project and recommended that city representatives notify these abutters personally. Ms. Rice asked what privacy and security additions would be made for the abutters of this development and stated that some abutters have animals that could be impacted by the increased noise from this development. Ms. Rice stated that the Zoning Ordinance calls for Open Space and that she feels that there is not enough Open Space in the current proposed plan. Ms. Rice reiterated and gave examples of her traffic impact concerns. Ms. Rice stated her opinions of the architectural layout and stated that the City of Rochester has its own character and that she does not support the plan of buildings that resemble the architecture of other cities. Ms. Rice stated requirements for Charitable Gaming in the Zoning

Ordinance, such as bus stops and electric vehicle charging stations and asked if these requirements would also apply to developments live this proposed project.

Andrew Samonas stated that he is not a resident of Rochester but is a member of the City of Portsmouth's Planning Board and holds a master's degree in real estate development and urban design from the University of Miami. Mr. Samonas stated that he has been following the Ridge project and has an interest in the development of the Ridge. Mr. Samonas stated that, in his experience, the developer has been very accommodating to concerns of the Boards and of the general public. Mr. Samonas stated that he feels that the Waterstone Properties Group stands out, positively, amongst other development companies and that this project could be a great asset to the City of Rochester. Mr. Samonas stated that he supports the development.

Marsha Miller, 7 Harding Street, stated that she grew up on the Seacoast thanked the Planning Board and public for their part in the positive transformation of Rochester. Ms. Miller stated that she is grateful and feels that Rochester has become a great city to come to. Ms. Miller stated that she is a volunteer for the share fund and the people of the City of Rochester donate substantially to the share fund. Ms. Miller stated the Waterstone Properties Group was the first to donate and get the program up and running with a donation of \$1,500.00. Ms. Miller thanked the Waterstone Property Group for their charity.

Jerry Gregoire, 61 Estes Road, thanked the Planning Board for their services to the City of Rochester and thanked the developer of the proposed project for their presentation. Mr. Gregoire stated his support in the increased number of jobs and residences that this development would produce. Mr. Gregoire stated his concerns with the traffic on Route 11 with the increase of traffic resulting from the proposed development. Mr. Gregoire stated that he felt Route 11 should be upgraded to safely withstand the traffic increase and that the developer should pay for the upgrades and not the taxpayers.

Beth Wiggins, 6 Coleman Street, gave a brief history of her family living in the City of Rochester. Ms. Wiggins stated that she liked the design of the proposed project, but she also would like to see implementation of designs that portray more of the City of Rochester. Ms. Wiggins stated her concerns with traffic increase on Route 11 with the proposed project. Ms. Wiggins stated her support for the trail and also stated that she was concerned about the design of the proposed parking area for the development with regards to the elderly persons of the community. Ms. Wiggins asked if the parking and development would be wheelchair accessibility. Ms. Wiggins stated that she was a retired schoolteacher in the City of Rochester and now is a real estate agent. Ms. Wiggins gave examples of positive impacts and improvements of the City of Rochester and listed benefits of the addition to the Ridge Marketplace Phase 2. Ms. Wiggins stated her concerns with the lack of affordability for housing in the City of Rochester.

Tom Kaczynski, 112 Whitehall Road, stated that he does not support private-public partnerships. Mr. Kaczynski stated that he felt that TIF, Tax Increment Financing, is horrible for taxpayers. Mr. Kaczynski stated that he felt that the TIF status should have been changed with the change of the residential allowance for this project and that taxpayers do not realize that they are the ones paying for the startup of this project. Mr. Kaczynski stated his concern of impacts to local schools with the construction of the residential apartments. Mr. Kaczynski stated that the City of Rochester is submitting \$7.9 million for the infrastructure of this project. Mr. Kaczynski stated that taxpayers are paying for infrastructure of this project, as was done in Phase 1 of The Ridge Marketplace. Mr. Kaczynski asked how this proposed project will affect the wastewater treatment plant within the City of Rochester.

Ms. Saunders stated that an emailed letter was received by the Planning Department regarding the proposed project. Ms. Saunders stated that the letter has been placed in each of the Planning Board members' meeting packet for their review.

Mr. Walker asked how many parking spots are residential. Mr. Levy replied that the plans call for 1½ parking spots per unit, 216 units equal about 324 parking spaces. Mr. Walker stated that families typically have 2 cars and that the parking required for that statistic would be 432 spaces. Mr. Levy stated that they have used the average of 1½ cars per units and factored in the Coast bus stop that will be in the residential area.

Mr. Walker stated that he did not see plans for the loop road and asked if all traffic was expected to come in and out of Crane Drive from Route 11. Mr. Levy stated that the plan calls for a connecting road between The Ridge Phase 1 and Phase 2. Mr. Walker stated his concerns regarding traffic for the residents of the apartments that are proposed in the plan. Mr. Levy stated that the future plans call for a loop road through other parcels, but this current plan only has the entry/exit from Crane Drive. Mr. Walker stated that a loop road would be a key feature for the development. Mr. Levy showed the plan that called for a road that runs straight to and from the residential area. Mr. Walker stated that he felt that the road was not enough, and that the roundabout would not be able to handle the traffic flow. Mr. Levy explained the research behind the plans of the traffic.

Mr. Walker stated that, other than his concerns with the traffic level increase, he supports this project and feels that it will have a positive impact to the City of Rochester.

Mr. Bruckner stated that he felt there was very little open space in the residential area. Mr. Bruckner asked what size units would be in the residential buildings. Mr. Levy stated that the building would be composed of mostly studio, 1-bedroom and 2 – bedroom units with a few 3-bedroom units. Mr. Levy gave a brief overview of the research behind the type of units that are included in the plans and stated that the research showed very little children in these environments.

Mr. Bruckner asked if there was an estimation of how many children would be present in this type of residential complex. Mr. Levy responded that there was not a number placed, but that other, similar residential complexes had very few children.

Mr. Bruckner stated his concerns for there not being enough green space in the plans for the residential areas. Mr. Bruckner stated that he would like to see more green space in the plans. Mr. Levy stated that the developer will take that thought into consideration for green space in the residential area.

Mr. Bruckner stated that he feels that the proposed location would benefit from solar power.

Mr. Healey stated that there are five garages on only one page of the plans. Mr. Levy stated that some of the area is for covered parking. Mr. Healey stated that there is not architectural diagrams or pictures of these structures in the renderings that the Planning Board currently has. Mr. Levy stated that the issue would be looked into and reviewed by the design teams.

Mr. Levy stated that the Waterstone Properties Group and the developer will look more into increasing the Open Space areas to try and increase the size of those spaces.

Mr. Levy stated that the entire site will be ADA accessible.

Mr. Collopy reiterated some comments from the public. Mr. Collopy stated that he supports the color tones of the buildings but is concerned of the longevity of the architecture in the current plans. Mr. Collopy stated that he is concerned if the architecture will need updating in the future as trends change. Mr. Levy stated that he and the design and engineer teams will speak on any concerns and make changes where necessary.

Mr. Levy stated that there is not going to be a casino or gaming facility and that when entertainment is stated, it is meant as a movie theatre. Mr. Levy stated that from his review the City of Rochester would benefit greatly from a movie theatre. Mr. Levy stated that a movie theatre is the number one recommended amenity for the area.

Mr. Levy explained efforts that have been made to bring more entertainment options to the City of Rochester such as restaurants, a bowling alley, and a fitness center.

Mr. Collopy asked for further explanation on the pedestrian traffic plans. Mr. Levy stated that there will be a sidewalk that runs through to the Ridge Phase 1 and there is a plan in progress for a possible trail throughout the marketplace. Mr. Morrill gave a brief explanation of pedestrian traffic plans including trails and bus stops. Mr. Morrill stated that there would be extensive paths available for customers and for the residents of the apartment complex.

Mr. Collopy asked for a brief explanation on the concerns of Route 11 traffic. Mr. Morrill stated that the engineers have been working diligently with the City staff to provide a traffic analysis that took current and potential traffic patterns into consideration all the way into Farmington. Mr. Morrill stated that the engineering team is very willing to work with the City to hear and adjust any specific needs.

Mr. Morrill stated that with regards to the Alteration of Terrain Permit, it came close to expiring but was extended for five years. Mr. Morrill stated that an updated permit will be provided to the Planning Department.

Mr. Morrill responded to the concern of the parking garage units by stating that the plans for this parking came into the plans later and were completely shown. Mr. Morrill stated that residents of the apartments will have the option to rent these covered parking spaces when signing up for leases.

Mr. Morrill responded to the concern of lacking Open Space within the residential area. Mr. Morrill stated that there are various amenities that are in the plans for residents of the proposed apartment complex. Mr. Morrill also explained that there is a planned location for a dog park near the residential area.

Mr. Morrill stated that considerable effort has been taken to alleviate traffic concerns and gave example of the spaces that would be accessible to buses and driving companies, such as Uber.

Mr. Morrill explained concerns from the Fire Department with regards to exiting the residential area in the event of a fire. Mr. Morrill stated that an emergency access was added to the plans to help move people to a safe location as quickly as possible in the event of an emergency.

Mr. Morrill stated that the engineers will work with the developers to be sure that there are green areas throughout the residential space, especially near the proposed dog park.

Mr. Morrill stated that similar designs will be used in Phase 2 as were used in Phase 1.

Mr. Morrill stated that there plans for there to be a kiosk for bikes in the back space of the proposed residential area.

Mr. Morrill explained the collaboration with the Department of Public Works with regards to the future of the roundabout possibly needing to be converted into a two-lane roundabout. Mr. Morrill explained that enough space has been left in the plans to make that upgrade a possibility if needed in the future.

Mr. Dews asked what the chances were of removing the parking garages and increasing the height of the buildings and moving the covered parking under the buildings, rather than creating separate areas for them. Mr. Dews stated that this change could lead to more available green space. Mr. Morrill stated that the idea would be passed on the developer for review.

Mr. Dews asked if details for water pipes could be added to the plans. Mr. Morrill stated that the current submission is for the design and that future plan submittals will include utility plans.

Mr. Dews stated that he noticed that there were cars backed up onto the Spaulding Turnpike from the Route 11 exit and stated that there may need to be changes to stoplight timing or traffic patterns to alleviate this issue in the future. Mr. Morrill responded that part of the traffic analysis will include review of the traffic coming from both sides of the exit. Mr. Morrill stated that the traffic will be fixed, and significant changes will be made to better traffic issues.

Mr. May stated that he recommended solar panels be placed throughout the project to generate a renewable energy source for the area. Mr. May also stated his support for electric vehicle charging areas.

Mr. May recommended that the developer look into pervious pavement to help with drainage of the space.

Mr. May stated that he supports the proposed bus stop(s) withing the development and feels that they would be a good addition.

Mr. May stated to the Planning Board that he feels that the development will create a positive impact for the City of Rochester and other nearby cities. Mr. May recommended that the proposed development be a project of regional impact.

Mr. Morrill stated his support for the idea of porous pavement. Mr. Morrill stated that there must be good material under the pavement to make the pavement porous and that the engineers and developers will look into possible ways to add this feature despite the complications of soil type for the property.

Mr. deGeofroy stated his support for solar panel placement throughout the development, as well as electric charging stations.

Mr. Bruckner asked if the architectural models could include views from all sides so that the Planning Board can seen a more complete plan of what may be built from all sides, such as a three-dimensional plan. Mr. Morrill stated that more in-depth plans will be added in the official submission of the project.

Mr. Fitts thanked presented for the presentation of the proposed project and stated that he felt that proposed plans and that the completed part of the Ridge seem very tight and does not give much room for people with bigger vehicles. Mr. Morrill stated that all roads are sized as required per the regulations. Mr. Morrill stated that the proposed plans would call for larger parking spaces to allow for parking of larger vehicles and delivering tractor trailers.

Mr. Morrill explained the design of the traffic ways through the parking areas in residential and commercial spaces.

Mr. Collopy recommended that the developer gain the input of the Arts and Culture Commission when planning murals and signage for the development. Mr. Morrill stated that the trails that are to be installed will have art throughout the pathways.

Mr. de Geofroy recommended that there be art throughout the development.

Mr. Sullivan, Deputy Finance Director for the City of Rochester, reviewed the development agreement between the City of Rochester and the development of The Ridge. Mr. Sullivan stated that the City of Rochester presented to the Planning Board that the connection at Marketplace Blvd would be a City project and that the City would be widening Route 11. Mr. Sullivan stated that the design did not call for the loop road after further review and was not engineered at this time. Mr., Sullivan stated that if there were to be a loop road for the residential area of the Ridge Phase 2, that there would need to be an additional review and that the loop road would involve properties that are not owned by Waterstone Properties Group. Mr. Sullivan stated that a loop road would require possible easements and an increase in funding. Mr. Sullivan stated that if further traffic study is required that Peter Nourse, Director of the Department of Public Works, and the traffic engineer from HDA to present to the Planning Board.

Mr. Collopy asked Ms. Saunders to review the process of the Regional Development designation. Ms. Saunders stated that whether a project gets deemed a Project of Regional Development under the statute is a decision that the City's Planning Board would make. Ms. Saunders stated that when a formal proposal is submitted, that the Board can decide if this project shows regional impact. Ms. Saunders stated that Strafford Regional Planning and surrounding towns would be notified as abutters and if they have recommendations, comments, or concerns that they can work with the Strafford Regional Planning Commission to bring those comments and concerns to the City of Rochester's Planning Board. Ms. Saunders summarized by saying that involving the Regional Planning Commission is a way to extend the number of abutters to the Strafford Regional Planning Commission so they could hear from those abutters and the City of Rochester would be able to review comments and concerns from surrounding communities.

Mr. Fitts asked when the Planning Board would hear of next steps taken. Ms. Saunders responded that the applicant will submit a formal application within the next few months for review.

Mr. Collopy asked if involving the Strafford Regional Planning Commission should be done. Ms. Saunders stated that once this large project is formally submitted, it will be reviewed by the Technical Review Group and after necessary changes have been made the formal project application will be presented to the Planning Board.

Mr. Hamann stated that if the project is presented to the Strafford Regional Planning Commission that there would be 30 days given for the Commission and surrounding cities to respond with their concerns. Ms. Saunders stated that timeframes can be extended as much as possible as long as the applicant agreed.

Mr. Collopy stated that the Planning Board meeting would take a five-minute break.

**B. Kozbro LLC, 9 Academy Street (Northam Survey) Amendment to Approved Site Plan. Amendment to add additional dwelling units. Case# 125 – 198 – R2 – 23 *Public Hearing ACCEPTANCE/FINAL DECISION\****

Krystian Kozlowski gave an overview of the amendment to the approved project. Mr. Kozlowski stated that the project was previously approved on July 11, 2022. Mr. Kozlowski stated that the original plan called for a total of 9 dwelling units and that the current amendment called for a total of 10 dwelling units. Mr. Kozlowski stated that this amendment reduces the area of disturbance and improves site utility routing. Mr. Kozlowski briefly explained the changes in façade and landscape

of the project. Mr. Kozlowski stated that Stormwater review was completed by the developer using Hydrocad and the results indicated that the site has sufficient capacity for infiltration of post-development flows. Mr. Kozlowski stated that the project will be phased and explained what each of the five phases will include moving forward.

Ms. Saunders stated that there was a typo regarding the number of units in the project description that was given to the Planning Board and stated that the amendment called for ten total units.

Ms. Saunders reviewed the Staff Recommendation with the Planning Board and stated that the Planning Department recommends the that the Planning Board views the application as complete to proceed with consideration.

*A motion was made by Mr. Walker and seconded by Mr. Hamann to accept the application as complete. The motion carried unanimously.*

Ms. Saunders stated that staff recommends approval of the amendment with the standard conditions for precedent conditions including state plain coordinates, inspections, drainage maintenance agreement, and final drawings. Ms. Saunders stated that there were comments from the Fire Department regarding the current and proposed fire suppression system. Ms. Saunders further listed the required Plan Modifications under Precedent Conditions.

Mr. Dews asked for clarification on why the plans did not include water shut offs outside the building. Mr. Kozlowski stated that there have been communications with the Department of Public Works to make changes. Mr. Dews stated that he felt it was important to have the water shut offs so that both buildings can be controlled for water intake. Mr. Kozlowski stated that there will be additional shutoffs and further explained how the additional shut-offs will be placed.

Mr. Dews asked who owned the fence along the property line. Mr. Kozlowski stated that the owner of the site that faces 15 Academy Street owns the fence. Mr. Dews stated that the fence was built facing the wrong way and should be fixed. Ms. Saunders stated that the Planning Department would connect with the Building and Licensing Department to see if this would be a Code Enforcement issue.

Mr. May asked if the parking spaces were staying a part of the property or if they were being removed. Mr. Kozlowski stated that the parking spaces would be staying.

Mr. May asked if the lot-line was changing or staying the same. Mr. Kozlowski stated that there were no requested changes to the lot.

*A motion was made by Mr. Walker and seconded by Mr. Hamann to approve the Amendment to an Approved Site Pan as presented with the conditions as stated by Staff and added by Mr. Dews. The motion carried unanimously.*

**C. [RBV Realty, LLC/Rebecca Matthews, 46 Stillings Court](#) (by Berry Survey)  
Condominium Subdivision. Case# 117 – 19-1 – NMU – 23 **Public Hearing**  
**ACCEPTANCE/FINAL DECISION\*****

Ms. Mathews asked if both 46 and 48 Stillings Court could be presented together. Ms. Saunders explained to the Planning Board that both Condominium Subdivision Applications mimicked another and that it would be beneficial for both applications to be presented at once.

Mr. Collopy stated that the applications for both Condominium Conversion/Creation at 46 Stillings Court and at 48 Stillings Court would be presented at once.

Ms. Mathews gave an overview of the proposed Condominium Conversion/Creation at both locations. Ms. Mathews stated that both of the buildings have their own meters and that they both follow driveway maintenance agreements.

Mr. O'Connor stated that both projects can be reviewed together, but that each application will require a vote for approval separately.

Mr. O'Connor stated the staff recommends that both projects be accepted as complete and that they are not a project of regional impact.

*A motion was made by Mr. Walker and seconded by Mr. Hamann to accept both applications as complete. The motion carried unanimously.*

*A motion was made by Mr. Walker and seconded by Mr. Hamann to approve both Condominium Subdivision Applications as presented with the conditions as stated by Staff. The motion carried unanimously.*

**D. RBV Realty, LLC/Rebecca Matthews, 48 Stillings Court (by Berry Survey) Condominium Subdivision. Case# 117 – 19-2 – NMU - 23 **Public Hearing ACCEPTANCE/FINAL DECISION\*****

Application was presented in correlation with 46 Stillings Court Application.

*Application was accepted as complete and approved by the Planning Board in previous motion.*

**E. Beth Wiggins, 6 Coleman Street (by Norway Plains/ Joel Runnals) 2-Lot Subdivision. Case# 128 – 88 – A – 23 **Public Hearing ACCEPTANCE/FINAL DECISION\*****

Joel Runnals with Norway Plains presented the 2-Lot subdivision application. Mr. Runnals explained the applicant has received a Variance from the Zoning Board of Adjustment to re-subdivide the lot and create a non-conforming lot. Mr. Runnals explained how the frontage of each lot is measured and what changes are being made. Mr. Runnals stated that both lots have city water and sewer access.

Mr. O'Connor explained that a variance was obtained for frontage for the property and stated that staff recommends the application be considered complete and has no regional impact.

*A motion was made by Mr. Walker and seconded by Mr. Dews to accept the application as complete. The motion carried unanimously.*

Mr. O'Connor reviewed the precedent conditions listed and stated that staff recommends the application for approval.

Mr. May asked for clarification on driveway requirements for the new lot. Mr. O'Connor stated that there would be no issues with the new lot receiving permitting for a driveway.

*A motion was made by Mr. Dews and seconded by Mr. Healey to approve the 2-Lot Subdivision as presented with the conditions as stated by Staff. The motion carried unanimously.*



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## VIII. Continued Applications

### A. Johnny Lam, 24 Signal Street (by Portsmouth Sign/Carrie Vaughn) Conditional Use Permit for second freestanding sign. Case #120-315-DC-23 **Public Hearing ACCEPTANCE/FINAL DECISION\***

Carrie Vaughn from Portsmouth Sign Company gave an overview of the application. Ms. Vaughn stated that the sign has been approved for a Variance by the Zoning Board and is currently requesting approval of a Conditional Use Permit for a second freestanding sign.

Ms. Saunders reviewed the application and Conditional Use Permit criteria for the application and stated that staff recommends the application be approved by the Planning Board.

Mr. Walker asked if the Planning Board was reviewing and approving a Conditional Use Permit. Ms. Saunders responded yes.

Mr. Dews stated that the sign has already been installed and erected.

*A motion was made by Mr. Walker and seconded by Mr. Hamann to approve the Conditional Use Permit. The motion carried unanimously.*

### B. 42 Front Street, LLC, 42 Front Street (by Norway Plains Assoc./Ashley Rowe) 2-Lot subdivision. Case# 102 – 41 – R2 – 23 **Continuance to August 7, 2023 Planning Board Meeting.**

Ms. Saunders stated that the Planning Board must vote to continue the application to the date specified, August 7, 2023.

Mr. Fitts asked if there have been previous extensions for this application. Ms. Saunders responded that this is the second extension request.

*A motion was made by Mr. Healey and seconded by Mr. May to continue the application to the August 7, 2023 Planning Board Meeting. The motion carried with 8 votes for and 2 against.*

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## IX. Other Business

### A. Planning Update

Ms. Saunders explained the Natural Resources Community Event on July 17<sup>th</sup> and invited all Planning Board members to attend to hear input from the community.

Mr. O'Connor stated that he is leaving his position as the Senior Planner for the Planning Department and thanked Ms. Saunders for her mentorship and the Planning Board for all that they have done. Various Planning Board members thanked Mr. O'Connor for his time and stated that he will be missed.

**B. Other**

Mr. May asked if there would be a Planning Board Workshop Meeting in July. Ms. Saunders responded that there would be no workshop meeting in July.

Mr. Collopy asked if there was an update on the landscape company on Milton Road. Ms. Saunders stated that the matter went to court and the applicant plead guilty and that they have a certain number of days to restore the site and remove the equipment.

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**X. Adjournment**

*A motion was made by Mr. Walker and seconded by Mr. May to adjourn the meeting at 8:41pm. The motion carried unanimously.*

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Respectfully submitted,

Jaclyn Millard,  
*Administrative Assistant II*

and

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

**Public Safety Committee  
Draft Meeting Minutes  
July 19, 2023  
6:00 PM  
Council Chambers**

**Members Present**

Councilor Peter Lachapelle, Chair  
Councilor Alexander de Geofroy  
Councilor Skip Gilman  
Councilor Dana Berlin

**Members Absent**

Councilor Amy Malone

**Others Present**

Councilor Donald Hamann  
Jarrod Norris, P.E. Assistant City Engineer  
Gina Golden-Silvestro, GIS/AM Technician  
Deputy Chief Jason Thomas, PD

Councilor Lachapelle brought the meeting to order at 6:00 PM.

**1. Approve Minutes from June 21, 2023 Public Safety Meeting**

***Councilor de Geofroy MOVED to approve the minutes from June 21, 2023. Councilor Gilman seconded the motion. MOTION CARRIED by unanimous voice vote.***

**2. Public Input**

No members of the public were present for public input.

**3. Salmon Falls Road Speed Limit Issue and Electronic Sign Placement (kept in committee)**

Councilor Lachapelle summarized the issue and asked if the committee would like to see what they do with speed tables downtown. Councilor Gilman stated he would like to leave it alone for now. **(kept in committee)**

**4. Flashing Lights and Raised Table Policy Discussion (kept in committee)**

Councilor Lachapelle stated that Director of City Services Peter Nourse had some concerns. Mr. Nourse requested attendance from the Fire Department be present at the meeting. There is no one present from the Fire Department to discuss. Councilor Lachapelle opens committee for discussion. Councilor Berlin discusses intent of draft policy. Councilor Hamann stated that he thinks it requires a further discussion and likes the idea of the public hearing point as well. Councilor Berlin stated the policy would require each individual request go to its own public hearing. Councilor Lachapelle will reach out requesting attendance from the Fire Department for the next meeting. **(kept in committee)**

**5. Chestnut Street Speed Control (kept in committee).**

Councilor Lachapelle stated this is a speed table concern that is being discussed. **(kept in committee).**

**6. Highland Street / Eastern Avenue (kept in committee).**

Mr. Norris summarized the issue. Mr. Norris stated this is a State controlled light. He reached out to NHDOT and expressed the concern, this is under review. Kept in committee Mr. Norris will provide an update to the committee at the next meeting.

**7. Rangeway Drive**

Councilor Lachapelle stated this is a speed table concern that is being discussed. **(kept in committee).**

**8. Spring Street**

Councilor Gilman summarized the issue. He spoke to residents that have a concern with the ballfield, balls are going out onto the road. Deputy Chief Thomas stated the City Manager is dealing with this issue with Chief Boudreau. Councilor Lachapelle stated he will follow up with the City Manager for an update. **(kept in committee)**

**9. Other**

**Speeding Concern Procedural Guidelines**

Councilor de Geofroy asked if it would be beneficial for the City to have a standard guideline on how to approach speeding complaints. This would be a standard process for the committee to follow to try to address the issue. Councilor Lachapelle asked if Councilor de Geofroy would like to draft something for the committee to discuss next month. Councilor de Geofroy stated he take a look at and welcomed everyone's input on different options. **(kept in committee).**

**Downtown Speed Limit Signs**

Councilor Berlin stated that the 25 mph speed limit signs have been put up recently downtown and he has noticed that people are going slower specifically by the high school.

**Councilor Lachapelle ADJOURNED the meeting at 6:18 PM.**

The minutes were respectfully submitted by Ronda Boisvert, Administrative Assistant II



07/27/2023

## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT

COUNCIL ACTION ITEM ☐  
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☐ NO ☐  
\* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☐ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☐

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

07/27/2023



Over \$2 Billion and Counting for our Schools

July 31, 2019

City Manager Blaine Cox  
City of Rochester  
31 Wakefield Street  
Rochester, NH 03867

GOVERNOR Christopher T. Sununu  
CHAIRMAN Debra M. Douglas  
COMMISSIONER Paul J. Holloway  
COMMISSIONER J. Christopher Williams  
EXECUTIVE DIRECTOR Charles R. McIntyre

City of Rochester  
City Manager  
Received  
AUG 5 2019

Dear City Manager Cox,

As you may be aware, House Bill 480 was recently signed into law legalizing sports betting in New Hampshire. The Lottery Commission's division of sports wagering will conduct and regulate sports betting in the state, which is allowed through various channels, including at up to ten sports book retail locations.

We anticipate launching sports betting platforms in early 2020 following the selection process for online vendors and retailers. While we cannot predict if the physical sports books will be stand-alone or co-located within other commercial businesses, we do expect retailers to apply in metropolitan areas – and they can only conduct sports book operations in municipalities that have voted to allow it.

In a process identical to that allowing Keno, cities have the option to put the question to voters whether to permit the operation of sports book retail locations within the municipality. Given the launch schedule and the anticipated demand by players, I respectfully recommend the City Council place HB 480 on the ballot for voters to decide this fall. This does not mean that a business will apply within your city for one of the ten available sports book locations, but this suggestion is being made so that if a retailer does wish to apply, they would not have to wait two years until the election of 2021 before they could engage in the activity.

Be assured that if the City votes to allow the operation of sport books and an establishment is selected by the Lottery Commission, the City must grant that establishment approval before the Lottery will permit that location to begin operations.

The local option section of House Bill 480 is enclosed for your reference. My staff is standing by to answer any questions you may have, and will do our best to attend an upcoming City Council meeting at your request.

Respectfully,

Charlie McIntyre  
Executive Director

Enclosure



Live Free or Die

New Hampshire Lottery Commission  
TEL 603.271.3391 FAX 603.271.1160

14 Integra Drive Concord, New Hampshire 03301  
TDD 1.800.255.2864 [www.nhlottery.com](http://www.nhlottery.com)

**CHAPTER 215**  
**HB 480-FN - FINAL VERSION EXCERPT**

For the full text of HB 480: [www.gencourt.state.nh.us/bill\\_status/billText.aspx?sy=2019&id=217&txtFormat=html](http://www.gencourt.state.nh.us/bill_status/billText.aspx?sy=2019&id=217&txtFormat=html)

**HOUSE BILL 480-FN**

AN ACT relative to sports betting.

*Be it Enacted by the Senate and House of Representatives in General Court convened:*

215:1 New Chapter; Sports Betting. Amend RSA by inserting after chapter 287-H the following new chapter:  
 CHAPTER 287-I SPORTS BETTING

287-I:5 Sports Book Retail Operations. The commission and its agents are further authorized to operate physical sports book retail locations within the state for the purposes of accepting tier I and tier III sports wagers from authorized bettors and paying prizes relating to those wagers. The sports book retail locations may be co-located with other commercial businesses or general commercial retail locations. No more than 10 sports book retail locations may be in operation at any given time.

287-I:6 Local Option for Operation of Sports Book Retail Locations.

I. Any town or city may allow the operation of a sports book retail location according to the provisions of this subdivision, in the following manner, excepting that nothing in this section shall be construed to prohibit Internet or mobile wagering or lottery games involving tier III sports wagers in the jurisdiction, if so authorized by the passage of this statute.

(a) In a town, the question shall be placed on the warrant of an annual town meeting under the procedures set out in RSA 39:3, and shall be voted on a ballot. In a city, the legislative body may vote to place the question on the official ballot for any regular municipal election, or, in the alternative, shall place the question on the official ballot for any regular municipal election upon submission to the legislative body of a petition signed by 25 of the registered voters.

(b) The selectmen, aldermen, or city council shall hold a public hearing on the question at least 15 days but not more than 30 days before the question is to be voted on. Notice of the hearing shall be posted in at least 2 public places in the municipality and published in a newspaper of general circulation at least 7 days before the hearing.

(c) The wording of the question shall be substantially as follows: "Shall we allow the operation of sports book retail locations within the town or city?"

II. If a majority of those voting on the question vote "Yes", sports book retail locations may be operated within the town or city.

III. If the question is not approved, the question may later be voted upon according to the provisions of paragraph I at the next annual town meeting or regular municipal election.

IV. A municipality that has voted to allow the operation of sports book retail locations may consider rescinding its action in the manner described in paragraph I of this section.

V. An unincorporated place may allow the operation of a physical sports book retail location by majority vote of the county delegation, after a public hearing is held.

VI. The commission shall maintain a list of municipalities where sports book retail locations may be placed into operation.





Pursuant to RSA 287-I the New Hampshire Lottery Commission ("Lottery") has been authorized to conduct and regulate sports wagering within the State of New Hampshire through the use of contracted agents and vendors. This legislation, enacted as House Bill 480 (HB 480), allows three channels of sports wagering: internet mobile platform, physical sports book retail locations, and traditional lottery retailers. By law, all revenues raised by Lottery Commission must go to Education.

The information in this document is a brief overview and is intended to answer questions city leadership and voters may have about the law.

***Q. How and where will players place bets?***

A. There will be three platforms (channels):

- Internet mobile platform, available throughout the State and accessed on computer and mobile devices similar to iLottery. Only players physically located within the borders of New Hampshire will be able to place wagers, deposit money, or withdraw money through the mobile application.
- Physical sports books, at up to ten retail locations, which may be stand-alone or collocated in other businesses.
- Traditional lottery retail locations.

***Q. What type of sports wagering bets will New Hampshire allow?***

A. The term sports wagering shall include, but not be limited to, single game bets, teaser bets, parlays, over-under bets, money line bets, pools, exchange wagering, in game wagering, in-play bets, proposition bets, and straight bets.

***Q. What type of sports wagering will New Hampshire prohibit?***

A. All high school sports events, amateur sports events where the participants are generally under the age of 18, collegiate events involving a team from New Hampshire or occurring in New Hampshire. Wagers may be accepted on tournaments in which a New Hampshire college participates, so long as wagers are not accepted only on the game involving a New Hampshire team.

***Q. Who can participate in sports wagering? Who is prohibited?***

A. Anyone 18 or older can place a wager. Prohibited sports bettors include Lottery employees and members of their household; contractors and agents of sports wagering in the State; or athlete, agent, employee, officiant, coach, or official of a sport governing body on a team for which a wager can be made.

***Q. How does the new law regarding sports wagering affect municipalities?***

A. Municipalities must vote on whether to permit the operation of sports book retail locations within the city or town. If a municipality chooses not to put the question to voters, or if the question does not pass a vote, a retail sports book will not be permitted in that city or town. In a town, the question of allowing a physical sports book may be placed on the warrant for an annual town meeting, "and shall be voted on by ballot." In a city, it may be placed on the official ballot for any regular municipal election.

If a majority of those voting on the question vote in the affirmative, retail sports books may be operated within the town or city.

***Q. If the municipality passes sports betting, does that mean a sports book will be located in the city?***

A. Not necessarily; a business may not apply to operate within your city for one of the ten available sports book locations. The Lottery Commission will select retail locations that make the most sense for the State and municipalities. The cities/towns must grant approval for each location before the Lottery will permit them to begin operations.

***Q. Where does the money go?***

A. The proceeds received by the commission from sports wagering, less the administrative costs of the commission, prizes paid, and payments for problem gambling services, shall be deposited in the education trust fund.

***Q. What is the process for getting the question onto the ballot or warrant? Is it up to the governing body, or can citizens petition to have it included?***

A. The short answer is either one. Here is the longer answer:

For towns: The law says the question "shall be placed on the warrant of an annual town meeting under the procedure set out in RSA 39:3, and shall be voted on a ballot." That is the statute that authorizes citizens to submit a warrant article by petition (signed by at least 25 voters or two percent of the registered voters), so one might conclude that *only* the citizens, not the selectmen, may initiate the warrant article. However, RSA 31:131 states, "Any question which an enabling statute authorizes to be placed in the warrant for a town meeting by petition may also be inserted by the selectmen, even in the absence of any petition." Thus, the selectmen may place the question on the warrant at their own initiative, and they *must* place it on the warrant if a valid petition is received under RSA 39:3.

For cities: The new law states that the legislative body (city council or board of aldermen) "may vote to place the question on the official ballot for any regular municipal election, or, in the alternative, shall place the question on the official ballot for any municipal election upon submission to the legislative body of a petition signed by 25 of the registered voters."

***Q. So the governing body is not required to put the question on the ballot unless it receives a citizen petition?***

A. Correct. In the absence of a citizen petition, the governing body *may* place the question on the ballot (or the warrant), at its sole discretion. If a valid citizen petition is received, the governing body *must* submit the question to the voters.

***Q. If the question is placed on the warrant for a town meeting, should it go on the official ballot?***

A. It depends. Of course, if a town has adopted the official ballot referendum (SB 2) form of town meeting, *all* questions must go on the official ballot.

In a town with a traditional (non-SB 2) town meeting, the question *may* be, but is not *required* to be, placed on the official ballot. This is because the new law specifies the form of the question and says that

it will be "voted on a ballot," but does not use the term "*official* ballot." Under RSA 39:3-d, II, any law that prescribes the wording of a question, but does not use the term "*official* ballot," is deemed to "authorize, but not require, the use of the official ballot for that question, unless a contrary intent is specified."

RSA 39:3-d, II, goes on to say that if the question is *not* placed on the official ballot, "the prescribed wording shall be placed in the warrant, and may also be placed upon a preprinted ballot to be acted upon in open meeting in the same manner as a secret 'yes-no' ballot." Although the statute says the question *may* be placed on a preprinted ballot, HB 480 says the question *shall* be voted on by ballot, so there is no discretion. Thus, if the question is not placed on the *official* ballot, it must be voted on by "unofficial" written ballot at the open meeting.

In short, non-SB 2 towns have a choice: put the question on the official ballot, or put it on the warrant and vote on it by written ballot at the open meeting.

***Q. What exactly is "the question" that should go on the ballot or warrant?***

A. The law states, "The wording of the question shall be substantially as follows: 'Shall we allow the operation of sports book retail locations within the town or city?'"

***Q. Must it be stated exactly in that manner?***

A. No, not *exactly*. Note that the law says "substantially." Further, RSA 31:130 states, "The forms of questions prescribed by municipal enabling statutes shall be deemed advisory only, and municipal legislation shall not be declared invalid for failure to conform to the precise wording of any question prescribed for submission to voters, so long as the action taken is within the scope of, and consistent with the intent of, the enabling statute or statutes." So, for example, there would be nothing wrong with omitting the words "town or" when the question is placed on the ballot in a city, or omitting the words "or city" on a town meeting warrant.

***Q. In an SB 2 town, the question would be placed on the warrant that goes to the deliberative session. May the deliberative session amend the question?***

A. No. RSA 40:13, IV(a) states, "Warrant articles whose wording is prescribed by law shall not be amended" at the deliberative session. If the question is placed on the warrant, voters may discuss and debate it as much as they want at the deliberative session, but they may not amend it. The question must go on the official ballot "substantially" as provided in HB 480.

***Q. Can the governing body include an explanation of the issue along with the question on the warrant or ballot?***

A. No. This would be a supplement to the language required by the law, and is likely to be deemed inconsistent with the requirement that the question be "substantially" in the form stated in the law. If the question is going to be submitted, it should be as stated above, without anything extra. The time for explaining the issue to voters is at the hearing that is required before the vote. It also can be explained as part of the discussion at the deliberative session (in a SB 2 town) or at the town meeting (in a non-SB 2 town).

***Q. May the question be submitted at a special town meeting?***

A. No, the law specifically says the question shall be placed on the official ballot for any regular municipal election or at on the warrant of an annual town meeting.

**Q. When is the hearing required to be held? Is it different for a town and a city?**

A. For either a town or a city, the governing body must hold a hearing "at least 15 days but not more than 30 days before the question is to be voted on." Notice of the hearing must be "posted in at least 2 public places in the municipality and published in a newspaper of general circulation at least 7 days before the hearing."

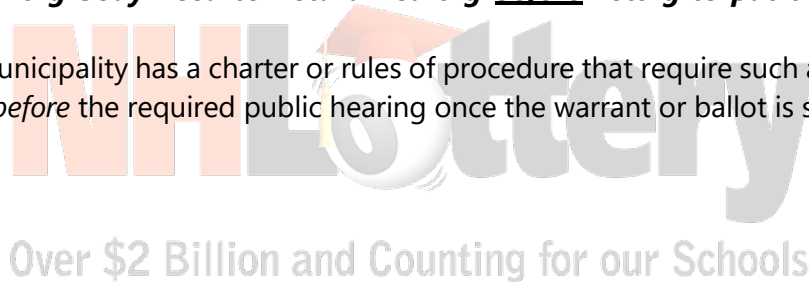
In a town, the date of the hearing will depend on the session at which the vote will be taken. In an SB 2 town, because the question will be on the official ballot, the hearing must be held 15 to 30 days before the second (voting) session—not before the deliberative session. In a town with a traditional town meeting, if the question is going to be on the official ballot, the hearing must be held 15 to 30 days before the voting session. If, instead, it is going to be voted on by written ballot at the open meeting, the hearing must be held 15 to 30 days before the meeting.

In a city, the hearing must be held 15 to 30 days before the municipal election at which the question will be on the ballot.

In all cases, be sure to post and publish the required notice of the hearing as stated above.

**Q. Does the governing body need to hold a hearing before voting to put the question on the ballot or warrant?**

A. No, unless the municipality has a charter or rules of procedure that require such a hearing. (Again, this refers to a hearing *before* the required public hearing once the warrant or ballot is set.)



**Resolution Designating the City Manager with the Authority to Execute Documents  
Related to Previously Approved Grants And Loans Related to DPW Projects**

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

The Mayor and City Council of the City of Rochester, by adoption of this Resolution authorize Kathryn Ambrose, City Manager to act as the City's representative(s) for the execution of all documents necessary to complete agreements for the all previously approved Grants and Loans related to DPW Projects, specifically ARPA and CWSRF Grants and Loans and to process all associate documentation. City Manager Ambrose will replace former City Manager Blaine Cox on all relevant documentation.

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

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City Clerk's Office

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07/27/2023

## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT
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COUNCIL ACTION ITEM <input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
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RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
---	---

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**



**Resolution Designating the City Manager and Finance Director with the Authority to  
Execute Documents Related to the Ledgeview Drive Pump Station Upgrade Project**

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

The Mayor and City Council of the City of Rochester, by adoption of this Resolution authorize the City Manager and/or the Finance Director to act as the City's representative(s) for the execution of all documents necessary to complete the agreement for the project and to process all associate documentation, specifically they are authorized to execute the date extension amendment to the current ARPA grant.

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

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left blank...*

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City Clerk's Office

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07/27/2023

## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT
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COUNCIL ACTION ITEM <input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
---	---

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

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**