



**City Council Regular Meeting
July 11, 2023
Council Chambers
31 Wakefield Street
*Immediately following the Finance Committee meeting***

Agenda

1. Call to Order

Recess to Non-Public Meeting – Personnel, RSA 91-A:3, II (a)

Reconvene City Council Regular Meeting

2. Opening Prayer

3. Pledge of Allegiance

4. Roll Call

5. Acceptance of Minutes

5.1 Regular City Council Meeting: June 6, 2023 *consideration for approval* P. 9

6. Communications from the City Manager

6.1 City Manager’s Report P. 49

7. Communications from the Mayor

7.1. National Night Out - Tuesday, August 1st: City Council meeting @ 7:00 PM

8. Presentation of Petitions and Council Correspondence

9. Nominations, Appointments, Resignations, and Elections

10. Reports of Committees

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City Clerk's Office

- 10.1 Appointments Review Committee P. 81
 - 10.1.1 **New Appointment:** Chris Harrelson – Rochester Economic Development, Seat H, New Regular Member *Term to expire 1/2/2026 consideration for approval* P. 81
- 10.2 Codes and Ordinances Committee - *No June meeting*
- 10.3 Community Development P. 83
- 10.4 Finance Committee P. 87
- 10.5 Planning Board P. 93
- 10.6 Public Safety P. 99
 - 10.6.1 **Committee Recommendation:** To add a streetlight to the corner of Eastern Avenue and Regency Court *consideration for approval* P. 99
 - 10.6.2 **Committee Recommendation:** To add no outlet sign to Angela Way at the technical discretion of DPW *consideration for approval* P. 100
 - 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* P. 100
- 10.7 Public Works P. 101
 - 10.7.1 **Committee Recommendation:** to approve Railroad Avenue for sidewalk rehabilitation and to rescind the previous Walnut Street Approval *consideration for approval* P. 101
 - * 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* P. 103
- 11. Old Business
- 12. Consent Calendar
- 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*

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City Clerk's Office

adoption P. 103

- 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*** P. 109
- 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*** P. 121
- 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*** P. 139
- 13.5. Unsealing of Non-Public Minutes ***Motion to unseal the following:***
- 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
- 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*** P. 151
- 13.7. Resolution Accepting Grant to the Rochester Public Library from the American Library Association ***first reading and consideration for adoption*** P. 157
- 13.8. Resolution Amending the Adopted FY 2024 Rochester CDBG “Action Plan

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for the City of Rochester, NH” for Rochester Childcare Center *first reading and consideration for adoption* P. 161

- 13.9. **Review: Status of Alleged Ethics Policy Violations by Deputy Mayor Peter Lachapelle P. 165**
- 14. **Non-Meeting/Non-Public Session**
 - 14.1. **Non-Public Session, RSA 91-A:3, II(d) Land**
- 15. **Adjournment**

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City Clerk's Office

**Regular City Council Meeting
June 6, 2023
Council Chambers
6:00 PM**

COUNCILORS PRESENT

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

OTHERS PRESENT

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

COUNCILORS EXCUSED

Councilor Desrochers

Minutes

1. Call to Order

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

2. Opening Prayer

Mayor Callaghan called for a moment of silence.

3. Pledge of Allegiance

Mayor Callaghan asked Councilor Beaudoin to lead the Pledge of Allegiance.

4. Roll Call

Kelly Walters, City Clerk, called the roll. All City Councilors were present except for Councilor Desrochers, who was excused.

Mayor Callaghan recessed the meeting at 6:01 PM. Councilor

Lachapelle **MOVED** to enter a Non-Public Meeting – Personnel, RSA 91-A:3,II(a) at 6:01 PM. Councilor de Geofroy seconded the motion. The **MOTION CARRIED** by a 12 to 0 roll call vote as follows: Councilors de Geofroy, Beaudoin, Hamann, Lachapelle, Malone, Berlin, Hainey, Larochele, Gray, Gilman, Fontneau, and Mayor Callaghan voted in favor of the motion.

Mayor Callaghan reconvened the meeting at 6:07 PM. Councilor Lachapelle **MOVED** to Exit the Non-Public Session at 6:07 PM. Councilor de Geofroy seconded the motion. The **MOTION CARRIED** by a 12 to 0 voice vote.

5. Acceptance of Minutes

5.1 Regular City Council Meeting: May 2, 2023 *consideration for approval*

Councilor Lachapelle **MOVED** to **ACCEPT** the May 2, 2023, Regular City Council meeting minutes. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

6. Communications from the City Manager

6.1 City Manager's Report

City Manager Cox announced that the Lilac Family Fun Festival is scheduled for July 8th. More information can be found by contacting the Recreation and Arena Department.

City Manager Cox announced that a tour of the Waste Management Facility is scheduled to take the place of the June Workshop on June 20th. He requested that City Councilors confirm their attendance.

The City Manager's Report is as follows:

Contracts and documents executed since last month:

- **Department of Public Works**
 - Septage Facility Design Contract – Brown & Caldwell
 - Solar Interconnection Agreement, Comm. Center - Eversource
 - Design Amendment, Colonial Pines Sewer – Underwood Engineers

- Change Order, Pavement/Highway Improvement Project
- Change Order, Rt 202A Water Main – D&C Construction
- Task order amendment, 20" Transmission Main – Weston & Sampson
- Task Order, WWTF Biosolids Dewatering – Brown & Caldwell
- Compliance report for Admin. Order of Consent, NPDES Permit
- Task order amendment, Eastern Ave sewer rehab – Weston & Sampson
- Scope of Service, Emergency Generator, RMS Shelter – CSI Electrical
- Notice to Proceed, City Hall/Opera House Remediation – Careno
- Change order, Strafford Sq. Utility relocation – S.U.R.
- Task Order, Traffic Impact Study – Hoyle, Tanner, and Assoc.
- **Economic Development**
 - FY22-FY23 CAP Weatherization – May 2
 - FY22-FY23 CAP Weatherization – Elderberry Ln.
 - FY22-FY23 CAP Weatherization – Eagle Dr.
 - FY22-FY23 CAP Weatherization – Chestnut Hill
 - FY22-FY23 CAP Weatherization – Eastern Ave.
- **Finance**
 - Medical Coverage renewal – HealthTrust
 - Flexible Benefits Plan Agreement – HealthTrust
 - Statement of Work – Vision Government Solutions
 - Printer lease schedule – Canon Solutions America
- **Police Department**
 - Motorcycle lease – Seacoast Harley Davidson
- **Recreation & Arena**
 - Entertainment Contracts, Lilac Family Fun Festival
 - Software Agreement - RecDesk

The following standard report has been enclosed:

- **Personnel Action Report Summary**

7. Communications from the Mayor

Mayor Callaghan said members of the public have requested that information relative to 79-E/TIF Districts be available on the City's

website. Deputy City Manager Ambrose gave a detailed overview of where/how to find this information on the City's website, which can be found under the Economic Development Department webpage.

Mayor Callaghan said the Memorial Day Field of Honor Event held at the Common was stunning. He said the event was hosted by Vouchers for Veterans.

Mayor Callaghan said this is the first year since 2019 that the City was able to organize a Memorial Day Parade. He thanked Carlton Cooper, veteran, who organized the event. He invited Mr. Cooper to address the City Council.

Mr. Cooper said several veteran organizations, volunteers, and City Officials assisted in making the Parade possible this year. He gave a brief overview of the event. He said adjustments would be made for next year's parade. Mr. Cooper shared that two World War II Veterans participated in the event.

Mayor Callaghan gave a brief update regarding Phase II of the Granite Ridge Development. He said there is a resolution on the agenda this evening to support the project. He said eighty percent of the project would be funded through the State. He gave an update about a meeting with the State and City Officials, which resulted in expediting the project to FY 2025.

Mayor Callaghan said the World War II Honor Roll Memorial located in front of City Hall is being re-furbished by students from Spaulding High School. He said the Veterans were able to connect with the students and share some of their war stories.

Mayor Callaghan spoke about a ribbon cutting ceremony held at Country Brook Estates, which is off Route 125. He said the project resulted in the creation of 96 Units of affordable workforce housing. He said this makes a grand total of 306 Units of affordable workforce housing. He said there are approximately 100 new mobile homes in the City as well.

Mayor Callaghan reminded the City Council that the Regular City Council meeting for July 4th has been rescheduled to July 11th due to the Independence Day Holiday.

8. Presentation of Petitions and Council Correspondence

No discussion.

9. Nominations, Appointments, Resignations, and Elections

9.1. **Appointment:** Paul McNally – Supervisor of the Checklist, Ward 4 *consideration for approval*

Mayor Callaghan **MOVED** to **APPOINT** Paul McNally, as Supervisor of the Checklist, Ward 4. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

City Clerk Walters mentioned that Patty Dunlap, 95 years old, had served as the Supervisor of the Checklist for Ward 4, until she passed away recently. She will be greatly missed.

9.2 **Resignation:** Whitney Apgar – Rochester Economic Development Commission, Seat H *consideration for approval*

Councilor Lachapelle **MOVED** to accept the resignation of Whitney Apgar from the Rochester Economic Development Committee, with regret. Councilor de Geofroy seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10. Reports of Committees

10.1 Appointments Review Committee

No discussion.

10.2 Codes & Ordinances Committee

No discussion.

10.3 Community Development

No discussion.

10.4 Finance Committee

No discussion.

10.5 Planning Board

No discussion.

10.6 Public Safety

10.6.1 Committee Recommendation: To install a 30 mph speed limit sign between 71 and 87 Lowell Street at the technical discretion of the DPW *consideration for approval*

Councilor Lachapelle **MOVED** to **APPROVE** the Committee's recommendation as stated above. Councilor de Geofroy seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.6.2 Committee Recommendation: To install a streetlight on the pole near 53 Gear Road at the technical discretion of the DPW *consideration for approval*

Councilor Lachapelle **MOVED** to **APPROVE** the Committee's recommendation as stated above. Councilor de Geofroy seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.6.3 Committee Recommendation: To install a "No Thru Street" sign on Crowhill by Copper Lane at the technical discretion of the DPW *consideration for approval*

Councilor Lachapelle **MOVED** to **APPROVE** the Committee's recommendation as stated above. Councilor de Geofroy seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.6.4 Committee Recommendation: To install a "90 Degree Turn" sign with a "10 mph advisory" speed sign in both directions near the curve on Meadow Lane *consideration for approval*

Councilor Lachapelle **MOVED** to **APPROVE** the Committee's recommendation as stated above. Councilor de Geofroy seconded the motion.

Councilor Beaudoin said there are currently two existing "Slow-Curve/10 mph advisory" signs on this road. Councilor Lachapelle said the two signs that are currently in place do advise drivers to slow down;

however, the Committee agreed that the warning signs should be upgraded to a sterner warning sign, which includes the sharp 90-degree angle sign, with the 10 mph advisory. Mayor Callaghan said this has been a safety concern for some time; however, it became more noticeable recently because traffic was directed down Meadow Lane due to construction on Old Dover Road. Councilor Beaudoin asked if the signs would replace the existing signs in the same location. Councilor Lachapelle confirmed that was true. Councilor Berlin stated that if the City Council wishes to use the existing poles, the stipulation should be made part of the motion. Councilor Lachapelle **REVISED** the motion as follows: To replace the existing signs using the same location and poles, unless the poles are in bad shape. Councilor de Geofroy agreed to revise his second to the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.7 Public Works

Councilor Hamann said there were no action items.

11. Unfinished Business

11.1. Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the General Fund Capital Improvements Plan (CIP) Fund in the amount of \$1,181,343.00 *second reading and consideration for adoption*

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

Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the General Fund Capital Improvements Plan (CIP) Fund in the amount of \$1,181,343.00

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 One Million One Hundred Eighty One Thousand Three Hundred Forty Three and 00/100 Dollars (\$1,181,343.00) to the General Fund CIP for the purpose of paying the costs associated with the Portland Street Sidewalk Project and the appropriation shall be divided amongst two (2) fund sources as follows: Nine Hundred Forty Five

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Seventy Three and 85/100 Dollars (\$945,073.85) from NH DOT and Two Hundred Thirty Six Thousand Two Hundred Sixty Eight and 46/100 Dollars (\$236,268.46) in borrowing/bonding.

In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Two Hundred Thirty Six Thousand Two Hundred Sixty Eight and 46/100 Dollars (\$236,268.46) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate.

Further, 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 with NHDOT for the project and to process all associate 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.

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

11.2 Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Tax Increment Finance (TIF) District Capital Improvements Plan (CIP) Fund in the amount of \$3,939,563.00 *second reading and consideration for adoption*

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

Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Tax Increment Finance (TIF) District Capital Improvements Plan (CIP) Fund in the amount of \$3,939,563.00

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 Three Million Nine Hundred Thirty Nine Thousand Five Hundred Sixty Three and 00/100 Dollars (\$3,939,563.00) to the Granite Ridge TIF CIP for the purpose of paying the costs associated with the Route 11 Highway Improvement Project and the appropriation shall be divided amongst two (2) fund sources as follows: Three Million One Hundred Fifty One Thousand Six Hundred Fifty and 40/100 Dollars (\$3,151,650.40) from NH DOT and Seven Hundred Eighty Seven Thousand Nine Hundred Twelve and 60/100 Dollars (\$787,912.60) in Tax Incremental Financing District borrowing/bonding.

In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Seven Hundred Eighty Seven Thousand Nine Hundred Twelve and 60/100 Dollars (\$787,912.60) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate.

Further, 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 with NHDOT for the project and to process all associate 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.

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

11.3 Resolution Approving Fiscal Year 2023-2024 Operating Budget for the City of Rochester *second reading and consideration for adoption*

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

Resolution Approving Fiscal Year 2023-2024 Operating Budget for the City of Rochester

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

That a twelve (12) month operating budget for the City of Rochester be, and hereby is, approved and appropriated for the period beginning July 1, 2023 and ending June 30, 2024 in the amounts and for the purposes more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2024 (July 1, 2023 - June 30, 2024), as amended, the provisions of which are incorporated herein by reference thereto by attached **Exhibit A**. (See Addendum A)

This budget may be reconsidered before the tax rate is set if City, School and/or County revenues are changed by the State of New Hampshire or by the Federal Government. The budget appropriations contained in this Resolution are predicated upon projected revenues as more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2024 (July 1, 2023 - June 30, 2024), as amended, the provisions of which are incorporated herein by reference thereto.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution for the Operating Budget. Councilor Malone seconded the motion.

Councilor Lachapelle **MOVED** to **ACCEPT** all the changes to date, which were made by the Committee of the Whole regarding the Operating & Maintenance Budget. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Deputy City Manager Ambrose wished to make one clarification prior to the adoption of the Operating & Maintenance Budget. She said the Non-Union COLA (Cost of Living Adjustment) of 3% is included within the proposed Operating Budget under General Overhead Contingency Funds. Ms. Ambrose said in the past, it has not been included with the proposed budget but treated as a separate motion. She said it is important that it is mentioned. She informed the City

Council that the other collective bargaining agreements were approved at a 4% COLA. She said this would be the appropriate time to make that adjustment if the City Council sees fit. She said the cost of increasing the proposed COLA from 3% to 4% would be \$33,466. No adjustment was made.

Councilor Beaudoin gave reasons why he would oppose the adoption of the Operating & Maintenance budget. He specifically asked about Evans Road and other cuts to the paving list. Mayor Callaghan said Councilors de Geofroy and Hamann met with the residents regarding the paving/upgrades to this road. He said the residents were okay with delaying the project by a year. Mayor Callaghan mentioned that the Council did cut \$1,500,000 from the paving funding; however, the remaining funds (lapsing) and the proposed funding for FY 24 would result in the same amount of funding as last year. The City Council discussed the issue.

Mark Sullivan, Deputy Finance Director, confirmed that the approved paving line item within the Operating & Maintenance Budget for FY 23 was \$1,000,000. He said approximately \$563,000 was approved through a paving grant in FY 23 as well. He said the FY 24 proposed paving line item was originally \$2,000,000.00, which was cut by \$500,000.00, resulting in level funding of the paving line from the previous fiscal year.

Mayor Callaghan called for a vote on the Operating Budget as amended. The **MOTION CARRIED** by a 10 to 2 roll call vote. Councilors Hainey, Gray, Malone, Gilman, Fontneau, Larochele, de Geofroy, Hamann, Lachapelle and Mayor Callaghan voted in favor of the motion. Councilors Berlin and Beaudoin voted against the motion.

11.4 Resolution Authorizing and Approving Fiscal Year 2023-2024 Capital Budget for the City of Rochester and Authorizing Borrowing in connection therewith
second reading and consideration for adoption

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

Resolution Authorizing and Approving Fiscal Year 2023-2024 Capital Budget for the City of Rochester and Authorizing Borrowing in connection therewith

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

That the capital budget for the City of Rochester for fiscal year 2023-2024 (July 1, 2023 to June 30, 2024) in the total amount specified in **Exhibit A** annexed hereto, be, and hereby is, authorized and appropriated, and, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, is hereby authorized to arrange borrowing to finance a portion of said capital budget appropriation as identified on **Exhibit A** annexed hereto. (See *Addendum B*)

The aforementioned borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter. The useful lives of the capital projects for which borrowing is authorized by this resolution shall be more particularly set forth in the "City of Rochester, New Hampshire, Proposed CIP Budget, Fiscal Year 2024 (July 1, 2023 –June 30, 2024), as amended.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution for the CIP Budget. Councilor Hamann seconded the motion.

Councilor Lachapelle **MOVED** to **ACCEPT** all the changes to date, which were made by the Committee of the Whole regarding the CIP Budget. Councilor de Geofroy seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Beaudoin **MOVED** to **REDUCE** the School Department Budget CIP Project, which can be found on Page 79 of the CIP Booklet as follows: Reduce the School Department Budget (cash) by \$120,000 for the 45kVA Roll Up Generators (2) and Connectors to a new amount of \$0.00. Councilor Gilman seconded the motion.

Dave Totty, Director of Facilities (School Department), addressed the City Council. He said this is part of a disaster recovery plan for the schools because a power outage in the wintertime could result in school buildings freezing-up in a matter of minutes. He said schools are at risk each time there is a power outage and a power outage could potentially cause a school to be closed for an extended period of time. He said currently, the only school with a generator is the Middle School and that is because the Middle School serves as an emergency shelter for the City. Mr. Totty said it seems that the winter-weather is trending towards heavy wet snow and that is the type of snow that causes the power outages. Councilor Gray questioned if the entire middle school is covered

by one generator or if other parts of that building are at risk too. Mr. Totty said the generator services the music department (emergency shelter location); however, it also takes care of the primary heating source for the entire building.

Councilor Beaudoin spoke about the number of generators located in various department throughout the city. He said the City's power grid is strong and that power is typically restored quickly during storms. He questioned if a better option would be to cut the funding of one generator and to provide the funding necessary to install more generator/facility connections at each school, which would allow for the generators to be shared as needed.

Councilor de Geofroy spoke about supporting the purchase of both generators because there could be multiple power outages at the same time.

Councilor Fontneau asked about any statistics related to power outages in the schools. Mr. Totty did not have that type of information; however, he recalled that there were two power outages this past winter. He said historically the power-outages are restored quickly; however, it is his job to ensure schools have the adequate equipment to face emergency situations. He said the purchase of two generators gets the School Department moving in the right direction.

Councilor Fontneau **MOVED to AMEND** the motion as follows: To reduce the School Department Budget CIP Project, which can be found on Page 79 of the CIP Booklet as follows: To reduce the School Department Budget (cash) by \$60,000 45kVA Roll Up Generator (1) and Connectors to a new amount of \$60,000.00. Councilor Beaudoin seconded the motion.

Councilor Gray spoke against the motion. He said \$120,000 is an inexpensive cost compared to the cost of a frozen facility. He said this is especially true after the City faced an extreme cold-snap this past winter; he gave examples of structure damages due to this weather. He reiterated that it would be best to see more of a collaboration between the city and schools; however, he would not support cutting these two generators. He estimated that it would cost between \$45,000 - \$50,000 for each generator and the remaining funds would be utilized for the connections needed to connect the generators to the facilities.

Councilor Berlin agreed with statements made by Councilor Gray; however, he indicated that the exact breakdown of cost is not listed in

the budget booklet. Mr. Totty agreed with the estimate of costs outlined by Councilor Gray.

Deputy City Manager Ambrose clarified that procedurally, the School Department CIP (cash) items are protected the same as the School Department’s Operating & Maintenance Budget. Whereas, the City Council only has authority to cut the bottom-line of the budget. She said ultimately it will be up to the School Department to determine how to work within the bottom line of the final approved budgets. Ms. Ambrose clarified that the School CIP/bonded projects are under the City Council’s purview. Lastly, she said, if any CIP/cash items are cut by the City Council this evening, then subsequent budget adjustments must be made to the Operating & Maintenance Budget.

Mayor Callaghan called for a vote on the amended motion. The **MOTION FAILED** by a roll call vote of 4 to 8 as follows: Councilors Berlin, Fontneau, Beaudoin, and Gilman voted against the motion. Councilors Gray, Hamann, Hainey, Lachapelle, Larochele, Malone, de Geofroy and Mayor Callaghan voted against the motion.

Mayor Callaghan called for a vote on the main motion to cut \$120,000 from the School Department/CIP “Generators”. The **MOTION FAILED** by a roll call vote of 0 to 12. Councilors Gilman, de Geofroy, Gray, Hainey, Larochele, Berlin, Lachapelle, Fontneau, Hamann, Beaudoin, Malone, and Mayor Callaghan voted against the motion.

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Councilor Beaudoin **MOVED** to **REDUCE** the School Department/Building Improvement Budget CIP Project, which can be found on Page 91 of the CIP Booklet as follows: Reduce the School Department Budget (bond) by \$80,000 for the MSMS Site-Work Safety Improvements to a new amount of \$0.00. Councilor Gilman seconded the motion. Councilor Beaudoin gave reasons why he believed this funding could/should be cut, including the annual appropriations to paving/sitework (\$1,000,000) since FY 2020.

Mr. Totty said there are 11 buildings across the School District. He said the School Department operates directly under the city contracts for paving and that the School Department pays the same rate for pavement and sitework as the City. He gave a brief overview of the paving/sitework over the last several years. He added that there is an effort to implement an aggressive maintenance/sealing plan to extend the life of the paving projects moving forward.

Mr. Totty explained that the Maple Street School paving project is more involved than some of the previous projects. He said it includes extending the parking lot and that currently there is not a safe way for emergency vehicles to access the building during parts of the day. He added that there is not adequate parking for current staff, which results in staff vehicles parked on the street. He said this has been a safety concern of the Department of Public Works and the Police Department for some time. He gave details of what it would entail to extend the parking lot to make it safer. He said the paving project had been delayed due to the increased cost of paving.

Councilor de Geofroy challenged anyone to visit Maple Street Elementary school during pick-up/drop-off times. He agreed that it would not be possible for emergency vehicles to gain access during those times. He stated that he would vote against the motion to cut funding for this project.

Councilor Beaudoin asked about the square footage of the parking lot. Mr. Totty was not certain; however, he said it should result in the addition of 20 new parking spaces. He spoke briefly about the other improvements covered under this project overview.

Superintendent Repucci said there are other elementary schools needing improved parking access; however, this is the school in most need and has been a topic of discussion at the public safety committee over the last several years.

Councilor Gray gave an overview of the State's budget. He said there were concerns regarding projected State Aid for the School Department; however, he said, it is possible that the passing of the State budget later in the week could result in additional funding for the Rochester School Department. It was determined if additional funding was obtained that the project could be funded through cash rather than bond.

Councilor Hamann attested to the issues mentioned by Mr. Totty and the Superintendent because he lived on Maple Street for over 40 years. He said Maple Street and Waldron Avenue turn into a parking lot. He said some vehicles are doubled parked on those streets. He confirmed the situation has been a nightmare for the neighborhood for many years.

Mayor Callaghan called for a vote on the motion. The **MOTION FAILED** by a roll call vote of 4 to 8. Councilors Gilman, Malone, Berlin, and Beaudoin voted in favor of the motion. Councilors Hamann, Fontneau, Larochelle, Gray, de Geofroy, Hainey, Lachapelle, and Mayor Callaghan voted against the motion.

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Councilor Beaudoin **MOVED** to **REDUCE** the CIP Budget/Public Works Department CIP Project, which can be found on Page 104 of the CIP Booklet as follows: Reduce the City Manager’s Proposed CIP Budget/Water (bond) by \$6,000,000 for the Cochecho Well Treatment Upgrades to a new amount of \$0.00. Councilor Gilman seconded the motion.

Mayor Callaghan asked if this cut was to enterprise funds. Councilor Beaudoin replied yes.

Councilor Beaudoin said this funding is intended to reduce the manganese levels in the Cochecho Well. He said it is likely that will become a necessary action in the future; however, it has not yet been mandated by the State. He said it will take time for the State to finalize the regulations. He said in the meantime, delaying the project would save the rate-payers money.

Councilor Gray said this is a bonded project: it would make sense to simply require that the project be sent back to the City Council prior to starting the project instead of cutting the project from the budget. Peter Nourse, Director of City Services, recalled that was the exact notion previously discussed by the City Council. He said it is important to list the project in the CIP Budget; however, the project would be delayed until such time as it is deemed necessary. He said the intent is to bring the project back to the City Council prior to expending those funds. Councilor Gray asked the City Manager-Elect Ambrose to acknowledge that understanding. Ms. Ambrose acknowledged that understanding.

Councilor Beaudoin said based on the testimony provided by Mr. Nourse he would **WITHDRAW** his motion. Councilor Gilman **WITHDREW** his second to the motion.

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Councilor Beaudoin **MOVED** to **REDUCE** the City Manager’s CIP Budget/Public Works Department Budget CIP Project, which can be found on Page 58 of the CIP Booklet as follows: To reduce the Public Works Department CIP Project (cash) by \$263,000 for the Vehicle Replacement Program resulting in a new amount of \$270,500. Councilor Berlin seconded the motion.

Councilor Beaudoin said this proposed cut would delay the purchase of Truck 6. He said there are only 72,000 miles on this vehicle and the Department of Public Works has a state-of-the-art mechanic’s bay. He gave reasons why this purchase could be delayed along with Truck 16 which only has 56,000 miles.

Lisa Clark, Deputy Director, distributed photos of Truck 6 and Truck 16, which were depicted in poor condition. Mr. Norse said one proposed truck has already been removed from the budget. He gave an overview of the vehicle replacement program over the last few years. He said trucks have been cut from the budget over the past two fiscal years, which is why these two trucks need to be replaced this fiscal year. He spoke about the wear and tear on all the vehicles during winter months, which results in an enormous amount of rust.

Councilor Beaudoin stated that the State has always turned in their plow trucks with over 200,000 miles. He said they seem to get four times the amount of use from their trucks prior to replacing them. Mr. Nourse said the State plow trucks are stored inside whereas the city’s plow trucks have been stored outside. He said the new truck bay has only been covering the trucks for a year and a half.

The **MOTION FAILED** by a roll call vote of 3 to 9. Councilors Beaudoin, Gilman, and Berlin voted in favor of the motion. Councilors Gray, Hamann, de Geofroy, Hainey, Lachapelle, Malone, Fontneau, Larochele, and Mayor Callaghan voted against the motion.

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Councilor Beaudoin **MOVED** to **REDUCE** the City Manager’s CIP Budget/Public Buildings Budget CIP Project, which can be found on Page 17 of the CIP Booklet as follows: To reduce the Public Buildings CIP Project (cash) by \$75,000 for the City Hall Opera House Heating System Repair to a new amount of \$0.00. Councilor Berlin seconded the motion.

Councilor Beaudoin blamed the failed heating system on not being maintained properly. He said the Opera House/City lease agreement stipulates that the Opera House is responsible for maintaining their own systems. He said the City has recently funded over \$300,000 of improvements for the Opera House. He said this particular repair should be paid by the Opera House in order to meet their contractual obligations.

Mr. Nourse did not speak to who is responsible for paying for the failed system; however, he said there are basically two stages for the heater and if the other stage fails, the Opera House will have no heat.

Councilor Gray asked if this heater also effects other pipes at City Hall such as the outside sprinkler system. Mr. Nourse said his understanding is that the heating system only impacts the Opera House.

The **MOTION FAILED** by a roll call vote of 5 to 7. Councilors Gilman, Berlin, Beaudoin, Malone, and Gray voted in favor of the motion. Councilors Laroche, de Geofroy, Fontneau, Hamann, Lachapelle, Hailey, and Mayor Callaghan voted against the motion.

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Councilor Beaudoin **MOVED** to **REDUCE** the City Manager’s CIP Budget/Fire Department, which can be found on Page 35 of the CIP Booklet as follows: The Fire Department’s CIP Project original amount of \$290,000 (cash) to be reduced by \$65,000 for the Vehicle & Equipment Replacement Project resulting in a new amount of \$225,000. Councilor Berlin seconded the motion.

Councilor Beaudoin spoke about the fire department’s current vehicles, which all seem to have low milage. He did not see a reason to approve the funding for another vehicle.

Chief Dubois explained that the City Council recently approved two new employee positions: Inspector and Community Educator. He said the purpose of purchasing this vehicle is for these two new employees, who would share this vehicle. He said it would be a smaller vehicle than

what is used by the Command Staff and the vehicle would be less expensive. He said cutting this funding (\$65,000) would result in cutting this vehicle completely out of the budget and it would not leave enough funding, which is needed for the forestry vehicle.

Councilor Beaudoin asked what type of vehicle would be purchased with this funding. Chief Dubois said a Colorado/ranger type vehicle. He said the Inspector position is still being created so it is unknown if the Inspector will dual as a firefighter. He said additional funding was included in the amount to provide a basic life safety package for that vehicle.

Councilors Beaudoin and Berlin **WITHDREW** their motion and second to the motion.

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Councilor Beaudoin **MOVED** to **REDUCE** the City Manager’s CIP Budget/Public Buildings, which can be found on Page 24 of the CIP Booklet as follows: The Public Building Department’s CIP Project original amount of \$157,000 (cash) to be reduced by \$120,000 for the Vehicle & Equipment Replacement Program to result in a new amount is \$37,000. Councilor Berlin seconded the motion. Councilor Beaudoin began to speak about the crew cab pickup truck #104; however, a photo of the poor condition of the truck was distributed. Councilors Beaudoin and Berlin **WITHDREW** their motion and second to the motion.

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Councilor Beaudoin **MOVED** to **REDUCE** the City Manager’s CIP Budget/Economic Development Department, which can be found on Page 8 of the CIP Booklet as follows: The Economic Development CIP Project original amount of \$100,000 (cash) to be reduced by \$100,000 for the Water Street Development resulting in a new amount of \$0.00. Councilor Berlin seconded the motion. A brief discussion took place to determine if this was a cash or bond project. It was determined by the Finance Department that the entire project is to be funded through bond.

Councilor Gray suggested handling this project with an agreement to bring the project back to the City Council prior to expending funds.

Councilor Fontneau asked what this funding would be used for. Michael Scala, Economic Development Director, said this funding would pay for the design work. Mr. Scala disagreed with comments made by Councilor Beaudoin. He argued that this is the right time for this project. He said it is important to act while there is tremendous interest from developers in the City's downtown area. He said this would create a pedestrian friendly space in the downtown area.

Councilor Hamann spoke against the motion. He said it is important to show developers that the City is interested in the downtown area. He said the developers may lose interest if they believe the City is not committed to the downtown area.

Councilor Fontneau spoke in favor of the first part of this project. He said it would give the City an opportunity to complete the project next year; however, if next year comes and the economy is not strong enough, the City Council could postpone the rest of the project until the timing is right.

Councilor Gray was not sure if he supported the project or not; however, he gave reasons why it would make more sense to change the funding source (\$100,000) from bond to cash.

Mayor Callaghan asked how this project would tie-into the Union Street Parking Lot Project. Mr. Scala said it is all about making the downtown area more walkable/pedestrian-friendly and creating natural flows of pedestrian traffic. Mayor Callaghan said with all the pedestrians walking in the downtown area, the developers will have healthy competition.

The **MOTION FAILED** by a roll call vote of 1 to 11. Councilor Beaudoin voted in favor of the motion. Councilors Lachapelle, Laroche, Hainey, Gilman, Berlin, de Geofroy, Gray, Malone, Fontneau, Hamann, and Mayor Callaghan voted against the motion.

Councilor Gray **MOVED** to change the funding source, for the FY 24, Economic Development's CIP Budget Water Street Development from bond to cash (\$100,000). Councilor Hamann seconded the motion. The **MOTION FAILED** by a roll call vote of 5 to 7. Councilors Malone, Gray, Hamann, de Geofroy, and Laroche voted in favor of the motion.

Councilors Beaudoin, Lachapelle, Gilman, Hainey, Fontneau, Berlin, and Mayor Callaghan voted against the motion.

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Councilor Beaudoin **MOVED** to **REDUCE** the City Manager’s CIP Budget/Economic Development Department, which can be found on Page 9 of the CIP Booklet as follows: The Economic Development CIP Project original amount of \$25,000 (cash) to be reduced by \$25,000 for the Riverwalk Master Plan resulting in a new amount of \$0.00. Councilor Berlin seconded the motion.

Councilor Beaudoin said there is not a lot of funding in place from developers to move forward with this project and a study was already completed a few years ago.

Shanna Saunders, Director of Planning and Development, addressed the City Council. She said a study was completed several years ago; however, there has been a lot of change which occurred along the Riverwalk since that time. She listed many new properties/developments in the area including the Saint Elizabeth Seton building, which she says was a key missing piece to the Riverwalk. She said the intent is not to re-write the sections already completed by the previous study; however, this would give an opportunity to add some of the key components that were missing with the last study. She said this would give new estimates for the Riverwalk, which would be vital information to seek funding sources from the City and/or contributions from private developers.

Councilor Fontneau said he understands both sides of this issue. He said the Riverwalk offers great potential for the City of Rochester. He spoke about getting private investors involved, and providing this type of study would be a necessary step in that process. He said it does seem like a study was just completed (2018); however, an updated plan could really get things moving forward.

Mayor Callaghan called for a vote on the motion. The **MOTION FAILED** by a roll call vote of 2 to 10. Councilors Berlin and Beaudoin voted in favor of the motion. Councilors Gray, Laroche, Hainey, Gilman, Lachapelle, de Geofroy, Fontneau, Malone, Hamann, and Mayor Callaghan voted against the motion.

Councilor Beaudoin concluded his proposed motions; however, he stated that he still has several questions regarding the CIP Budget.

Councilor Beaudoin asked a question about the IT Department Software Upgrades and Expansion Project estimated at \$600,000. He said over the last six or seven years, the City has spent approximately \$4,000,000 on similar equipment/software. He questioned why the City would choose to bond this type of project (\$600,000). How many years would this type of project be bonded for? Mr. Sullivan said this type of project qualifies under CIP/Bond because it is a substantial amount of money. He said because of the life expectancy of the equipment, the bond would not be bonded for a long time. He said it would be bonded for five years or a max of ten years. Councilor Beaudoin asked what the life expectancy of the equipment would be for this project. Mr. Sullivan said the project may not be bonded for another few years, at which time the City would compare the life expectancy to the true useful life of such equipment and determine the best term (years) for bonding at that time.

Mayor Callaghan asked if this upgrade was part of the FY 22 Primex IT Security Audit. Mr. Watkins, Interim IT Director, replied no, he said it is part of the initial switch replacement program started seven years ago. He said the service contract expires after seven years and at that point, the cost of upgrades would far outweigh the cost to replace the equipment.

Councilor de Geofroy spoke about how important this project is and that if a system failed it would leave the City in a vulnerable position against security risks.

Councilor Berlin understood the initial cost to be \$600,000; however, he questioned the additional costs of \$250,000 per year (FY 25 – FY 29). Mr. Watkins replied that \$600,000 is just one project; however, the service agreement and other projects are included in the years moving forward.

Councilor Beaudoin asked if the cameras located at the Common and other areas of the city were night vision capable. Mr. Nourse confirmed that the cameras are night vision capable.

Councilor Beaudoin asked about the \$2,500,000 CIP/Renovation of the living quarters at the Fire Department. Chief Dubois said the renovation project includes the entire second floor of the building. He said it includes bringing the stairs up to current code requirements as well as installing an elevator to meet code requirements.

City Attorney O'Rourke said a two-thirds vote is required to pass the CIP Budget because of the items related to the CIP/bonds. Mayor Callaghan called for a vote on the CIP budget as amended. The **MOTION CARRIED** by a 9 to 3 roll call vote. Councilors Hamann, Hainey, Gray, Lachapelle, de Geofroy, Fontneau, Malone, Larochelle, and Mayor Callaghan voted in favor of the motion. Councilors Beaudoin, Berlin, and Gilman voted against the motion.

11.5 Resolution Adopting a FY 2024 Rochester CDBG "Action Plan for the City of Rochester, N.H." and Approving and Appropriating the FY 2024 Community Development Budget for the City of Rochester *second reading and consideration for adoption*

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

RESOLUTION ADOPTING AN FY 2024 ROCHESTER CDBG "ACTION PLAN FOR THE CITY OF ROCHESTER, N.H." AND APPROVING AND APPROPRIATING THE FY 2024 COMMUNITY DEVELOPMENT BUDGET FOR THE CITY OF ROCHESTER

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

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the one-year FY 2024 (July 1, 2023—June 30, 2024) "Action Plan for the Community Development Block Grant (CDBG) Program for the City of Rochester, N.H.," as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic and Community Development, in connection with the City's CDBG program, including the goals, objectives, and concepts set forth therein;

II. Further, that a twelve (12) month Community Development Block Grant budget for the Office of Economic and Community Development for the City of Rochester in the total amount of Two Hundred Twenty Nine Thousand Five Hundred Seventy Six Dollars (\$229,576.00) be, and hereby is, approved and appropriated for fiscal year 2024 (July 1, 2023—June 30, 2024). Included in said approval and appropriation are expenditures set forth in the one-year action plan of the Office of Economic & Community Development for the City of Rochester for the Community Development Block Grant program, in the following categories and amounts:

Administration and Planning	\$ 45,915.00
Public Service Agencies	\$ 34,436.00
Housing/Public Facilities/Infrastructure	\$ 149,225.00

Total **\$ 229,576.00**

III. Further, that Two Hundred Forty One Thousand Fifty Six Dollars and Eighteen Cents (\$241,056.18) in the Job Opportunity Benefit revolving loan fund loan fund, plus the principal and interest received monthly from existing loans' repayments, be appropriated for continued use in the FY 2024 Action Plan year in granting loans to qualified small businesses that commit to the creation and/or retention of jobs made available to low to moderate-income Rochester residents.

This budget and the one-year action plan for FY 2024 may be reconsidered if federal funding is changed or if it is inconsistent with the total FY 2024 budget adopted for the Office of Economic and Community Development.

The sums necessary to fund the above appropriation in the amount of Two Hundred Twenty Nine Thousand Five Hundred Seventy Six Dollars (\$229,576.00) shall be drawn in their entirety from the above-mentioned FY 2024 Community Development Block Grant from the federal government to the City of Rochester. The Finance Director is hereby authorized to create such line-item accounts as shall be necessary to implement this Resolution.

Furthermore, in the event that federal funding for the above Community Development Block Grant budget is less than the total appropriation amount provided for in this Resolution, then, and in such event, the City Manager, or the City Manager's designee in the Office of Economic and Community Development, is authorized to adjust the amounts for the budgetary categories stated above, as well as for any planned grants and/or other expenditures made from within such budgetary categories.

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

11.6 Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Charitable Gaming and Sports Book Retail Facilities *second reading and*

consideration for adoption

Mayor Callaghan read the Amendment for the second time. (See *Addendum C*)

Councilor Lachapelle **MOVED** to **ADOPT** the Amendment. Councilor Malone seconded the motion.

Councilor Beaudoin recalled a question at the Public Hearing regarding the cost of electronic vehicle charging stations. He spoke about the four types of charging stations and the cost of the various levels of the stations. He asked what level of charging station is specified in the ordinance. Ms. Saunders apologized and gave reasons why those costs have not yet been identified. The City Council discussed the issue. Councilor de Geofroy stated that the ordinance does not specify the level of charging stations or who is obligated to pay for it, which seems the best way to approach the issue.

Councilor Beaudoin said he was in support of the ordinance; however, he stated that the charging station language is still too ambiguous. He hoped that language could be tightened up in the future. The **MOTION CARRIED** by a unanimous voice vote.

12. Consent Calendar

No discussion.

13. New Business

13.1 City of Rochester Dog Warrant (May 1, 2022 to April 30, 2023) *Motion to Send Warrant to the Police Department for Action*

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

13.2 Resolution Authorizing the Acceptance of \$603.02 in Forfeiture Funds from the State of New Hampshire *first reading and consideration for adoption*

Mayor Callaghan read the resolution by title only as follows:
Resolution Authorizing the Acceptance of \$603.02 in Forfeiture Funds from the State of New Hampshire

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

The City hereby accepts a Six Hundred Three and 02/100 Dollars (\$603.02) in forfeiture funds from the State of New Hampshire.

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

13.3 Resolution Authorizing Acceptance and Appropriation of Victims of Crime Act (VOCA) Grant Award in an Amount of \$25,836.00 for Fiscal Year 2024 *first reading and consideration for adoption*

Mayor Callaghan read the resolution by title only as follows:

RESOLUTION AUTHORIZING ACCEPTANCE AND APPROPRIATION OF VICTIMS OF CRIME ACT (VOCA) GRANT AWARD IN AN AMOUNT OF \$25,836.00 FOR FY 2024

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

WHEREAS, that a Victims of Crime Act (VOCA) grant in the amount of Twenty-Five Thousand Eight Hundred and Thirty-Six Dollars (\$25,836.00) awarded to the City of Rochester's Legal Department is hereby accepted by the City of Rochester;

WHEREAS, the aforesaid grant requires a 20% cash match by the City of Rochester in the amount of Six Thousand Four Hundred Fifty Nine Dollars (\$6,459.00), to the Victims of Crime Act (VOCA) grant by City of Rochester's Legal Department;

FURTHER, that the sum of Twenty-Five Thousand Eight Hundred and Thirty-Six Dollars (\$25,836.00) be, and hereby is, appropriated to a

non-lapsing Special Revenue Fund to be created for the purpose of carrying out the purposes of the Victims of Crime Act grant;

FURTHER, that the transfer of Six Thousand Four Hundred Fifty Nine Dollars (\$6,459.00) from the FY 2024 Legal Department Operating Budget to the non-lapsing Special Revenue fund stipulated above is hereby authorized;

FURTHER, that the City Manager is authorized to enter into a grant agreement and any other contracts with the New Hampshire Department of Justice that are necessary to receive and administer the grant funds detailed above; and

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

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

13.4 Resolution Approving Cost Items Associated with Proposed City of Rochester Multi-Year Collective Bargaining Agreement with the International Brotherhood of Teamsters Local 633 of New Hampshire *first reading and consideration for adoption*

Mayor Callaghan read the resolution by title only as follows:

**RESOLUTION APPROVING COST ITEMS ASSOCIATED WITH
PROPOSED
CITY OF ROCHESTER
MULTI-YEAR COLLECTIVE BARGAINING AGREEMENT WITH
THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS
LOCAL 633 OF NEW HAMPSHIRE**

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 cost items associated with the multi-year year collective bargaining agreement

between the City of Rochester and the INTERNATIONAL BROTHERHOOD OF TEAMSTERS LOCAL 633 OF NEW HAMPSHIRE (Teamsters) Bargaining Unit, covering the period July 1, 2023 to June 30, 2026, as set forth in the proposed contract, and as more particularly detailed on the attached "**EXHIBIT A: Teamsters – JULY 2023**," which includes a summary financial analysis of the annual costs of the contract to the City provided by the Rochester Director of Finance, is hereby approved. The provision of funds necessary to fund the aforementioned, and hereby approved, collective bargaining agreement "cost items" in the first year of the agreement will be contained in the Fiscal Year 2024 operating budget of the City. (*Exhibit A – See Addendum D*)

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor de Geofroy seconded the motion. The **MOTION CARRIED** by an 11 to 1 roll call vote as follows: Councilor Fontneau, Larochele, Hainey, Gray, Malone, de Geofroy, Berlin, Gilman, Lachapelle, Hamann, and Mayor Callaghan voted in favor of the motion. Councilor Beaudoin voted against the motion.

13.5 Resolution Approving Cost Items Associated with Proposed City of Rochester Multi-Year Collective Bargaining Agreement with Local 863 of the American Federation of State, County and Municipal Employees *first reading and consideration for adoption*

Mayor Callaghan read the resolution by title only as follows:

RESOLUTION APPROVING COST ITEMS ASSOCIATED WITH PROPOSED CITY OF ROCHESTER MULTI-YEAR COLLECTIVE BARGAINING AGREEMENT WITH LOCAL 863 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES

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 cost items associated with the multi-year year collective bargaining agreement between the City of Rochester and the LOCAL 863 OF THE AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) Bargaining Unit, covering the period July 1, 2023 to June 30,

2026, as set forth in the proposed contract, and as more particularly detailed on the attached "**EXHIBIT A: AFSCME – JULY 2023**," which includes a summary financial analysis of the annual costs of the contract to the City provided by the Rochester Director of Finance, is hereby approved. The provision of funds necessary to fund the aforementioned, and hereby approved, collective bargaining agreement "cost items" in the first year of the agreement will be contained in the Fiscal Year 2024 operating budget of the City. (*Exhibit A – See Addendum E*)

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor de Geofroy seconded the motion. The **MOTION CARRIED** by a roll call vote of 10 to 2 as follows: Councilors Larochele, Gilman, de Geofroy, Fontneau, Hamann, Lachapelle, Malone, Gray, Hailey, and Mayor Callaghan voted in favor of the motion. Councilors Berlin and Beaudoin voted against the motion.

14. Non-Meeting/Non-Public Session

Councilor Lachapelle **MOVED** to enter a Non-Public Session under Land, RSA 91-A:3, II (d) at 7:48 PM. Councilor de Geofroy seconded the motion. Councilor Beaudoin made the following statement for the record: RSA 91-A:3 Non-Public Sessions I-d, which stipulates consideration of the acquisition sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community. Councilor Beaudoin said he did not believe that such a person or persons exists. He requested that his objection be recorded in the meeting minutes. Mayor Callaghan called for a vote on the motion to enter the Non-Public Session. The **MOTION CARRIED** by an 11 to 1 roll call vote as follows: Councilors Lachapelle, Larochele, Hailey, Gilman, Berlin, de Geofroy, Gray, Malone, Fontneau, Hamann, and Mayor Callaghan voted in favor of the motion. Councilor Beaudoin voted against the motion.

Councilor Lachapelle **MOVED** to exit the Non-Public Session at 8:22 PM. Councilor de Geofroy seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lachapelle **MOVED** to seal the minutes because it is determined that divulgence of this information likely would render a proposed action ineffective. Councilor de Geofroy seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote as follows: Councilors Malone, Gray, Hamann, de Geofroy, Beaudoin, Lachapelle, Gilman, Hailey, Fontneau, Larochele, Berlin, and Mayor Callaghan voted in favor of the motion.

15. Adjournment

Mayor Callaghan **ADJOURNED** the Regular City Council Meeting at 8:22 PM.

Respectfully Submitted,

Kelly Walters, CMC
City Clerk

PROPOSED 2023-2024 OPERATING BUDGET-EXHIBIT A**OPERATING BUDGET SUMMARY**

Appropriations:	Proposed	Adopted	Changes as of 5-16-23
City	\$ 44,729,082	\$ 43,334,514	\$ (1,394,568)
County Tax	\$ 8,020,000	\$ 8,020,000	\$ -
Overlay	\$ 350,000	\$ 350,000	\$ -
Estimated Veteran's Credits	\$ 686,675	\$ 686,675	\$ -
School	\$ 73,043,706	\$ 72,793,706	\$ (250,000)
School Federal Grants	\$ 10,944,000	\$ 10,944,000	\$ -
School Lunch	\$ 1,900,000	\$ 1,900,000	\$ -
School State Property Tax	\$ 5,482,601	\$ 5,482,601	\$ -
City Grants & Special Revenues	\$ 165,000	\$ 165,000	\$ -
Tax Incremental Financing Districts	\$ 1,341,889	\$ 1,341,889	\$ -
Water Fund	\$ 7,544,084	\$ 7,544,084	\$ -
Sewer Fund	\$ 11,744,213	\$ 11,744,213	\$ -
Arena Special Revenue Fund	\$ 413,290	\$ 413,290	\$ -
Community Center	\$ 894,759	\$ 894,759	\$ -
Sub Total	\$ 167,259,299	\$ 165,614,731	\$ (1,644,568)

Revenues:			
City	\$ 15,786,607	\$ 16,276,607	\$ 490,000
Use of Fund Balance	\$ 5,814,100	\$ 5,814,100	\$ -
School Revenues	\$ 34,087,400	\$ 34,087,400	\$ -
School Federal Grants	\$ 10,944,000	\$ 10,944,000	\$ -
School Lunch	\$ 1,900,000	\$ 1,900,000	\$ -
City Grants and Donations	\$ 165,000	\$ 165,000	\$ -
Tax Incremental Financing Districts	\$ 1,341,889	\$ 1,341,889	\$ -
Water Fund	\$ 7,544,084	\$ 7,544,084	\$ -
Sewer Fund	\$ 11,744,213	\$ 11,744,213	\$ -
Arena Special Revenue Fund	\$ 413,290	\$ 413,290	\$ -
Community Center	\$ 894,759	\$ 894,759	\$ -
Amount to be Raised by Taxes *	\$ 76,623,957	\$ 74,489,389	\$ (2,134,568)
Sub Total	\$ 167,259,299	\$ 165,614,731	\$ (1,644,568)

*Amount to be Raised by Taxes: Categories

City	\$ 23,478,375	\$ 21,593,807	\$ (1,884,568)
Veterans Credits	\$ 686,675	\$ 686,675	\$ -
County	\$ 8,020,000	\$ 8,020,000	\$ -
School Local	\$ 38,956,306	\$ 38,706,306	\$ (250,000)
School State Education	\$ 5,482,601	\$ 5,482,601	\$ -
All Totals	\$ 76,623,957	\$ 74,489,389	\$ (2,134,568)

PROPOSED 2023-2024 CAPITAL BUDGETS-EXHIBIT A

CAPITAL BUDGET SUMMARY

	<u>Proposed</u>	<u>Adopted</u>	<u>Changes as of 5-16-23</u>
Proposed Capital Appropriations:			
City	\$ 15,728,023	\$ 14,390,023	\$ (1,338,000)
School	\$ 2,732,000	\$ 2,732,000	\$ -
Water Fund	\$ 7,497,500	\$ 7,497,500	\$ -
Sewer Fund	\$ 7,639,500	\$ 7,639,500	\$ -
Community Center	\$ 428,500	\$ 428,500	\$ -
Total Appropriations	\$ 34,025,523	\$ 32,687,523	\$ (1,338,000)
Source of Revenues			
General Fund			
Bonding and/or other Borrowing	\$ 10,997,750	\$ 10,997,750	\$ -
Operating Budget	\$ 6,386,100	\$ 5,048,100	\$ (1,338,000)
Grants	\$ 1,479,673	\$ 1,479,673	\$ -
Other Sources	\$ 25,000	\$ 25,000	\$ -
Subtotal General Fund Revenues	\$ 18,888,523	\$ 17,550,523	\$ (1,338,000)
Enterprise Funds & Tax Incremental Financing Districts			
Bonding and/or other Borrowing	\$ 13,475,000	\$ 13,475,000	\$ -
Operating Budget	\$ 1,662,000	\$ 1,662,000	\$ -
Grants	\$ -	\$ -	\$ -
Subtotal Enterprise Funds & Tax Incremental Financing Revenues	\$ 15,137,000	\$ 15,137,000	\$ -
Total Revenues	\$ 34,025,523	\$ 32,687,523	\$ (1,338,000)

Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Charitable Gaming and Sports Book Retail Facilities

THE CITY OF ROCHESTER ORDAINS:

That Chapter 275 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (deletions ~~struck out~~ additions in **RED**):

Chapter 275, Table 18, Use Table

ADD: Charitable Gaming Facility. Permitted in the Highway Commercial zone and allowed by Conditional Use in the Granite Ridge Zone.

Sports Betting Facility. Permitted in Highway Commercial and Granite Ridge Zones.

275-2.1 - Definitions

ADD: Charitable Gaming Facility: A charitable organization conducting games of chance as defined in RSA 287-D:4. The facility shall be licensed by the State of New Hampshire pursuant to RSA 287-D:7.

Sports Betting Facility: A facility licensed by the State of New Hampshire which conducts Sports wagering as authorized by RSA 287-I. Sports Betting facilities may include Sports Book Retail locations and Mobile Sports Wagering. Sports Betting is permitted only when collocated with Charitable Gaming Facilities.

275-20.2 Conditions for Particular Use

Charitable Gaming Facility. The Planning Board may approve the facility based on the following criteria in addition to standard requirements set by Zoning and Site Plan Regulations:

1. Minimum Square footage. The gaming floor of the facility, defined as the area within a gaming location authorized by the State of New Hampshire, shall have a minimum area of 20,000 square feet. The gaming floor does not include areas used for accounting, maintenance, surveillance, security, administrative offices, storage, cash or cash counting, and records.
2. Public Art. Public Art works to connect community with our built environment and support a sense of place and identity. With expansive parking and large-scale buildings required for Charitable Gaming Facilities, public artwork offers an opportunity to integrate the use with the community and maintain a high aesthetic value.

As part of the proposal, the applicant may consider integrating public art which serves to enhance community identity, this is not required but strongly encouraged. The Planning Board will review the amount of artwork in relation to the building façade and placement based on visibility from the public right of way. The applicant should consider utilizing public art as a design element of the proposal and engage local community and artists in the

planning process, the Arts and Culture Commission may be a resource. Additional art may also be included into the site layout including but not limited to sculptures and other visible art within the parking lot, landscape islands and along walkways. Public art must meet the intent of the definition of a mural and not be considered a sign.

Within 5 years of Planning Board approval, the property owner may petition the City Council to accept an easement for the public art to help provide adequate long-term maintenance. The easement will only be accepted if the public art proposal contributes to the public good and represents the values of the community, as determined by City Council.

3. Architectural standards. The following criteria is required in addition to standards set by Site Plan Regulations, Section 2 – Architecture.
 - a. In order to achieve a building with human scale, broad expanses of blank walls are prohibited. The building shall employ massing, materials, textures and color. Consider using architectural features such as pilasters, arches, windows (transparent or opaque) as well as masses of different heights.
 - b. A minimum of three colors/materials/textures shall be incorporated in the exterior design.

4. Parking and Traffic.
 - a. Parking lot design shall incorporate bus parking and bus loading zones.
 - b. Commercial loading areas shall be screened from the public right-of-way and abutting residential properties.
 - c. A traffic impact analysis is required and must include the expectation of bus traffic.
 - d. Bus and truck trailer parking is required to be screened from the public right-of-way and abutting residential properties for all uses of the property.
 - e. Required off-street parking shall be provided at a ratio of not less than 0.75 parking spaces for each gaming position in addition to all standards set by Site Plan Regulations Section 10 – Parking and Circulation. Additional principle uses including restaurants, entertainment, and lodging facilities shall follow parking standards outlined in Site Plan Regulations.
 - f. Two percent of required parking spaces must be equipped with Electric Vehicle Charging Stations with a minimum of four per site.

5. Additional principle uses to a site, including restaurants, entertainment, and lodging, shall follow requirements pursuant to Zoning Ordinance Regulations 275-19.2:L, Multiple Principle Uses.
6. Off Site Improvements. The developer is responsible for off-site improvements as specified by the Planning Board as per RSA 674-21.5:J.
7. Outdoor entertainment.
 - a. Outdoor events which exceed noise standards set by Zoning Ordinance Regulations 275-28.3 will require a special events permit.
 - b. The property owner has the burden of proof to show decibel ratings meet standards set by Zoning Ordinance Regulations 275-28.3 Noise.
 - c. The Zoning Board of Adjustment (ZBA) may grant a Special Exception for music and entertainment which exceed decibel limits subject to meeting appropriate conditions as per Zoning Ordinance Regulations 275-28.3 E(4)
8. Outdoor smoking and alcoholic beverage service areas shall be a minimum distance of 1000 feet from Schools, K-12 or Day Care establishments as defined in Zoning Ordinance Regulations 275-2.2.
9. Safety and security.
 - a. The facility is required to submit a safety and security plan subject to approval by the Rochester Fire and Police Departments. The plan shall outline all aspects of life safety to include emergency egress, access, site security, and occupancy limitations.
 - b. The facility shall provide an enclosed interior location, solely controlled by the Rochester Fire and Police Departments, which can sufficiently accommodate the requirements of First Responders.
 - c. One Automated External Defibrillator (AED) shall be mounted in an accessible public location for every 5000 square feet of gaming floor.
10. Landscaping. In addition to Site Plan Regulations, Section 5 – Landscaping; a Charitable Gaming Facility shall include:

11.
 - a. A landscaping plan developed by a licensed landscape architect, to include a maintenance plan.
 - b. Landscaping used as a design element of the site.
 - c. A 15-foot landscape buffer between any structure and parking area, with the exception of vehicle and pedestrian access ways.
 - d. Parking areas shall meet Site Plan Regulations as per Section 5 – Landscaping (E) Parking Lots

Sports Betting Facility. Sports Betting Facilities are permitted only when collocated with Charitable Gaming Facilities.

Amendments take effect upon passage.

**RESOLUTION APPROVING COST ITEMS ASSOCIATED WITH
PROPOSED
CITY OF ROCHESTER
MULTI-YEAR COLLECTIVE BARGAINING
AGREEMENT WITH
THE INTERNATIONAL BROTHERHOOD
OF TEAMSTERS
LOCAL 633 OF NEW HAMPSHIRE**

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 cost items associated with the multi-year year collective bargaining agreement between the City of Rochester and the INTERNATIONAL BROTHERHOOD OF TEAMSTERS LOCAL 633 OF NEW HAMPSHIRE (Teamsters) Bargaining Unit, covering the period July 1, 2023 to June 30, 2026, as set forth in the proposed contract, and as more particularly detailed on the attached "**EXHIBIT A: Teamsters – JULY 2023**," which includes a summary financial analysis of the annual costs of the contract to the City provided by the Rochester Director of Finance, is hereby approved. The provision of funds necessary to fund the aforementioned, and hereby approved, collective bargaining agreement "cost items" in the first year of the agreement will be contained in the Fiscal Year 2024 operating budget of the City.

Exhibit A: Teamsters - JULY 2023

City Health Contribution	80/20	78/22	76/24	74/26
	ABSOS 20/40	ABSOS 20/40	ABSOS 20/40	ABSOS 20/40
	RX 10/20/45	RX 10/20/45	RX 10/20/45	RX 10/20/45
Health Plan	DED \$1000/\$3000	DED \$1000/\$3000	DED \$1000/\$3000	DED \$1000/\$3000
Projected Health Increase		7.60%	6.00%	6.00%
	Current FY23	FY24	FY25	FY26
Wages				
Base Wage	\$684,512.14	\$727,911.60	\$770,382.60	\$814,026.20
Longevity	\$6,575.00	\$6,875.00	\$6,875.00	\$7,300.00
Total Wages	\$691,087.14	\$734,786.60	\$777,257.60	\$821,326.20
Dollar Change		\$43,699.46	\$42,471.00	\$44,068.60
% Change		6.32%	5.78%	5.67%
Benefits				
Medicare	\$10,020.76	\$10,654.41	\$11,270.24	\$11,909.23
Social Security	\$42,847.40	\$45,556.77	\$48,189.97	\$50,922.22
Health Insurance	\$97,718.40	\$100,866.59	\$104,137.70	\$107,442.54
Opt Out	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00
Life Insurance	\$863.16	\$920.87	\$974.56	\$1,031.40
STD Disability Insurance	\$2,157.89	\$2,302.18	\$2,436.39	\$2,578.49
LTD Disability Insurance	\$3,116.95	\$3,325.37	\$3,519.23	\$3,724.48
Total Benefits & Rollups	\$158,324.57	\$165,226.19	\$172,128.08	\$179,208.36
Dollar Change		\$6,901.63	\$6,901.89	\$7,080.28
% Change		4.36%	4.18%	4.11%
Totals				
Total Wages, Benefits & Rollups	\$849,411.71	\$900,012.79	\$949,385.68	\$1,000,534.56
Dollar Change		\$50,601.09	\$49,372.89	\$51,148.88
% Change		5.96%	5.49%	5.39%

18 Total Employees - 44% FT

**RESOLUTION APPROVING COST ITEMS ASSOCIATED WITH
PROPOSED
CITY OF ROCHESTER
MULTI-YEAR COLLECTIVE BARGAINING
AGREEMENT WITH
LOCAL 863 OF THE AMERICAN
FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES**

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 cost items associated with the multi-year year collective bargaining agreement between the City of Rochester and the LOCAL 863 OF THE AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) Bargaining Unit, covering the period July 1, 2023 to June 30, 2026, as set forth in the proposed contract, and as more particularly detailed on the attached "**EXHIBIT A: AFSCME – JULY 2023**," which includes a summary financial analysis of the annual costs of the contract to the City provided by the Rochester Director of Finance, is hereby approved. The provision of funds necessary to fund the aforementioned, and hereby approved, collective bargaining agreement "cost items" in the first year of the agreement will be contained in the Fiscal Year 2024 operating budget of the City.

EXHIBIT A: AFSCME - JULY 2023

City Health Contribution	80/20	80/20	80/20	80/20
	ABSOS 20/40 RX 10/20/45 DED \$1000/\$3000			
Health Plan				
Projected Health Increase		7.60%	6.00%	6.00%
	Current FY23	FY24	FY25	FY26
Wages				
Base Wage	\$2,306,553.60	\$2,494,232.00	\$2,641,912.00	\$2,790,923.20
Longevity	\$6,400.00	\$6,900.00	\$7,100.00	\$7,100.00
On-call	\$81,184.00	\$89,484.00	\$89,484.00	\$89,484.00
Total Wages	\$2,394,137.60	\$2,590,616.00	\$2,738,496.00	\$2,887,507.20
Dollar Change		\$196,478.40	\$147,880.00	\$149,011.20
% Change		8.21%	5.71%	5.44%
Benefits				
Medicare	\$34,715.00	\$37,563.93	\$39,708.19	\$41,868.85
Social Security	\$148,436.53	\$160,618.19	\$169,786.75	\$179,025.45
Health Insurance	\$486,153.17	\$522,693.12	\$553,730.71	\$586,630.55
Opt Out	\$19,800.00	\$19,800.00	\$19,800.00	\$19,800.00
Dental	\$12,650.00	\$12,650.00	\$12,650.00	\$12,650.00
Life Insurance	\$4,982.16	\$5,387.54	\$5,706.53	\$6,028.39
STD Disability Insurance	\$12,455.39	\$13,468.85	\$14,266.32	\$15,070.99
LTD Disability Insurance	\$17,991.12	\$19,455.01	\$20,606.91	\$21,769.20
Total Benefits & Rollups	\$737,183.36	\$791,636.65	\$836,255.42	\$882,843.43
Dollar Change		\$54,453.29	\$44,618.77	\$46,588.01
% Change		7.39%	5.64%	5.57%
Totals				
Total Wages, Benefits & Rollups	\$3,131,320.96	\$3,382,252.65	\$3,574,751.42	\$3,770,350.63
Dollar Change		\$250,931.69	\$192,498.77	\$195,599.21
% Change		8.01%	5.69%	5.47%

48 Total Employees - 100% FT



City of Rochester, New Hampshire

OFFICE OF THE CITY MANAGER

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

www.RochesterNH.gov

CITY MANAGER'S REPORT

June 2023

Contracts and documents executed since last month:

- **Building and Licensing**
 - Contract Approval - OpenGov **P. 51**
- **Department of Public Works**
 - Task Order, 105 Farmington Rd Traffic Impact Study – Hoyle Tanner **P. 52**
 - Estimate, Millers Farm Dr Drainage – S.U.R. **P. 53**
 - Task Order, Pump Station Conceptual design – Weston & Sampson **P. 54**
 - Estimate, Alum sludge residuals management – S.U.R. **P. 55**
 - Task Order, 20” Water Main Rehab – Weston & Sampson **P. 56**
 - Close out documents, Colonial Pines Sewer Extension **P. 57**
 - Estimate, WTP Alum Sludge Lagoon Maintenance & Repairs – S.U.R. **P. 58**
 - NHDOT App for Driveway Permit, Rt 11/Granite Ridge Phase II **P. 59**
 - Scope of Services, City Hall/Opera House Egress Remediation – Weston & Sampson **P. 60**
 - Task Order, preliminary design Tebbetts Rd/Old Dover Intersection - GPI **P. 61**
 - Task Order, Rt 11 Sewer & Water System Capacity Evaluation – Weston & Sampson **P. 62**
 - Estimate, Highfield Common temporary access road – S.U.R. **P. 63**
 - Annual joint funding agreement – US Geological Survey. **P. 64**
 - Contract renewal – ESRI contract annual renewal **P. 65**
 - Task Order Amendment, Lagoon pilot program – Underwood Engineers **P. 66**
 - Engineering Report Phase Contract, Nutrient Reduction plan – Weston & Sampson **P. 67**
 - Engineering Report Phase Contract, Sewer System Master Plan – Weston & Sampson **P. 68**
 - Trane Contracts for new DPW Facility **P. 69**
 - Purchasing waiver, PD Fire Suppression piping system **P. 70**
 - Contract change order, Rt202A Water Main Extension & Tank Project – D&C Construction **P. 73**
- **Economic Development**
 - Amendment to Gafney Home project **P. 74**
 - FY24 Annual Action Plan forms & certification **P. 75**
- **Finance**
 - Amendment, Voluntary Life coverage – Lincoln Financial **P. 76**
- **Recreation & Arena**
 - Master Plan contract - Strafford Regional Planning Commission **P. 77**
 - Hanson Pines Forest Management contract – Moreno Forestry **P. 78**

The following standard report has been enclosed:

- Personnel Action Report Summary **P. 79**

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City Clerk's Office



07/06/2023

City of Rochester, New Hampshire

Building and Licensing Services

INTEROFFICE MEMORANDUM

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

FROM: DEE MONDOU, ADMINITRATIVE ASSISTANT II

DATE: June 21, 2023

SUBJECT: OpenGov contract approval
July 1, 2023 through June 30, 2024
Amount \$40,984.56

Attached please find

1. Copy of our contract for 7/1/2023 through 6/30/2026 up for renewal between the City of Rochester and OpenGov that will require City Manager Signature. This is the City's Permitting, Licensing & Code Enforcement software program.

Funds for this contract were budgeted and are available in the following accounts:

12040051-534003 = \$32,787.66

51601057-534003 = \$4,098.45

52602057-534003 = \$4,098.45

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

6/21/2023

Kathryn Ambrose, Deputy City Manager

Date



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net



INTEROFFICE MEMORANDUM

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

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR

DATE: May 17, 2023

SUBJECT: Hoyle Tanner and Associates
105 Farmington Rd Traffic Impact Study Task Order #6
\$9,990.00

CC: Peter C. Nourse, PE, Director of City Services
Mark Sullivan, Deputy Finance Director

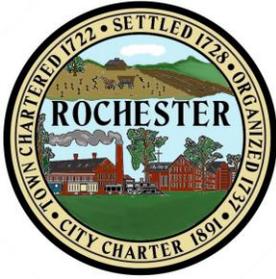
Attached for signature please find (1) one copy of the Hoyle Tanner Associates Task Order #6. This Task Order is to complete a traffic impact study/review for the 105 Farmington Road proposed car wash and convenience store with fueling facility.

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

The funding is available in the O&M Budget account:
11080050-533000

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

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



City of Rochester, New Hampshire
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INTEROFFICE MEMORANDUM

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

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR

DATE: May 22, 2023

SUBJECT: SUR Construction –
Millers Farm Drive- Drainage Installation
Proposal \$19,260.59.

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 install necessary drainage in the City Right of Way at 25 Millers Farm Road. Current conditions have water from wetlands coming across the road during heavy periods of rain. 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”. As stipulated in this bid this work falls under the section titled Non-Emergency Work

“Definition of Non-Emergency Work - 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. Such work includes construction and demolition of infrastructure, building demolition, routine or non-routine repair, monitoring, replacement, maintenance, or augmentation of City infrastructure to include drinking water, wastewater, stormwater and roadway systems.”

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

Account # 15013010-771000-22529 = \$8,831.45

Account # 15013010-771000-23523 = \$10,429.14

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

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



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
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INTEROFFICE MEMORANDUM

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

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

DATE: May 24, 2023

SUBJECT: Weston & Sampson Engineers–
Old Rt125 Pump Station Conceptual Design
Proposal \$29,817.00

CC: Peter C. Nourse, PE, Director of City Services
Dana Webber, PE Assistant City Engineer

Attached please find (1) one copy of the Weston & Sampson Task Order for Conceptual Designs related to the Old RT125 Sewer Pump Station Capacity Upgrades Project. Upgrades to the pump station for capacity are necessary due to private development and City needs. A cost share has been negotiated with the developer. Weston & Sampson Engineers were chosen for City infrastructure projects based on the RFQ 21-19 Engineering Services.

Funding for the project is available in the following Sewer Fund CIP Account:

Account # 55026020-772000-23587

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

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



City of Rochester, New Hampshire
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45 Old Dover Road • Rochester, NH 03867
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INTEROFFICE MEMORANDUM

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

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

DATE: May 25, 2023

SUBJECT: SUR Construction
Alum Sludge Residuals Management Project
Proposal \$47,050.00.

CC: Peter C. Nourse, PE, Director of City Services
Dana Webber, PE Assistant City Engineer

Attached please find (1) one copy of the SUR Construction Company estimate/ scope of service for City Manager signature. SUR has submitted a scope / estimate to provide the equipment, parts and labor to install bypass piping associate with Alum Sludge Discharge pumps.

The pricing for equipment, parts and labor is per City of Rochester Bid # 23-26 for Equipment Rental and “On-call Construction Services and Related equipment Rentals”. As stipulated in this bid this work falls under the section titled Non-Emergency Work

“Definition of Non-Emergency Work - 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. Such work includes construction and demolition of infrastructure, building demolition, routine or non-routine repair, monitoring, replacement, maintenance, or augmentation of City infrastructure to include drinking water, wastewater, stormwater and roadway systems.”

Funding for the project is available in the following Water Fund CIP Account for the Water Treatment Plant Residuals Management Project. .

Account # 55016010-772000-19530

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

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



City of Rochester, New Hampshire
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INTEROFFICE MEMORANDUM

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

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

DATE: May 26, 2023

SUBJECT: Weston & Sampson Engineers–Task Order 2022-01 Amend#2
20-inch Water Main Rehabilitation Project
\$12,330

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

Attached please find (1) one copy of the proposed task order amendment for Weston & Sampson Engineers. This task order is for work associated with the 20-inch Water Transition Main Rehabilitation Project. This amendment is for additional engineering assistance for the relocation of the section of water main running under/through the chlorinator building. Weston & Sampson Engineers were selected through the qualifications-based solicitation for on-call engineering services per RFQ 21-19.

Funds are available for this contract in the following Sewer Fund CIP account:

61396010-771000-22570

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

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



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
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INTEROFFICE MEMORANDUM

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

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

DATE: May 25, 2023

SUBJECT: Colonial Pines Sewer Extension Project Phase #3
Project Close Out Documents

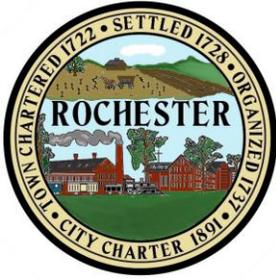
CC: Peter C. Nourse, PE Director of City Services
Timothy Goldthwaite, PE Assistant City Engineer

The Colonial Pines Phase 3 Project is nearing completion with minor punch list items and final paving still left to complete. Attached for City Manager signature is one (1) copy of each of the final documents ready to start the close out process for this project with the CWSRF Division of NHDES.

- Substantial Completion Dated 4-24-2023
- American Iron & Steel Certification
- Initiation of Operation Certification
- Fiscal Sustainability Plan letter

If you have any questions, please let us know, if none please pass on to the City Manager for signature. Please return all documents to me for distribution.

Katie L. Ambrose , Deputy City Manager / Director of Finance and Administration.



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net



INTEROFFICE MEMORANDUM

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

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

DATE: May 31, 2023

SUBJECT: SUR Construction
WTP Alum Sludge Lagoon C Maintenance & Repairs
Proposal \$61,485.00.

CC: Peter C. Nourse, PE, Director of City Services
Dana Webber, PE Assistant City Engineer

Attached please find (1) one copy of the SUR Construction Company estimate/ scope of service for City Manager signature. SUR has submitted a scope / estimate to provide the equipment, parts and labor to manage the Water Treatment Plant (WTP) alum sludge removal and repairs to Lagoon C at the Wastewater Facility. SUR has been managing the annual maintenance of the alum sludge for several year and given the experience with the existing conditions and the large equipment necessary they are uniquely qualified to complete this removal and restoration work necessary to Lagoon C.

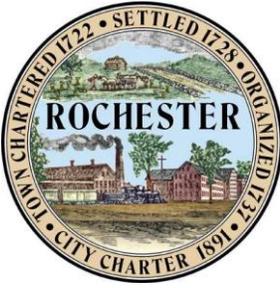
The pricing for equipment, parts and labor is per City of Rochester Bid # 23-26 for Equipment Rental and “On-call Construction Services and Related equipment Rentals”. As stipulated in this bid this work falls under the section titled Non-Emergency Work

“Definition of Non-Emergency Work - 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. Such work includes construction and demolition of infrastructure, building demolition, routine or non-routine repair, monitoring, replacement, maintenance, or augmentation of City infrastructure to include drinking water, wastewater, stormwater and roadway systems.

Funding for the project is available in the following Water Fund CIP Account for the Water Treatment Plant Residuals Management Project. .

Account # 55016010-772000-19530

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



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager

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

DATE: 07 June 2023

SUBJECT: NHDOT Application for Driveway Permit for NH Route 11 in Support of Granite Ridge Phase II

CC: Katie Ambrose, Deputy City Manager
Terence O'Rourke, City Attorney

Your signature is requested on attachment 1, Application for Driveway Permit.

This permit application has been prepared by the City's project engineers, Hoyle, Tanner Associates (HTA). This application is supplemented with a Traffic Impact Study memo by HTA. Waterstone Properties had commissioned Vanasse and Associates Inc. (VAI) to perform a traffic impact study to support the application. This VAI study was completed in November 2022. The HTA supplement reflects an update to the VAI study to include use of standard NHDOT practices, recent traffic observations, modelling modifications and considering the revised Waterstone build out schedule and current schedule of the Ten Year Plan project to add capacity to NH Route 11.

I have reviewed the contents.

The attachments are extremely lengthy, so printing is not advised.

Enclosures:

1. NHDOT Application for Driveway Permit.
2. Traffic Impact Study Supplement Memo – The Ridge Expansion – Phase II by HTA, 6/6/23 (includes Waterstone build out schedule).
3. Conceptual Granite Ridge Transportation Improvements (drawing) by HTA, 6/7/23.
4. Traffic Impact Study – The Ridge – Phase II; prepared for Waterstone Properties by Vanasse and Associates, Inc., November 2022.



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INTEROFFICE MEMORANDUM

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

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

DATE: June 2, 2023

SUBJECT: Weston & Sampson Engineers
City Hall / Opera House Egress Remediation Project
Amend #1 Construction Administration \$10,000.00.

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

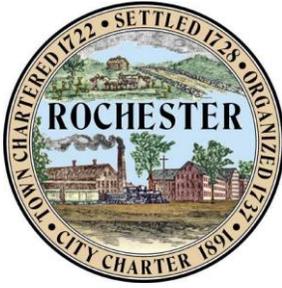
Attached please find (1) one copy of Weston & Sampson scope of services for construction administration regarding the City Hall / Opera House Egress Remediation Project.

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 Account for this project.

Account # 15013010-772000-23586

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

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



City of Rochester, New Hampshire

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INTEROFFICE MEMORANDUM

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

FROM: Lisa J. Clark, DPW Deputy Director Operations & Administrations

DATE: June 1, 2023

SUBJECT: **Tebbetts Road/Old Dover Road Intersection Improvements Project
GPI – Preliminary Design Task Order
Amount \$214,100.93**

CC: Peter Nourse, PE, Director of City Services

Attached for City Manager signature on page #10 is the NHDOT approved tasks order for Greenman Pederson Inc Engineers (GPI). This task order is for the Preliminary Design on the NHDOT Highway Safety Improvement Program (HSIP) Project for the Tebbetts Road/Old Dover Road Intersection Improvements project. The funding split for this project will be 90% federal funding through NHDOT (\$1,426,658.40) and 10% local funding (\$158,517.60).

Funds are available for this task order in the following General Fund CIP Project Account:

15013010-771000-22532 = \$214,100.93

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

Signature _____

Katie Ambrose
Deputy City Manager/ Director of Finance & Administration

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



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INTEROFFICE MEMORANDUM

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

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

DATE: May 17, 2023

SUBJECT: Weston & Sampson Engineers
Rt 11 Sewer & Water System Capacity Evaluation – Amend#1
\$20,860.00

CC: Peter C. Nourse, PE, Director of City Services
Mark Sullivan, Deputy Finance Director

Attached for signature please find (1) one copy of the Weston & Sampson Task Order 2023-01 Amendment 1. The original task order was for a RT11 Corridor Sewer Capacity Evaluation in the amount of \$54,000. This amendment is to add a Water System Capacity Evaluation.

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

The funding is available in the Granite Ridge TIF District CIP Account :

61083010-771000-16577

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

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



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INTEROFFICE MEMORANDUM

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

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

DATE: June 8, 2023

SUBJECT: SUR Construction
Highfield Common – Temp Access Rd/Water Ext.
202A Water Main Extension & Tank Project
Proposal \$17,037.95.

CC: Peter C. Nourse, PE, Director of City Services
Dana Webber, PE Assistant City Engineer

Attached please find (1) one copy of the SUR Construction Company estimate/ scope of service for City Manager signature. SUR has submitted a scope / estimate to provide the equipment, parts and labor for work requested by City for additional grading, site work, and stormwater pump station startup that is outside the original scope of services for this project.

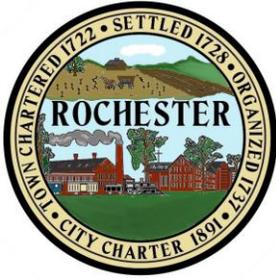
The pricing for equipment, parts and labor is per City of Rochester Bid # 23-26 for Equipment Rental and “On-call Construction Services and Related equipment Rentals. .

Funding for the project is available in the following Water Fund CIP Account for the RT202A Water Main Extension & Tank Project.

Account # 55016010-771000-20635

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

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



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INTEROFFICE MEMORANDUM

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

FROM: LAURA MCDORMAND, ADMIN. SERVICES & UTILTIY BILLING SUPERVISOR **LM**

DATE: June 8, 2023

SUBJECT: United States Department of Interior
US Geological Survey
Annual Joint Funding Agreement
Amount = \$16,000

CC: Lisa J. Clark, Deputy Director Operations & Administration Peter C. Nourse, PE,
Director of City Services

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

Water Account 51601073-533000 \$8,000
Sewer Account 52602074-559000 \$8,000

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

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

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



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INTEROFFICE MEMORANDUM

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

FROM: LAURA MCDORMAND, ADMIN. SERVICES & UTILTIY BILLING SUPERVISOR *LM*

DATE: June 8, 2023

SUBJECT: FY-24 Executed ESRI-Contract ANNUAL RENEWAL
AMOUNT \$42,500.00

CC: Lisa J. Clark, Deputy Director, Operations & Administration
Peter C. Nourse, PE, Director of City Services

Attached please find (1) one copy of the ESRI renewal agreement for software maintenance for the period of July 23, 2023 through July 22, 2024 for \$42,500.00. This agreement is budgeted in all three O & M software maintenance/licenses accounts.

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

13010057-534003=\$14,166.66

51601057-534003=\$14,166.67

52602057-534003=\$14,166.67

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

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



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INTEROFFICE MEMORANDUM

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

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

DATE: June 14, 2023

SUBJECT: Underwood Engineers Contract Amendment – TO #5 Amend #2
Lagoon Pilot Program Eng – WTP Residuals Project
\$0.00

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

Attached please find (1) one copy of the Underwood Engineers Task Order #5 Amendment 2. This is a zero cost amendment. The Scope of Services has been amended for additional technical assistance and costs were removed for sub-contracting SUR Construction. The City has contracted directly with SUR for work on the project.

Weston & Sampson Engineers were selected through the qualifications-based solicitation for on-call engineering services per RFQ 21-19.

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

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



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INTEROFFICE MEMORANDUM

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

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

DATE: June 14, 2023

SUBJECT: Weston & Sampson Engineers
Nutrient Reduction Plan Engineering Report Phase
\$100,000 ARPA Grant

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

Attached please find (1) one copy of the Engineering Report Phase Contract associated with the Engineering Report Phase of the Nutrient Reduction Plan. This project is funded for \$100,000 through the American Rescue Plan Act (ARPA)

Weston & Sampson Engineers were selected through the qualifications-based solicitation for on-call engineering services per RFQ 21-19.

Funds are available for this contract in the following Sewer Fund CIP account:
55026020-776000-23579

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

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



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INTEROFFICE MEMORANDUM

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

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

DATE: June 14, 2023

SUBJECT: Weston & Sampson Engineers
Sewer System Master Plan Yr. 3
\$100,000 CWSRF 100% Forgiveness

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

Attached please find (1) one copy of the Engineering Report Phase Contract associated with YR3 of the Sewer System Plan Project. This project is funded through the Clean Water State Revolving Loan Fund (CWSRF) for 100% principal forgiveness.

Weston & Sampson Engineers were selected through the qualifications-based solicitation for on-call engineering services per RFQ 21-19.

Funds are available for this contract in the following Sewer Fund CIP account:
55026020-776001-23580

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

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



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INTEROFFICE MEMORANDUM

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

FROM: LAURA MCDORMAND, ADMIN. SERVICES & UTILITY BILLING SUPERVISOR

DATE: June 22, 2023

SUBJECT: Trane Contracts – New DPW Facility
Control Maintenance Service Contract- Annual Amount=\$12,400
Mechanical Service Maintenance & Repair Contract – Annual Amount \$28,500

CC: Lisa J. Clark, DPW Deputy Director Operations & Administration
Peter C. Nourse, PE, Director of City Services

Attached please find (1) one copy of the 3-year Trane Building Automation System (BAS) Control Maintenance & Service Contract and (1) copy of the 3 year Mechanical Service Maintenance & Repair Contract.

The Control Maintenance & Service agreement covers operation and software system updates and technical assistance to monitor and operate the systems as designed.

The Mechanical Service & Repair contract consists of semi-annual factory recommended preventative maintenance visits including inspections, calibration, and detailed reports of any deficiencies.

These agreements are 3-year agreements for the period of 7/1/2023 through 6/30/2026 and were discussed and approved for funding during the FY2024 City Council Budget Presentation.

The funding is available in the following FY2024 O&M Accounts:

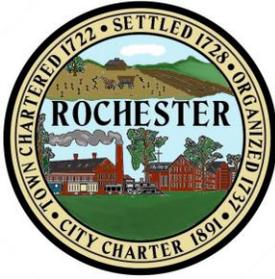
DPW Account 11090057-541901 = \$12,400

DPW Account 11090057-541901 = \$28,500

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

(Blaine Cox, City Manager)

07/06/2023



City of Rochester, New Hampshire
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INTEROFFICE MEMORANDUM

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

FROM: LAURA MCDORMAND, ADMIN. SERVICES & UTILTIY BILLING SUPERVISOR

DATE: June 27, 2023

SUBJECT: Fire Protection Team Agreement (FPT)
PD Fire Suppression Piping System Repairs=\$28,303.76

CC: Lisa J. Clark, DPW Deputy Director Operations & Administration
Peter C. Nourse, PE, Director of City Services

Attached please find (1) one copy of the signed purchasing waiver for the PD Fire Suppression Piping System Repairs & (1) copy of the quote/service agreement for City Manager signature. The FPT quote is for the Police Department’s 3rd floor to replace existing 4” piping with approximately 385 feet of new 4” galvanized pipe and associated fittings. DPW wishes to expedite the service agreement to allow for purchase order to process as soon as FY2024 funds become available. This is a budgeted project and was approved with the FY 2024 CIP Budget.

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

DocuSigned by:

Blaine Cox

B4F9B7BC7D0C4EB...

(Blaine Cox, City Manager)

07/06/2023



City of Rochester, New Hampshire
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INTEROFFICE MEMORANDUM

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

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

DATE: June 16, 2023

**SUBJECT: PD Fire Suppression Piping System Repairs
 Exception to Bidding Threshold
 Per Purchasing Policy 3.004 Section III D. Purchasing Thresholds
 Cost \$28,303.76**

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

Per City Purchasing Policy 3.004 Procedure Section III, D Routine Purchases subsection 3 states the following:
 "Purchases fifteen thousand and one dollars (\$15,001.00) or greater require a competitive sealed bid process.

We are requesting a waiver to the above policy for the following reasons:

- Per Bid 22-05 (good through 6/30/2024) the vendor Fire Protection Testing (FPT) was awarded the bid for inspection and maintenances of the City's fire sprinkler systems. The pricing for this project will be per the straight time rates and materials mark up in this award. See attached bid results.
- This project is necessary and as discussed in FY2024 budget meetings is required as soon as possible due to the existing leaks in the piping and to facilitate the build out of the 3rd floor at the PD as planned. Approval of this waiver would assist us to get on the vendor schedule and allow for them to order the necessary repair piping to expedite this project.
- FPT is familiar with the system and have done recent repairs to the 3rd floor fire system at the PD.
- This is specialized work for a dry fire protection piping system that can only be done by a sprinkler system company vs. a plumber. FPT has demonstrated their skills with previous repairs to this system and the Department feels confident of a successful project with them.

Please approve Waiver for above reasons or let us know if you have questions

Kathryn Ambrose

Digitally signed by Kathryn Ambrose
 DN: DC=local, DC=Rochester, OU=Roch Staff, OU=DM, CN=Kathryn Ambrose, E=
 kathy.ambrose@rochester.nh.gov
 Reason: I am the author of this document
 Date: 2023.06.16 09:28:15-0400
 Four-PDF-Final-Waiver_12.PDF

Katie Ambrose, Deputy City Manager & Director of Finance & Administration.

Attachments: Bid Results Bid 22-05
 FPT Quote

City of Rochester, NH
 Fire Sprinkler Inspection Service Bid # 22-05
 06/29/21 2:30 PM

Item #	Description	Fire Protection Testing			Impact Fire Services		
		1 st Year Annual Service	2 nd Year Annual Service	3 rd Year Annual Service	1 st Year Annual Service	2 nd Year Annual Service	3 rd Year Annual Service
1	City Hall	\$300.00	\$300.00	\$300.00	\$700.00	\$700.00	\$721.00
2	Police Station	\$300.00	\$300.00	\$300.00	\$350.00	\$350.00	\$361.00
3	Library	\$300.00	\$300.00	\$300.00	\$400.00	\$400.00	\$412.00
4	Central Fire Station	\$300.00	\$300.00	\$300.00	\$600.00	\$600.00	\$618.00
5	Gonic Fire Station	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$309.00
6	Community Center	\$300.00	\$300.00	\$300.00	\$250.00	\$250.00	\$258.00
7	Wastewater Treatment Plant	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$309.00
	Annex	\$300.00	\$300.00	\$300.00	\$600.00	\$600.00	\$618.00
8	Straight Time	\$145.00	\$145.00	\$145.00	\$129.00	\$129.00	\$133.00
9	Overtime Rate	\$218.00	\$218.00	\$218.00	\$170.00	\$170.00	\$175.00
10	Mileage Charges	\$80.00	\$80.00	\$80.00	n/c	n/c	n/c
11	Parts, Percent Markup	30%	30%	30%	20%	20%	20%



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INTEROFFICE MEMORANDUM

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

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

DATE: July 3, 2023

SUBJECT: D&C Construction Contract Change Order#10
RT202A Water Main Extension & Tank Project
Contract Award – Bid #22-15
\$8,391.00

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

Attached for signature please find (1) one copy of D&C Construction Contract Change Order#10. This change is for the contractor to furnish and install three-meter pits for private properties within the project. This change is for water services associated with the MtBE Grant and the costs are reimbursable.

The funds are available in the Rt202A Water Extension Account as follows:

55016010-771000-20635

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

(Katie Ambrose, City Manager)



07/06/2023

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

INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager

FROM: Kiersten Wright, Community Development Coordinator

DATE: June 2, 2023

SUBJECT: Signature Request for Strafford Regional Planning Gafney Home Amendment

CC: Cassie Givara, Deputy City Clerk

Strafford Regional Planning has requested a signature for the amendment to the Gafney Home Project. This amendment is for the additional funds awarded to the project and is updating the budget for the administration portion of the project as well as the schedule.

Please note a witness signature is required for this amendment.

If you have any questions, please contact Kay Wright.

Date: June 16, 2023

To: Blaine Cox
City Manager

CC: Katie Ambrose
Deputy City Manager

From: Kiersten Wright
Community Development Coordinator

Re: FY 2024 Annual Action Plan Forms and Certifications

Please see attached the SF-424 forms and CDBG certifications for the CDBG Annual Action Plan for FY 2024 (HUD Program Year 2023). This plan was approved by the City Council at the June 6, 2023 City Council meeting, and these forms are required by the U.S. Department of Housing and Urban Development to be submitted with the plans. The SF-424 applications and the certifications require the handwritten signature of the City Manager as the City of Rochester authority. Please note on page 5 of the Non-State Certifications, under Appendix to Certifications there is no signature line. We request that you initial and date the bottom of this page to ensure that it has been reviewed.

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



City of Rochester, New Hampshire

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917

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

MEMO

TO: Blaine Cox

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

DATE: June 5, 2023

RE: Lincoln Financial Group – Voluntary Life Amendment

Attached please find Amendment No. 4 to the City's agreement with Lincoln Financial for voluntary life coverage. This amendment would change the minimum hours to 25 per week and has no associated cost.

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

Katie Ambrose

Deputy City Manager/Director of Finance & Administration

Enclosures: Amendment No. 4



07/06/2023

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

From: Lauren Krans, Director of Recreation & Arena

Date: June 2, 2023

CC: Sarah Ward, Admin. Asst. Recreation & Arena

RE: Master Plan Contract – Strafford Regional Planning Commission
Amount \$25,000

Please find the attached contract between the City of Rochester and Strafford Regional Planning Commission for a Recreation & Arena Department Master Plan.

Funding for the Master Plan is available in the CIP Account – 15014022-776001-23524.

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

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

MEMO

TO: Katie Ambrose, Deputy City Manager/Finance Director

Blaine Cox, City Manager

FROM: Recreation Director Lauren Krans

CC: Mark Sullivan, Deputy Finance Director, Sarah Ward, Recreation Administrative Assistant

DATE: 6/7/23

RE: Moreno Forestry Contract, Amount: \$6,525

Please find the attached contract between the City of Rochester and Moreno Forestry for services to continue implementation of the Hanson Pines Forest Management Plan.

Funding for these services has been approved by the Trustees of the Trust Fund from the Hanson Pines Fund at their May meeting.

Acceptance of this funding will go in front of the City Council for approval at the next regular or special meeting.

The contract contains a non-appropriation clause. Returning a signed contract to Moreno Forestry would ensure that we are scheduled on their calendar, should funding be approved. Their forestry services calendar books out quickly. Work will not begin until all funding has been approved by Council.

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

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

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
ARENA	HANNAH JACOBS	SUPPORT STAFF 1	1		X	X				X								
LEGAL	TERENCE O'ROURKE	CITY ATTORNEY	1	X										X				
COMMUNICATIONS	MADLINE BRINKMAN	COMMUNICATIONS SPECIALIST	1	X							X							
DPW	JOHN GOLIGHTLY	CUSTODIAN	1	X			X											
DPW	LILIANNA SULLIVAN	WTP INTERN	1		X	X	X											
DPW	BRANDON DROUIN	PT GROUNDS LABORER	1		X		X											
DPW	GERRY BARNABE	PT CUSTODIAN	1		X									X				
FIRE	MATTHEW FURTNEY	FIREFIGHTER	1	X						X								
FIRE	JAMES COON	FIREFIGHTER	1	X							X							
IT	IMELVA WILLIAMS	PER DIEM IT	1		X					X								
LIBRARY	CASEY HOULAHAN	PER DIEM LIBRARY ASSISTANT	1		X		X											
POLICE	ELAINA WOODILL	INTERN	1			X												
POLICE	ANN RUSSELL	CROSSING GUARD	1		X	X				X								
POLICE	SHANE DOWNS	PATROL OFFICER	1	X							X							
POLICE	ADAM GOVONI	PATROL OFFICER	1	X							X							
POLICE	BENJAMIN GLEASON	PATROL OFFICER	1	X							X							
POLICE	LEAH BENOIT	ADMINISTRATIVE TECHNICIAN II	1		X						X							
RECREATION	KATE SANDERSON	RED CROSS CERTIFIED INSTRUCTOR	1		X	X		X										
RECREATION	ABIGAIL BRENNAN	LIFEGUARD	1		X	X	X											
RECREATION	CYNTHIA LOVELL	LIFEGUARD	1		X	X	X											
RECREATION	GRACE VACHON	INTERN	1			X												
RECREATION	SOPHIA WILLIS	CAMP COUNSELOR	1		X	X		X										
RECREATION	JUDITH TURGEON	CAMP DIRECTOR	1		X	X											X	SUPPORT STAFF 2 TO CAMP DIRECTOR
RECREATION	CLAUDIA LAMIE	POOL ATTENDANT	1		X	X		X										
RECREATION	SHARA HUGHES	SUPPORT STAFF 1	1		X	X		X										
RECREATION	KENDALL GADBOIS	CAMP COUNSELOR	1		X	X											X	SUPPORT STAFF 1 TO CAMP COUNSELOR
RECREATION	FRANCES CALLAGHAN	POOL ATTENDANT	1		X	X		X										
RECREATION	ALICIA BEATTY	HEAD CAMP COUNSELOR	1		X	X											X	SUPPORT STAFF 1 TO HEAD CAMP COUNSELOR
RECREATION	AMELIA BEATTY	HEAD CAMP COUNSELOR	1		X	X											X	SUPPORT STAFF 1 TO HEAD CAMP COUNSELOR
RECREATION	PATRICK CALLAGHAN	CAMP COUNSELOR	1		X	X											X	SUPPORT STAFF 1 TO CAMP COUNSELOR
RECREATION	ADRIENNE BEATTY	SUPPORT STAFF 1	1		X	X											X	SUPPORT STAFF 1 TO SUPPORT STAFF 2
RECREATION	BRAYDEN COLE-MOONEY	HEAD CAMP COUNSELOR	1		X	X		X										CAMP COUNSELOR TO HEAD CAMP COUNSELOR
RECREATION	COLE SULLIVAN	CAMP DIRECTOR	1		X	X											X	SUPPORT STAFF 2 TO CAMP DIRECTOR
RECREATION	MATEO NORTON	CAMP COUNSELOR	1		X	X	X											
RECREATION	JADYN STEVENS	CAMP COUNSELOR	1		X	X											X	SUPPORT STAFF 1 TO HEAD CAMP COUNSELOR
RECREATION	BRADLEY GRINNELL	SUPPORT STAFF 1	1		X	X				X								
RECREATION	ISABELLA ORTIZ	CAMP COUNSELOR	1		X	X											X	SUPPORT STAFF 1 TO CAMP COUNSELOR
RECREATION	YASMIN NGUYEN	CAMP COUNSELOR	1		X	X	X											
RECREATION	ROBERT GRIFFIN	POOL MAINTENANCE	1		X	X											X	SUPPORT STAFF 2 TO POOL MAINTENANCE
RECREATION	STEPHEN HYZER	SUPPORT STAFF 2	1		X	X											X	SUPPORT STAFF 2 TO CAMP SIGN IN/OUT
RECREATION	ABIGAIL WARD	SUPPORT STAFF 2	1		X	X				X								
RECREATION	SOPHIA WILLIS	CAMP COUNSELOR	1		X	X				X								
RECREATION	KANDYCE EISENSTAT	LIFEGUARD	1		X	X				X								
RECREATION	EMILY MAYO	CAMP COUNSELOR	1		X	X	X											
RECREATION	ALEXA MCRAE	CAMP COUNSELOR	1		X	X	X											
RECREATION	ETHAN DOOLEY	CAMP COUNSELOR	1		X	X	X											
RECREATION	APRIL BEATTY	POOL ATTENDANT	1		X	X		X										
RECREATION	KRISTEN GROGAN	CAMP COUNSELOR	1		X	X	X											
RECREATION	ALLEIGH GULLISON	CAMP COUNSELOR	1		X	X	X											
RECREATION	HEIDI KEENAN	PROGRAM LEAD 2	1		X	X											X	
RECREATION	ALYSSA TUINGA	PROGRAM LEAD 2	1		X	X											X	
RECREATION	DEBRA SANBORN	SUPPORT STAFF 2	1		X	X											X	
RECREATION	OLIVIA FIELDSEND	SUPPORT STAFF 2	1		X	X											X	
WELFARE	JENNIFER SPURR	CASE WORKER	1	X							X							

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City Clerk's Office



City of Rochester, New Hampshire

CITY COUNCIL –
 APPOINTMENTS REVIEW COMMITTEE
 31 Wakefield Street • Rochester, NH
 03867 (603) 332-1167
www.RochesterNH.gov

Appointments Review Committee

June 13, 2023
 City Hall Chambers – Conference Room
 5:30 PM

Committee Members Present:

James Gray, Chair
 Laura Hainey, Vice-Chair (arrived at 5:47)
 Ashley Desrochers
 John Larochele

Committee Members Absent:

Dana Berlin
 Amy Malone

Minutes

Chair Gray called the meeting to order at 5:40 PM on June 13, 2023. Mayor Callaghan was present in the building and temporarily appointed Councilor Larochele as a member of the Appointments Review Committee in order to constitute a quorum.

New appointment(s):

Doug Lachance

Rochester Economic Development Commission, Seat H, New Regular Member –Term to expire 1/2/2026

Mr. Lachance had indicated via email that he would be unable to attend the meeting due to an unexpected scheduling conflict.

Chris Harrelson

Rochester Economic Development Commission, Seat H, New Regular Member –Term to expire 1/2/2026

Chair Gray gave an overview of Mr. Harrelson's application. Mr. Harrelson had met with the Appointments Review Committee in January of 2023 for a position on the REDC, and at that time the position had been recommended for another applicant. However, when the current vacancy became available, Mr. Harrelson indicated he would like to be considered.

Mr. Harrelson explained that he works in commercial lending at a local bank, and is involved with startups and new development. He is the current chair of Rochester Main Street's Economic Vitality Committee. He feels that a seat on the REDC would dovetail with the work

he does daily in the City and he spoke about the goal of making Rochester a vibrant, thriving community to raise his children.

The Committee discussed the benefit of Mr. Harrelson serving on REDC as a Rochester resident (Rochester residency is not required of all members), and how he may bring a different perspective having moved here from down south within the last few years. The Committee felt that Mr. Harrelson would be a good fit for REDC and would bring a good energy to the Commission.

Councilor Larochelle **MOVED** to recommend Chris Harrelson to the Rochester Economic Development Commission, Seat H, with a term to expire 1/2/2026. Councilor Desrochers seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Re-Appointments/Discussions:

- **Arts & Culture Commission term expirations and vacancies**

Deputy City Clerk Cassie Givara explained that over the past several years, the term expirations for the Arts and Culture Commission had inadvertently become “un-staggered,” and rather than the terms expiring over the course of three consecutive years, most of the term expirations were occurring in 2023. The City Attorney had advised that this could be handled administratively and the Clerk’s Office could determine which seat expirations to adjust. Ms. Givara said that she had reached out to three members to determine if they were willing to extend their terms, at which point a new oath of office will be signed.

Chair Gray **MOVED** to reappoint three positions, as determined by the Clerk’s Office, in order to appropriately stagger the expirations. Councilor Desrochers seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Chair Gray **ADJOURNED** the meeting at 5:51 PM.

Respectfully submitted,

Cassie Givara
Deputy City Clerk



Rochester City Council

Community Development Committee

MEETING MINUTES

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

Meeting Date:	Monday, June 19, 2023	
Members Present:	Laura Hainey Harlan "Skip" Gilman Amy Malone John LaRochelle Tim Fontneau	Members Absent:
Staff Members Present	Kiersten Wright , Community Development Coordinator, Shanna Saunders , Planning Director for the City of Rochester, Ryan O'Connor , Senior Planner. Cora Hoppe , Director of Rochester Child Care Center	

Councilor Hainey called to order at 6:03pm.

Councilor Malone arrived at 6:08pm

PUBLIC INPUT	There was no public input.
Approval of Minutes- April 17, 2023	Councilor Larochele moved to approve minutes. Councilor Gilman seconded, passed unanimously by all members.
Planning Department Updates on Master Plan	<p>Shanna Saunders from the Planning Department came to present to the Committee regarding some updates on the Master Plans for the City. Ms. Saunders provided a background on what the Master Plans were and that they are a requirement for the Planning Board.</p> <p>Several Chapters are required for The Master Plan. Starting with the Land Use Chapter starting in 2001. The most Master Plan to be updated was the Downtown Master Plan in 2020.</p> <p>Currently there are a few chapters of the Master Plan that are underway. Cultural and Historic, which includes a collaboration between Arts and Culture Commission and the Historic District Commission. This has included: a Consultant TSM Consulting, a Survey with 70 Respondents and Cultural and Historic Walk held in May.</p> <p>Another chapter being updated is the Natural Resources (NR) Chapter, which includes collaboration with Conservation Commission. This has also included: Consultant EF Design and Planning, a survey with 50</p>

	<p>Respondents and a Nature Walk Scheduled July 17, 2023 (location TBD).</p> <p>Future Chapters include, Community Facilities and Services, Gonic and Easter Rochester Downtown Master Plans, Land Use Plans- Once this is done, this would bring the Zoning back up to discuss. Zoning hasn't been done since 2001.</p> <p>Master Plans by state statute should be updated every 10 years, so we are behind on some of the Master Plans.</p> <p>Mr. O'Connor provided copies of the survey posters with the QR Codes that can be scanned to get to the surveys. These posters can be found in multiple locations around the city and can be scanned and taken at anytime. Ms. Saunders showed the Committee where they can find the updated Master Plans website for the city. The website has different pages for each chapter, a survey, a quiz, historic resources, architectural styles, etc.</p> <p>Councilor Hainey asked for clarification on how the facilities and services chapter and why it should come before the zoning changes. Ms. Saunders explained that by updating and facilities and services within the city when it does come time to for the Zoning Chapter they would be able to take a look at the city infrastructure and ensure that they don't overload an area that might not have the facilities need to support a larger population and visa versa.</p> <p>Councilor Malone mentioned having someone at the Lilac City Fun Festival that would have a booth or something similar to hand out the surveys may get a larger response than what they currently have. Councilor LaRochelle agreed saying having a moving group of people would give them a larger group of people to pull from getting a larger data pool and more input.</p>
<p>Public Facilities CDBG Applicant Presentation</p>	<p>Cora Hoppe came from the Rochester Child Care Center for CDBG Funding in the amount of \$14,000 to get updated blinds within the classrooms of childcare center.</p> <p>She explained Critical vs Non Critical issues for the childcare center. The current project that she is looking for funding on, new blinds for the classrooms, is considered a Critical issue. If something comes back with a negative on a report it could harm their liability insurance resulting in possibly shut down. She is currently working with the county to update a several parts of the facility like ventilation. Ms. Hoppe explained that she had been looking for additional funding for the blinds to be updated after she had seen the post for CDBG Funding. Ms. Hoppe verified with Ms. Wright that the project would be eligible prior to applying.</p> <p>The blinds would help bring them from good to excellent level. These blinds would be safer for the kids then the current ones within the classroom. Not only would they be physically safer, the school would not have to spray the curtains with flame retardant material required by the fire department that has been known to irritate children who have asthma. It would also allow for the center to easily manipulate the</p>

amount of natural light that comes in during the day. This is extremely important for the younger groups of children who require time during the day to take naps. Without the ability to shut blinds and prohibit natural light from coming in, the children could have a tougher time with their naps.

Currently RCC has 135 children in their program and help 300 school age throughout the school year. During the summer they are set to have 150 children for summer care. With the blinds the way they currently are, if they were to have an audit and found out of compliance, they could potentially have to shut down the center. This would impact many families across Rochester who are currently using RCC for their childcare needs. Not only would this funding help them replace the blinds that are in need of replacement, it would also open up funding that they currently have to be used for further enrichment and other projects throughout the center that would benefit the children.

Ms. Hoppe explained to the committee that they provide one of the most affordable childcare centers within the city. Grants like the CDBG grant will give them the ability to keep the price of the childcare at a lower rate, and allow them to be able to proceed with the updates they desperately need.

Councilor Fontneau asked how many windows are in each classroom, stating that it would give the City Council members a good idea as to how many blinds are being replaced vs the cost of the materials. Ms. Hoppe stated that they received a quote by size but that she would take a count of the windows when she is back in the office and send the information to Ms. Wright before City Council meeting on July 11th.

Motion made by Councilor Malone to fund, Councilor Fontneau seconded. Motioned carried unanimously by the Committee. Ms Wright stated she would have this added to the City Council agenda for vote on July 11, 2023.

Update on Pickleball Court Project

Ms Wright informed the Committee of the updates to the Pickleball Courts that are being built by the Rec Department. There had been some concerns about the original locations of the courts and the Rec Department had members of the community who would be utilizing the courts come in and provide some feedback.

Since the initial application the Rec Department has worked with their commission to find a better location for the courts. It was decided that they would take the current Tennis Courts and update and refurbish the courts to be both Tennis and Pickleball courts. The refurbished courts would include updating the courts asphalt, adding nets that can be raised or lowered depending on which game is being played and painting lines. Ms. Wright spoke with the director of the Rec Department on Monday, June 19, who stated they are getting an updated estimate on this project as it has been

	<p>a year and there have been some updates on how the project would proceed. She will be providing an update ASAP on this once she has an updated estimate. They will also be looking into what they will need to do if the amount for the project is over the CDBG Funded amount from the Committee.</p> <p>Councilor Malone inquired if NHHIS was contacted about this to ensure that any changes to the current tennis courts would not prove to be a problem for the high school's tennis team. Ms. Wright stated she would reach out to Ms. Krans with the Rec Department to confirm.</p>
SOS Recovery	<p>Ms. Wright informed the committee that SOS Recovery, who had received \$40,000 in municipal funding will be separating from their fiscal sponsor, Greater Seacoast Community Health (GSCH) as of July 1, 2023. SOS Recovery has made the decision to obtain their own 501(c)(3) status as a nonprofit and have amicably separated from GSCH. Letter was provided by GSCH Stating this.</p> <p>Ms. Wright had reached out to Finance to see if there would be any issue as the checks have already been issued. They stated they would like the approval of the CD Committee to proceed.</p> <p>Councilor Hainey stated she would support this but did bring up the issue of the checks already being issued. Ms. Wright stated she would reach out to Finance again to see what the next steps would be to ensure that SOS Recovery received the funding.</p> <p>Motion made by Fontneau, seconded by Malone. Motion carried unanimously to allow SOS Recovery the funds.</p>
Community Development Program Updates	<p>Ms. Wright informed the committee that she had submitted the Annual Action Plan to HUD on June 14th. She was notified two items were missing during her submission which she is working on getting over to them. The reporting system has been unable to accept certain documents, so she is waiting for an update from HUD on how to fix that.</p> <p>Committee agreed to not hold a meeting in July as 3 of the 5 councilors will not be in town for that date. Next meeting will be August 21, 2023.</p>

Councilor Malone called the meeting to close, seconded by LaRoche. All in favor, meeting ended at 7:35pm

Next Meeting – Monday, August, 21, 2023, at 6:00 p.m., Coheco Conference Room, City Hall Annex, 33 Wakefield St.

Topics: TBD

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Finance Committee

Meeting Minutes

Meeting Information

Date: June 13, 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: Finance Director Katie Ambrose. Deputy Finance Director Mark Sullivan.

Agenda & Minutes

1. Call to Order

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

Councilor Beaudoin led the Committee in the Pledge of Allegiance.

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

2. Acceptance of Minutes: April 2023

Councilor Lachapelle **MOVED** to **ACCEPT** the minutes of the April 11, 2023 Finance Committee meeting. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

3. Public Input

There was no one present for public input.

4. Unfinished Business:

4.1.1 None

5. New Business:

5.1.1 ARPA Funds, project updates, review & discussion

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Finance Director Ambrose directed the Committee to the document (Addendum A) detailing the projects requesting use of American Rescue Plan Act funds, the amounts requested for each project, and at what stage these projects are in terms of committee, approval and/or completion. She explained there is currently an uncommitted balance of \$1,689,643 in ARPA funds.

Director Ambrose gave an overview of the following projects:

Community Outreach Facilitator position (listed as “Community Health Coordinator” in the tracking document): She explained that in the prior fiscal year there was \$143,000 allocated and the position had been included in the FY24 budget at an additional \$100,000. She spoke about the funding model approved by Council to gradually phase the position out of ARPA funding and into the General Fund/City budget.

Employer Assisted Childcare Cooperative: \$1.4 million has been allocated for this project. She reported that the childcare work team has been working diligently on this project and the City has now contracted with Mill’s Consulting, who will be performing a needs assessment and feasibility study as well as putting out a staff survey in upcoming months. City staff will be working on a survey for the greater community. Director Ambrose said that there will also a facility analysis taking place with all the data coming together in the fall. This will help to inform recommendations on location and business model. Councilor Beaudoin asked if there was a more specific timeline on when this data/report would be completed. Director Ambrose stated that the agreement with Mill’s consulting goes through the end of October 2023, so it will likely be shortly thereafter.

Employee Premium Pay: The original allocation approved by Finance was \$84,044. Of this, there was \$10,829 unexpended. This will eventually be available for deauthorization and re-allocation.

Water Transmission Main Lining: The original allocation for this project was requested at \$2,000,000. However, the Department of Public works was able to have the line scoped, and after this review it was determined that the line was in much better condition than anticipated. This will likely cause the project to come in significantly under budget, leaving approximately \$1 million unexpended. The Department of Public Works will likely come to Council for a vote on reallocation of these unexpended funds for other projects. In the meantime, the entire \$2 million allocation will remain earmarked for DPW use until further action is taken.

Lost Operating Revenue Replenishment: This item was relative to revenue lost during COVID at the Rochester Ice Arena and this allocation has been completed with an allocation of \$129,815.

Route 202A Water Main Extension Project: This project had an initial allocation of \$600,000. The portion of the project for which this allocation was earmarked has now been completed.

Councilor Hamann asked if the new road for Phase II of the Granite Ridge would be eligible for ARPA funds. Director Ambrose answered that it was unlikely that the road referenced would qualify; she clarified that for infrastructure work, any project which would qualify for State revolving loan funds would typically qualify for ARPA funds and this would not fall under that criteria. She stated that she would verify this information to be certain.

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Councilor Beaudoin referenced the Cocheco Well Treatment Upgrade project, for which \$5.6 million had been requested (excluded from the City Manager's recommendations). He asked if the City utilized this requested ARPA funding if it would negate the need to bond the project for \$6 million as discussed during the budget process. Director Ambrose confirmed that this is a high dollar amount project and the DPW is working on multiple ways to fund it outside of the City budget. Councilor Beaudoin stated that he felt the Cocheco Well upgrades would be a good use of ARPA funds to minimize the increase to Rochester ratepayers. Councilor Lachapelle clarified that the ARPA funding which remains unallocated would only cover a portion of the cost for this project. There was a brief discussion regarding the Utility Advisory Board, and their role in advising the City on water/sewer rates. The Committee discussed iron and manganese levels in water not being a primary contaminant at present, but how they will be regulated in the future and the need for these upgrades in order to comply with these future regulations.

Director Ambrose said there has been a request brought forward from the Riverwalk Committee to use ARPA funds for the proposed Overlook project. The estimated cost of this project would be \$180,000-\$200,000. She reported that the City had determined this would be a permissible use of ARPA funds. If approved, there will need to be a determination on how the project will be managed and by whom, who will handle ongoing maintenance, and other considerations related to the project. Councilor Larochelle asked, if the money were allocated for the Riverwalk overlook project, would it take money away from other potential projects. Mayor Callaghan clarified that there is approximately \$1.6 million dollars unallocated and, if approved, the Riverwalk project would come from these uncommitted funds. Councilor Hamann advocated for the Riverwalk overlook project to be added to the list for these uncommitted funds.

Mayor Callaghan said that in previous conversations with local manufacturers, their top concern had been workforce housing. Economic Development had requested \$1.5 million for the development of workforce housing which had not been included in the City Manager's recommendations for ARPA funding. Director Ambrose indicated that workforce housing is a permissible use for ARPA funds and stated that the City can review and bring information forward on how this could potentially work in the City.

Director Ambrose spoke about a potential request for bathrooms at the Rochester Common. The porta-potties that are currently in use are unlikely to be an option long-term due to multiple issues encountered in this location. She said the proposal for bathrooms had gone to bid in 2014 and the received bids came in between \$84,000 - \$162,000, which did not include any heating or the connection to City water and sewer. She spoke about considerations that staff had brought forward if the bathrooms were approved, such as remote access control to lock the bathrooms, shutting them down during certain hours or dates, and potentially having an attendant or "ambassador" available to supervise the restrooms. Councilor Lachapelle speculated that the cost quoted for this project from 2014 would have increased significantly, especially with the added cost of a paid attendant/ambassador. He said he would support the consideration of adding this project to the list. Councilor Larochelle suggested that if these bathrooms are approved, that they should be constructed similar to restrooms in correctional facilities to minimize opportunity for vandalism and damage.

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Director Ambrose spoke about a potential initiative for lead paint remediation; both prevention and abatement would be permissible uses. She gave further details on lead paint being an issue in Rochester and the monetary costs to the City and schools. The Committee discussed techniques of lead remediation, sources of lead contamination, and the importance of addressing the issue. Councilor Gray suggested that the Committee reach out to Councilor Desrochers, who has a good deal of knowledge regarding lead remediation and the costs experienced from lead poisoning. Councilor Beaudoin cautioned that the City should include DHHS in the discussion of lead paint remediation to ensure there is not duplication of efforts, to determine what the City's role would be with the State already addressing the issue. Mayor Callaghan suggested that the City's Health Officer be included in this discussion to help identify the City's role.

Director Ambrose referenced the CIP project for the third floor police department renovation for the new dispatch center. She reported that it had become evident that the project will exceed the allotted amount and will need additional funding. She indicated that ARPA funding could be used for at least a portion of the project. If ARPA funding is used, this will help to offset the cost requested in supplemental appropriations.

Reports from Finance & Administration

5.1.2 Monthly Financial Report Summary-May 31, 2023

Deputy Finance Director Sullivan stated that non property tax revenues continue to be strong and reported that expenses are trending to budget.

Councilor Beaudoin asked if the money that is currently in the Unassigned Fund Balance could be invested for a higher return on investment. Deputy Director Sullivan explained that there is Unassigned Fund Balance, which is the position of the general fund (assets over liability), and separately there is cash; the ratios of each vary over time. He spoke about the methodology the City takes with investments and how much money needs to be maintained for operations. He explained that there is currently \$13 million in CDs and spoke about the current interest rates, other liquid investment accounts, and how these investments are handled.

Mayor Callaghan asked if the police dispatch overtime had been slowing down. Deputy Director Sullivan explained that the report did not provide a comparison with past month to show trends.

Director Ambrose gave an update on the Crosspoint Church space at the Community Center. She explained that the church's lease expires at the end of June, however the terms of their lease require a 180-day notice of intention to renew, which had not been received. She explained that there is an increasing need for additional space for City departments, which could be a potential use for this space. The aforementioned City childcare facility could also potentially utilize this space. Director Ambrose explained that she was considering reaching out to Crosspoint Church and offering a 1-year extension to give them an opportunity to source another location, if desired. She also spoke about a broader discussion which needed to occur regarding the Community Center fund and at what point the revenues are not supporting the expenses and potentially transitioning to a general fund structure to support the

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City's needs.

Councilor Gray **MOVED** to direct the City Attorney to draft a letter to the Crosspoint Church, including the terms of the lease and the procedure that should be followed if they wish to renew the lease, as well as outlining the current options for renewal. Councilor Larochelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. There was clarification on the motion and discussion on other space options that could be utilized for City needs, such as Nancy Loud and School Street Schools, and the District Courthouse building.

Councilor Beaudoin commented that the lease price of \$19,000 per year with city utilities included for a 3,000 sqf facility, is a very small amount for a commercial rental. He suggested that the City take a closer look at their rental/lease prices and consider revising their rates.

5.1.3 Trustees of Trust-Bar Harbor Wealth Management Quarterly Report

Councilor Beaudoin asked if the City was happy with Bar Harbor's management style and the return on investment. Deputy Finance Director Sullivan stated that the Trustees of the Trust fund would be able to better answer this question. There was brief discussion on the legibility of the report and the potential of including the interest rate along with the other data given.

6 Other

No discussion.

7 Adjournment

Mayor Callaghan **ADJOURNED** the Finance Committee meeting at 6:47 PM.

Respectfully Submitted,

Cassie Givara,
Deputy City Clerk

American Rescue Plan Act-Project Funding Tracking- May-2022

<u>Department</u>	<u>ARPA Project Descriptions</u>	<u>Requested Amount</u>	<u>City Manager Included</u>	<u>City Manager Excluded</u>	<u>Finance Comm Endorsed</u>	<u>Status-Notes</u>	<u>Finance Comm Date</u>	<u>Council Adopted Amount</u>	<u>Adopted Date</u>	<u>Finance Set Up</u>
City Manager's Office	Sheltering-Homeless Initiative	\$1,000,000	\$1,000,000			In-Finance Comm				
City Manager's Office	Community Health Coordinator	\$916,000	\$916,000		\$916,000	Recommend Full Council	9/14/2021	\$143,000	4/5/2022	
City Manager's Office	Employer Assisted Child Care Cooperative	\$1,400,000	\$1,400,000		\$1,400,000	Recommend Full Council		\$1,400,000	4/5/2022	
Finance-Human Resources	Employee Premium Pay	\$92,000	\$92,000		\$85,044	Recommend Full Council		\$85,044	4/5/2022	
Water Fund	Water Transmission Main Lining	\$2,000,000	\$2,000,000		\$2,000,000	Recommend Full Council	10/12/2021	\$2,000,000	11/3/2021	11/12/2021
Arena	Lost Operating Revenue Replenishment	\$129,815	\$129,815		\$129,815	Recommend Full Council	9/14/2021	\$129,815	10/5/2021	10/8/2021
Recreation	Lost Operating Revenue Replenishment	\$105,022		\$105,022		In-Finance Comm				
Economic Development	Development of Affordable Housing	\$1,500,000		\$1,500,000		In-Finance Comm				
Economic Development	Economic Development -Data Repository	\$280,000		\$280,000		In-Finance Comm				
Water Fund	Cochecho Well Treatment Upgrades	\$5,600,000		\$5,600,000		In-Finance Comm				
Water Fund	Round Pond Capacity Augmentation	\$1,000,000		\$1,000,000		In-Finance Comm				
Water Fund	Electrical Upgrades	\$1,650,000		\$1,650,000		In-Finance Comm				
Water Fund	RT 202A Water Main Extension Project	\$600,000	\$600,000		\$600,000	Recommend Full Council	10/12/2021	\$600,000	11/3/2021	11/12/2021
Sewer Fund	WWTF Carbon Storage & Sludge Dewatering	\$2,000,000		\$2,000,000		In-Finance Comm				
Sewer Fund	WWTF Secondary Clarifier Upgrades	\$950,000		\$950,000		In-Finance Comm				
Planning	Building Deferred Maintenance Program	\$301,000		\$301,000		In-Finance Comm				
Easter Seals	Champlin Place Development	\$750,000		\$750,000		In-Finance Comm				
TOTALS		\$20,273,837	\$6,137,815	\$14,136,022	\$5,130,859			\$4,357,859		
ARPA SUMMARY		AMOUNTS								
Total ARPA Entitlement Award		\$6,147,502								
Finance Committee Recommendations		\$5,130,859								
Council Adopted		\$4,357,859								
Uncommitted Balance		\$1,789,643								

Commitment Deadline Date: 12-31-24
Expended Deadline Date: 12-31-26

City of Rochester Planning Board
Monday, June 5, 2023
City Hall Council Chambers
31 Wakefield Street, Rochester, NH 03867
(These minutes were approved on June 19, 2023)

Members Present

Mark Collopy, *Chair*
Alan Dews
Matthew Richardson
Dave Walker
Michael McQuade
Peter Bruckner
Don Hamann
James Hayden

Members Absent

Robert May, *Vice Chair, excused*
Keith Fitts, excused

Alternate Members Present

Alexander de Geofroy
Rick Healey
Michael McQuade

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.)

I. Call to Order

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

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 Robert May and Rick Healey to vote in place of Keith Fitts.

IV. Communications from the Chair

Mr. Collopy stated that there are no communications to be passed from the Chair.

V. Approval of Minutes for**A. May 15, 2023**

A motion was made by Mr. Walker to approve May 15, 2023, meeting minutes and seconded by Mr. Dews. The motion carried unanimously.

VI. Opening Discussion/Comments**A. Public Comment**

There were no comments from the public to discuss.

B. Discussion of general planning issues

There were no general planning issues to discuss.

VII. Old Gonic Road Sidewalk Discussion

Mrs. Saunders gave a brief overview of the 19 Old Gonic Rd. development that was approved by the Planning Board in March 2023. The developer has submitted plans for sidewalks on Old Gonic Rd. per the condition of approval and Mrs. Saunders asked the board to review the plans and give their input. Mrs. Saunders stated that Planning staff felt that the developer should come before the Planning Board for a more formal hearing regarding the addition of sidewalks to plans.

Mr. O'Connor gave an overview of the sidewalk design presented by the developer. Mr. O'Connor stated that the plans call for widening of Old Gonic Road from State Street to Brock Street. Mr. O'Connor stated that three-quarters of the sidewalk is planned to be at-grade with the road and have pavement striping or other safety features to separate pedestrians from vehicle travel. Mr. O'Connor stated that the last quarter of the sidewalk, closest to Brock Street would be curbed to separate the sidewalk from the road. Mr. O'Connor stated that the developer is proposing a 4-foot-wide sidewalk, rather than the 5-foot required in the regulations. Mr. O'Connor stated that the developer would need a waiver from Planning Board for the 4-foot-wide sidewalk.

Mr. Walker asked if abutters to the plan would lose any property. Mr. O'Connor stated that the plan does not exceed the current right-of-way.

Mr. Walker asked if a 5-foot-wide sidewalk could be done without further encroachment on abutters' properties. Mr. O'Connor responded that the existing pavement is not wide enough.

Mr. Walker asked about the road being extended on the opposite side of the sidewalk to allow for more space. Mr. O'Connor responded that the idea would have to be investigated because slopes would be a considerable concern.

Mr. Walker stated that he does not feel that a rumble strip would be best, due to concerns with plowing snow. Mr. O'Connor stated that the Department of Public Works also stated their concerns with the rumble strip placement. Mr. Walker stated that he recommends striping paint for separation instead of a rumble strip.

Mr. Dews asked what the cost different was for running the sidewalk all the way to State Street and adding drainage. Mr. O'Connor stated that the estimated cost is unknown, but that it would create a closed drainage system and that cost would increase considerably.

Mr. Walker asked for additional details about drainage.. O'Connor stated that the water is currently able to sheet-flow off the street and if curbs were installed throughout, then catch basins would also need to be installed. Mr. O'Connor responded that it is not known if culverts could be placed.

Mr. McQuade asked how many residential units are proposed in the project. Mrs. Saunders responded that the plans called for 170 units.

Mr. McQuade asked if the developer was anticipating a high volume of foot traffic. Mrs. Saunders responded that the developer is putting in sidewalks on Emerson Road connecting to Brock Street. It was anticipated that a majority of traffic would be in that direction, however at the Planning Board meeting, it was stated as a concern that residents would walk to the convenient store and the original plans did not have any accommodations for pedestrians on Old Gonic Road. Mrs. Saunders stated that the installation of sidewalks on Old Gonic were a recommendation by the Planning Board. Mr. McQuade stated that he felt pedestrians would take the shortest path and create a path through the woods to the gas station.

Mrs. Saunders stated that there are two ways to move forward with this plan; the applicant can return to the Planning Board for a public hearing, plan amendment and any requested waivers, or the developer can present the plans and waiver in the Final Plan Approval and open a public hearing at that time.

Mr. Walker recommended reviewing the proposed plan all at once at the Final Plan Approval.

Mr. Hayden stated his concern for pedestrians on the sidewalk and supports Mr. Walker's idea of increasing the road width by expanding the road on the opposite side of the proposed sidewalk.

Mr. Walker asked for clarification on the direction of traffic on the roads. Mr. O'Connor confirmed that the flow of traffic will be two-way to State Street and then become a one-way - out after State Street.

Mr. Dews asked if the developer paint lines for pedestrian walkway on the road, who would be responsible for maintaining the striping and at what cost. Mr. O'Connor stated that the Department of Public Works would maintain the striping. Mr. Dews stated his concerns with maintenance of potential striping of roads.

Mr. Collopy stated his concerns with the installation of a sidewalks and stated that he felt that striping the road would be more conducive to the visual aesthetic of the neighborhood.

VIII. Extension Application

A. [Myhre Family Revocable Trust, 15 Piper Lane](#) (by Norway Plains/Joel Runnals) 5-Lot Subdivision. Case# 250 – 28 – A – 23

A motion was made by Mr. Walker to approve a six-month extension of the application and seconded by Mr. Hamann. The motion carried unanimously.

IX. Zoning and Site Plan Amendments

A. Amendment to Site Plan Regulations, Section 4 - Required Improvements and Agreements and Subdivision Regulations, Section 6.7 – Surety, Inspections, As-Built Plans, Maintenance, and Retainage. Proposed changes include the requirement for an As-Built application and updates to submittal materials associated with As-Built plans. Specific Language of the proposed amendment is available at the Rochester Planning Department. **Public Hearing.**

Mrs. Saunders gave a brief overview of the Zoning and Site Plan Amendments. Mr. Saunders stated that, at the last Planning Board meeting, the that the members spoke about the new As-Built application form and the checklist of required items and in this meeting the members will vote on amending the final documents for the Zoning and Site Plan Regulations.

Mrs. Saunders stated that the intent of the presentation is to tie the forms into the Planning Board Site Plan and Subdivision regulations.

Mrs. Saunders stated that the first set of regulation changes is the Site Plan Regulations. These relation changes will affect commercial and multi-family projects. Mrs. Saunders stated that the only change includes adding the As-built Checklist into the regulations. Mrs. Saunders stated that the checklist includes what pieces of information need to be added to the asbuilt plan. In addition, changes as to how many paper documents and electronic copies are required for submittal of As-built plans. Mrs. Saunders also stated that the PTAP (Pollution prevention database) certification and the plans being stamped by the surveyor were added in the checklist.

Mrs. Saunders reviewed the subdivision regulations changes. Mrs. Saunders stated that this regulation will affect any applications regarding division of land. Mrs. Saunders stated that the changes are the same for Subdivision regulations as the Site Plan Regulation changes.

A motion was made by Mr. Walker to accept the changes to the Site Plan Regulations and seconded by Mr. Hamann. The motion carried unanimously.

A motion was made by Mr. Walker to accept the changes to the Subdivision Regulations and seconded by Mr. Hamann. The motion carried unanimously.

Mr. Hayden recommended a grammatical change in the wording for the requirement of the surveyor stamp. Mrs. Saunders stated that the wording would be changed to and/or regarding who can stamp plans.

X. Release of Surety

A. Half Peak Holdings, LLC Surety Release (100%) in the amount of \$195,723.47 plus interest for Site Plan to construct Phase II of Ledgeview located at Oak Street and Hansonville Road, Map 251 Lot 121

A motion was made by Mr. Walker to release the remaining surety in the amount of \$195,723.47 plus interest and seconded by Mr. Hamann. The motion carried unanimously.

XI. Other Business

A. Planning Update

Mrs. Saunders stated that the Cultural and Historical Master Plan Walk on 5/17/2023 was a huge success.

Mrs. Saunders stated that a walk for the Natural Resources Master plan is planned for July 17, 2023, from 5:00pm to 7:00pm.

B. Other

There was no other business to discuss.

XII. Adjournment

A motion was made by Mr. Walker and seconded by Mr. Hamann to adjourn the meeting at 6:58pm. The motion carried unanimously.

Respectfully submitted,

Jaclyn Millard,
Administrative Assistant II

and

Shanna B. Saunders,
Director of Planning & Development

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City Clerk's Office

**Public Safety Committee
Draft Meeting Minutes
June 21, 2023
6:00 PM
Council Chambers**

Members Present

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

Members Absent

Councilor Dana Berlin
Councilor Amy Malone

Others Present

Jarrod Norris, P.E. Assistant City Engineer
Gina Golden-Silvestro, GIS/AM Technician
Deputy Chief Jason Thomas, PD
Jason O'Brien, 261 Eastern Avenue

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

1. Approve Minutes from May 17, 2023 Public Safety Meeting

Councilor de Geofroy MOVED to update the minutes from May 17, 2023. Item #6 from The MOTION CARRIED the Motion to The MOTION CARRIED by unanimous voice vote. Councilor de Geofroy voiced to amend Councilor Gilman seconded the motion. MOTION CARRIED by unanimous voice vote.

2. Public Input

Jason O'Brien of 261 Eastern Avenue was present to discuss having a streetlight installed on the existing pole located at the corner of Eastern Avenue and Regency Court. He is concerned with the crime activity and believes lighting this area will help. Mr. Norris stated that the Director of City Services Peter Nourse is working on updating the current street ordinance policy. ***Councilor de Geofroy MOVED to add a street-light to the corner of Eastern Avenue and Regency Court. Councilor Gilman seconded the motion. MOTION CARRIED by unanimous voice vote.***

Jason O'Brien of 261 Eastern Avenue was present to discuss having a green arrow light installed at the intersection of Highland Street. and Eastern Avenue for the traffic turning left onto Eastern Avenue. This is a very difficult place to turn left, you have to wait for the oncoming traffic to be clear before you can make this turn. ***Councilor Lachapelle recommends DPW look at it and look into the potential project across the street. (kept in committee)***

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

Councilor Lachapelle stated he is not ready to make any changes on this yet. Councilor Gilman agreed to give it a little time. **(kept in committee)**

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

Page 1 of 2

Public Safety Committee Meeting
June 21, 2023

Councilor Lachapelle stated the Director of City Services Peter Nourse is working on the language of the policy. **(kept in committee)**

5. Chestnut Street Speed Control

Councilor Lachapelle summarized the issue, he stated that the Mayor received an email from a resident requesting speed bumps to control speed. The committee is currently working on a policy that this may or may not qualify for in the new policy. **(kept in committee).**

6. 229 Salmon Falls Road Curve Sign Requested

Councilor Lachapelle summarized the issue. Mr. Norris stated he traveled this in both directions to see the concerns. He stated that he did follow the speed limit as posted and did not experience an issue. Deputy Chief Thomas stated that this section of the road is wavy, he believes this would be an odd place for a curvy sign. No action

7. Tibbetts Road Paint STOP in Thick White Paint

Councilor Lachapelle summarized the issue. An email was received asking for "STOP" to be painted in thick white paint. Mr. Norris stated he went and traveled this location and believes it is very clear that you need to stop ahead. He stated that there is advanced warning, a red flashing light above the stop sign, and a hanging red flashing light. Mr. Norris stated the white stop bars are worn and may need to be painted again. Chief Thomas stated he has people ask if the white line could be painted regularly and thicker, so the line is more visible. Mr. Norris will work with DPW to have the line repainted.

8. Other

Councilor Lachapelle summarized the issue. He received an email about a "no outlet" sign being put on Angela Way. There are numerous vehicle's that go down there and just turn around. Mr. Norris has noticed that there are "no outlet" signs on other cul-de-sacs. **Councilor de Geofroy MOVED to add no outlet sign to Angela Way Councilor Gilman seconded the motion. MOTION CARRIED by unanimous voice vote.**

Councilor Lachapelle summarized the issue. He received an email about a "stop" sign being put on Woodside Lane at the intersection of Four Rod Road. Deputy Chief Jason Thomas stated that if there is an accident, they cannot cite the driver for failure to stop if it is not posted. **Councilor Lachapelle MOVED to add stop sign on Woodside Lane at the Four Rod Road intersection at DPW discretion Councilor de Geofroy seconded the motion. MOTION CARRIED by unanimous voice vote.**

Councilor Lachapelle ADJOURNED the meeting at 6:37 PM.

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

Public Works and Buildings Committee
City Hall Council Chambers
Meeting Minutes
June 15, 2023 7PM

MEMBERS PRESENT

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

OTHERS PRESENT

Peter C. Nourse PE, Director of City Service
Lisa Clark, DPW Deputy Director DPW
Dan Camara, Coordinator GIS & Asset Mgmt.

MINUTES

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

1. Approval of May 20, 2023 Meeting Minutes

Councilor de Geofroy made a motion to accept the minutes of the May 18, 2023 meeting as presented. Councilor Gray seconded the motion. The motion passed unanimously.

2. Public Input

There was no one present for public input.

3. Sidewalk Rehabilitation

Mr. Nourse stated that each year money is set aside for the rehabilitation of sidewalks. In FY2024 the amount set aside was two hundred fifty thousand dollars. Mr. Nourse stated that the Department of Public Works keeps track of the condition of the sidewalks and he noted that a major survey of sidewalks was completed a number of years ago. Mr. Nourse discussed the process of selecting the sidewalks to be rehabilitated. He stated he brings his priority-based recommendations to this Committee and the Committee makes the decision as to which sidewalk to proceed with, and then makes a recommendation to the full City Council for approval. Mr. Nourse stated that there is still a portion of Oak Street to be completed and the City Council had approved Walnut Street for the next project. Mr. Nourse explained that the field conditions on Walnut Street are not optimal for sidewalk rehabilitation at this time. He stated that the North side the sidewalk is above the roadway elevation, but on the south side it is below roadway. Mr. Nourse explained that replacing the South side would cause drainage problems at individual properties. He noted that we could replace the 1300 feet of sidewalk on the north side or move to a different street in the city. A 2019-2020 Strafford Regional Planning map depicting the conditions of the sidewalk within the city was displayed. Mr. Nourse explained that some of the sidewalks shown would be completed as part of infrastructure projects. Mr. Nourse stated that

Railroad Avenue has about 1,400 feet of sidewalks in poor condition and Pickering Road has about 400 feet of sidewalk that are in poor condition. He stated that these sidewalks see a lot of foot traffic as they are in a school zone and that this might be an area for consideration. Mr. Nourse also noted that Charles near Broad Streets sidewalks are in bad condition. He stated there is approximately 1,200 feet of sidewalk in this area. Mr. Nourse stated that Olde Farm Lane is in very poor condition as well and there is approximately 1,000 feet of sidewalk for consideration. Councilor Hamann stated if they stuck with Walnut Street the road would probably need to be altered on the south side as vehicles will not be able to get out of driveways without scraping bottom. Councilor Gray asked Mr. Nourse if he thought there would be enough money to do Pickering, Railroad Avenue and Olde Farm Lane. Mr. Nourse stated there would not be sufficient funding for all of that. He noted the price for concrete sidewalks to be approximately \$150 per linear foot. Mr. Nourse stated that the City is going out to bid and he will have updated pricing soon. Councilor Beaudoin said he would be in favor of Railroad Avenue because of the school. Mr. Nourse said there would be enough for Railroad Avenue and maybe a portion of Pickering Road. Councilor Larochelle said that when you think about sidewalks you should think about pedestrian traffic and that he was in agreement with Railroad Avenue sidewalk. Councilor Gray said he would be in favor to do Railroad Avenue. Councilor de Geofroy said if it wasn't for the releveling of the road he would be in support of staying with Walnut Street. Councilor de Geofroy asked if there was going to be a project in the future to re level Walnut. Mr. Nourse said there was not a planned project for drainage to Walnut Street.

Councilor Gray made a motion to recommend to full council to approve Railroad Avenue for sidewalk rehabilitation and to rescind the previous Walnut Street Approval. Councilor Beaudoin seconded the motion. The motion passed unanimously.

4. Drinking Water Consumer Confidence Report (CCR)

Mr. Nourse stated that NHDES requires the CCR Annual Report be completed by July 1 annually. He stated that the report is available on the City of Rochester website under Public Works, Water Quality Tab and that its location on the website is noted on the outgoing Water and Sewer invoice. Mr. Nourse stated that the City of Rochester CCR is noted in the industry as one of the best CCR'S in the State for presentation. He stated that it contains a lot of information about water including information on Rochester's drinking water sources, information on contaminants and the 2022 testing results, contacts to safe drinking water hotlines for questions, water shed information, and it gives some background on major water projects. Councilor Larochelle asked Mr. Nourse if they sampled for lead at the faucet. Mr. Nourse said yes that they have about 70 sites for testing and that they rotate those sites as 30 sites are required each time. He stated that the lead testing is required every 3 years. Councilor Larochelle asked if any of the sites go close to exceeding the limits. Mr. Nourse said they do not. Councilor de Geofroy asked about the VOCs and how much of concern is there with this. Mr. Nourse stated that back in May 2022 there was a minor exceedance in the Gonic area due to a valving issue that has since been corrected. He stated that this is tracked with a rolling average and that any exceedances of the rolling average require the City to send a notification out to everyone on the water system. Mr. Nourse noted that exceedances here in Rochester are rare, but it is not uncommon in the larger NH City's. Mr. Nourse state explained that staff is proactive with flushing and other practices that keep the water from aging in the system.

5. **City Cemetery Mapping**

Mr. Nourse stated that per Chapter 49 in the City Ordinance the City Manager is responsible to control Haven Hill Cemetery, by Tebbetts and Rochester Hill Road, Old Cemetery by Willow Brook in back of U-Haul on South Main Street, and the Old Town Farm Cemetery located adjacent to Home Depot parking lot on North Main Street. The ordinance says that the City Manager is to dispose of vacant lots. The funds that are received for these lots is to go to the Board of Trustees of Trust Fund. The City Buildings and Grounds Department maintains Haven Hill and Old Town Farm cemeteries by doing light maintenance in the spring and fall. The City pays the Cemetery Association to maintain The Old Willow Brook Cemetery behind U-Haul. Mr. Nourse stated he has received requests for internment at the Haven Hill Cemetery. He noted that this cemetery has dates back to the 1700's and possibly the 1600s. There are 350 marked graves in Haven Hill Cemetery. Mr. Nourse stated that he had contracted with Topographic Survey Co.to use ground penetrating radar to determine unmarked graves. The owner of Topographic, Robert Perry, is an expert in cemetery mapping and has been featured on television for his expertise in cemetery mapping. He stated that Mr. Perry has found at least 50 unmarked graves and he is also working to map the Old Town Farm Cemetery. Mr. Nourse stated that it has happened that family members have interned cremains without documentation and that there is now a sign up at Haven Hill Cemetery that says "Do Not Disturb call DPW". Councilor Hamman asked about the cost to map the cemeteries. Mr. Nourse stated the City paid about \$12,000 for Haven Hill Cemetery and he noted that the FY2024 includes \$15,000 for continued mapping and maintenance. Councilor Beaudoin asked if this was a statutory right to maintain the cemeteries. Mr. Nourse said yes it is.

6. **Rt. 108 Complete Streets Project**

Mr. Nourse wanted the committee to beware of this project. He stated it is a Department of Transportation project and majority of it is not in Rochester. Mr. Nourse explained that this is in the NHDOT 10 year plan, and that it is currently in design with construction scheduled to start in 2024. The project will start in Dover and there will be a public hearing late in 2023. He further stated that this is a \$30 million dollar project that's purpose is to improve multi modal access safety for 5 miles of Route 108. This will be from Indian Brook Drive in Somersworth to Innovation Drive in Rochester. The goal is to apply the complete street principal to balance the need of motored, non-motorized and transit users in the corridor. Dover, Somersworth and Rochester will all be conducting public hearings late this summer or fall. Mr. Nourse said that he's looking to have Rochester's Public Hearing after Labor Day to have more participation. He stated it will likely be held at the new DPW facility. .

7. **Other**

Route 202A-Full Plaque

Mr. Nourse stated that the new Route 202A water main extension project has a water atmospheric storage tank. The manufacturer Aquastore is scheduled to place a commemorative plaque on the structure. Mr. Nourse stated that the other plaques in the City on our other water tanks have plaques that note the installation date and other things like the tank like size and capacity. Mr. Nourse stated that the planned plaque for this location notes the dates, Mayor, City Council, and key City Staff. He said this would be similar to the one completed for the new DPW Facility. Mr. Nourse asked the Committee for their preference and for a recommendation for full City Council on the plaque. The

Committee discussed it briefly.

Councilor de Geofroy made a motion to recommend to full councilor the commemorative plaque with the same format used previously that notes the sitting councilors, mayor, and others. Councilor Beaudoin seconded the motion. The motion passed unanimously.

Public Works and Buildings Committee July Meeting

Mr. Nourse stated that he would be at the EPA for the Alternative Dispute Resolution Meeting July 19-21, 2023, and he would not be available to be at the July Public Works and Building Committee as scheduled. He stated he had discussed this with Councilor Hamann and if acceptable the Committee will combine the July and August meetings, and it will be held July 27, 2023. The Committee agreed that this is acceptable.

Nitrogen & Phosphorus

Mr. Nourse displayed and discussed the data for Nitrogen removal at the plant. The data is from 2015 to March of this year. He noted that the flow is going up due to growth and Inflow and Infiltration. He stated that the increase flow is a problem due to the EPA's computation method used to determine the nitrogen maximum levels. Mr. Nourse said that we are currently compliant and will likely meet the permit limits for 2025. Mr. Nourse stated that Phosphorus is going up as well. He stated that this is coming in from the septage receiving facility and from lagoons that are full. He stated to meet the proposed limits from the EPA significant and costly upgrades will be required.

Councilor Hamman made a motion for adjournment at 7:43 PM

Minutes respectfully submitted by Lisa J. Clark, DPW Deputy Director of Operations & Administration

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.

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]

**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 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**, 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.

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City Clerk's Office

Rochester School Department

Mr. Kyle M. Repucci

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

Dr. Sandie MacDonald

Assistant Superintendent of Schools
e-mail: macdonald.s@sau54.org

Ms. Linda Bartlett

Business Administrator
e-mail: bartlett.l@sau54.org

Ms. Sarah Reinhardt

Director of Student Services
e-mail: reinhardt.sc@sau54.org

Office of the Superintendent

150 Wakefield Street

Suite #8

Rochester, NH 03867-1348

(603) 332-3678

FAX: (603) 335-7367



June 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..

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

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.***

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

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
Civil Rights MLK day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	Juneteenth

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

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

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

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

School Health Contribution	80/20	80/20	80/20	80/20
	SOS \$20/40	SOS \$20/40	SOS \$20/40	SOS \$20/40
	RX 10/20/45	RX 10/20/45	RX 10/20/45	RX 10/20/45
	DED	DED	DED	DED
Health Plan	\$1000/3000	\$1000/3000	\$1000/3000	\$1000/3000
Projected Health Increase		FY 2024 Rates	5%	5%
	Current FY23	FY24	FY25	FY26
Wages				
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
% Change		9.52%	3.99%	4.04%
Benefits				
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
% Change		3.42%	4.70%	4.71%
Totals				
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
% Change		8.08%	4.15%	4.19%

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City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT AFSCME COUNCIL 93, LOCAL 863I Collective Bargaining Unit Agreement
--

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

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

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

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

AGENDA DATE	July 11, 2023	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	June 14, 2023	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	NA
SOURCE OF FUNDS	School FY 24 O&M
ACCOUNT NUMBER	Various
AMOUNT	TBD

APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
------------------------	---	-----------------------------

As part of the FY 2024 Approved Budget
--

LEGAL AUTHORITY

RSA 273-A and City Charter

SUMMARY STATEMENT

<p>School Superintendent Repucci has notified the City Manager that the Rochester School Board and AFSCME COUNCIL 93, LOCAL 863 have reached tentative agreement on a collective bargaining agreement for school years 2023-2024 through 2025-2026. The contract has been ratified by the bargaining unit and approved by the School Board on June 8, 2023. The Superintendent requests approve of the contract by the legislative body, the City Council.</p>
--

RECOMMENDED ACTION

<p>Approval of the Cost items pertaining to the tentative agreement and resultant collective bargaining agreement.</p>
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City Clerk's Office

**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** 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.

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City Clerk's Office

Rochester School Department

Mr. Kyle M. Repucci

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

Dr. Sandie MacDonald

Assistant Superintendent of Schools
e-mail: macdonald.s@sau54.org

Ms. Linda Bartlett

Business Administrator
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Ms. Sarah Reinhardt

Director of Student Services
e-mail: reinhardt.sc@sau54.org

Office of the Superintendent

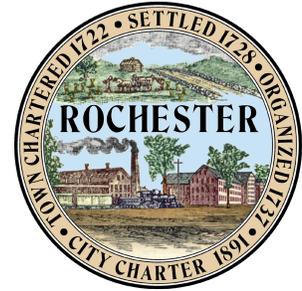
150 Wakefield Street

Suite #8

Rochester, NH 03867-1348

(603) 332-3678

FAX: (603) 335-7367



June 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 30th~~ **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.

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

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

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

(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

2024-2025			
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%
	Current FY23	FY24	FY25	FY26
Wages				
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%
Benefits				
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%
Totals				
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%

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

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT AFT #3607, AFT-NH, AFL-CIO (Paraeducator Contract)
--

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

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

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

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

AGENDA DATE	July 11, 2023	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	June 30, 2023	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	NA
SOURCE OF FUNDS	School FY 24 O&M
ACCOUNT NUMBER	Various

AMOUNT	TBD
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	As part of the FY 2024 Approved Budget

LEGAL AUTHORITY

RSA 273-A and City Charter

SUMMARY STATEMENT

School Superintendent Repucci has notified the City Manager that the Rochester School Board and AFT #3607, AFT-NH, AFL-CIO (Paraeducator Contract) have reached tentative agreement on a collective bargaining agreement for school years 2023-2024 through 2025-2026. The contract has been ratified by the bargaining unit and approved by the School Board on June 28, 2023. The Superintendent requests approval of the contract by the legislative body, the City Council.

RECOMMENDED ACTION

Approval of the Cost items pertaining to the tentative agreement and resultant collective bargaining agreement.

**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.

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

LEGAL AUTHORITY

SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]

**JEROME H.
GROSSMAN**

194 SOUTH MAIN STREET
ROCHESTER, NH 03867

ATTORNEY AT LAW

PHONE (603) 332-9900 FAX (603) 332-1571
JEROMEGROSSMANLAW@GMAIL.COM

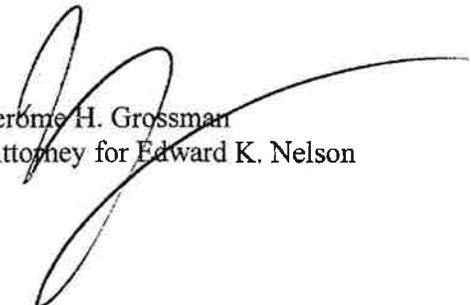
November 29, 2022

Rochester City Council
c/o City Clerk's Office
31 Wakefield Street
Rochester, NH 03867

Re: Request for Lot Restoration

Enclosed is an application for Lot Restoration pursuant to RSA 674:39 aa regarding 109 – 111 Whitehall Road. A copy of the deed to Edward K. Nelson, Trustee of the Edward K. Nelson Revocable Trust is enclosed along with a copy of the 1974 recorded plan depicting the two separate lots.

Very truly yours,



Jerome H. Grossman
Attorney for Edward K. Nelson

JHG/bsw
Cc: Edward K. Nelson



City of Rochester
LOT RESTORATION APPLICATION



In accordance with RSA 674:39aa, lots or parcels that were involuntarily merged by municipal action for zoning, assessing, or taxation purposes prior to September 18, 2010 shall be restored to their premerger status provided that the request is submitted to the City Council and no owner in the chain of title voluntarily merged his/her lots.

Date: 11/17/22

Property information

Tax map #: 240 ; Lot #'(s): 65 ; Zoning district: R-1
Property address/location: 109 Whitehall Rd

Please provide:

- A copy of the deed for the parcel(s)/lot(s)
- A copy of any recorded plans or survey which may depict the premerger configuration of any lots.
- If the applicant is someone other than the property owner, a letter from the property owner authorizing the applicant to submit this application and make the request to restore the property owner's lot(s) to pre-merger status.

Property owner

Name (include name of individual): Edward Nelson TRUSTEE
Mailing address: 109 Whitehall Rd, Rochester NH 03868
Telephone #: 603-234-0096 Email: _____

Applicant (if different from property owner)

Name (include name of individual): _____
Mailing address: _____
Telephone #: _____ Email: _____

Submission of application

This application must be signed by the property owner, applicant/developer (if different from property owner), and/or the agent.

I/we hereby verify by signing this application that I/we understand that the restoration of the lots to their premerger status shall not cure any non-conformity with existing land use ordinances. It is further understood that the above described lot(s) shall no longer be assessed as one lot for property tax evaluation purposes.

Signature of property owner: 

Date: 11/17/22

Signature of applicant/developer: _____

Date: _____

Authorization to enter subject property

I hereby authorize members of the Rochester Planning Board, Zoning Board of Adjustment, Conservation Commission, Planning Department, and other pertinent City departments, boards and agencies to enter my property for the purpose of evaluating this application including performing any appropriate inspections during the application phase, review phase, post-approval phase, construction phase, and occupancy phase. This authorization applies specifically to those particular individuals I legitimately involved in evaluating, reviewing, or inspecting this specific application/project. It is understood that these individuals must use all reasonable care, courtesy, and diligence when entering the property.

Signature of property owner: 

Date: 11/17/22

**WARRANTY DEED**

KNOW ALL MEN BY THESE PRESENTS, That **BARBARA J. NADEAU**, of 4 Hough Street Apt #1, Dover, New Hampshire 03820, hereinafter referred to as Grantor, for consideration paid grant(s) to **EDWARD K. NELSON, Trustee of the EDWARD K. NELSON REVOCABLE TRUST** of PO Box 534, Dover, New Hampshire 03820, hereinafter referred to as Grantee, with **WARRANTY COVENANTS**:

A certain tract or parcel of land, with the buildings thereon, situated on the southerly side of Whitehall Road in Rochester, County of Strafford, State of New Hampshire, being more particularly bounded and described as follows:

Beginning at the northeasterly corner of the lot herein conveyed at an iron pipe set in the southerly side of Whitehall Road at land now or formerly of Henry C. and E. Wiggin; thence running southerly by said land now or formerly of Wiggin a distance of 200 feet to an iron pipe; thence turning at right angles and running westerly 100 feet by land now or formerly of said Wiggin to an iron pipe; thence turning at right angles and running northerly 200 feet by land now or formerly of said Wiggin to an iron pipe at a pile of stones on the southerly side of said road; thence turning at right angles and running 100 feet by said road to the point of beginning.

ALSO, a certain tract or parcel of land situated on the southerly side of Whitehall Road in the Town of Rochester, County of Strafford, State of New Hampshire as shown on a plan of land entitled "Plan of Land of Joseph Daigle, Whitehall Road, Rochester, N.H. Berry Construction Company", dated June 4, 1974, recorded in the Strafford County Registry of Deeds as Plan 56, Pocket 9, Folder 3, said plan being duly approved by the Rochester Planning Board on October 30, 1974, said lots are numbered Lots 2 and 2A on said plan, and are more particularly bounded and described as follows:

Tract 2:

Beginning at a point on the southerly sideline of Whitehall Road, said point being the northeasterly corner of Lot No. 1 on said plan; thence running South 04° 45' East for a distance of 265.2 feet, then continuing in the same direction for a distance of 335.1 feet to land now or formerly of the Public Service Company of New Hampshire; thence running South 34° 45' East for a distance of 79.2 feet to a stone wall; thence turning and running North 56° 59' East along said stone wall for a distance of 115.8 feet to the southerly corner of Lot 3A as shown on said plan; thence turning and running North 04° 45' West for a distance of 225.1 feet; thence continuing in said direction for a distance of 150 feet to the southerly boundary of Lot 2A as shown on said plan; thence turning and running N 79° 29' W for a distance of 31.1 feet; thence continuing in said direction for a distance of 100 feet; thence turning and running North 04° 45' West for a distance of 200 feet to the southerly sideline of the Whitehall Road; thence turning and running North 79° 29' West for a distance of 15.6 feet to the point of beginning.

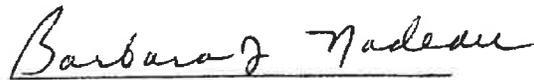
TRACT 2A:

Beginning at a point on the southerly sideline of Whitehall Road, said point also being the northeasterly corner of land now or formerly of Charles and Katherine Wheeler as shown on said plan; thence running South 79° 29' East for a distance of 31 feet; thence turning and running South 04° 45' East for a distance of 200.0 feet; thence turning and running North 79° 29' West for a distance of 31.1 feet; thence turning and running North 04° 45' West for a distance of 200.0 feet to the southerly sideline of said Whitehall Road and the point of beginning.

Meaning and intending to describe and convey the same premises conveyed to Barbara J. Nadeau by Warranty Deed of Beverly M. Carver, November 30, 2001 recorded in Book 2419, Page 582, at the Strafford County Registry of Deeds.

Barbara J. Nadeau releases to the Grantee all rights of homestead and other interests therein.

Executed this 21st day of April, 2014

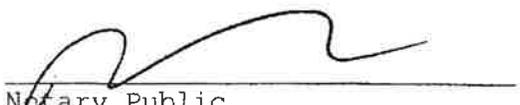

Barbara J. Nadeau

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

On the 21st day of April, 2014, personally appeared Barbara J. Nadeau, known to me, or satisfactorily proven, to be the person described in the foregoing instrument, and acknowledged that she executed the same in the capacity therein stated and for the purposes therein contained.

Before me,





Notary Public
My Commission Expires:

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City Clerk's Office

**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.

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT Funds for Forest Management from Hanson Pines Trust

COUNCIL ACTION ITEM <input checked="" 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	July 11, 2023		
DEPT. HEAD SIGNATURE	Lauren Krans		
DATE SUBMITTED	7/4/23		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	3	

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

City Council

SUMMARY STATEMENT

The City of Rochester’s Department of Recreation & Arena oversees the implementation of the Dominicus Hanson Pines Forest Management Plan. The Forest Management Plan was created in 2014 and updated in 2021. The plan can be accessed in full by visiting rec.rochesternh.gov and clicking “Hanson Pines Forest Management Plan” on the quick links toolbar. The Recreation Department requested \$6,525 from the Hanson Pines Trust to pay a professional forester for needed services as outlined in the forest management plan to begin in early summer and continue through the fall. The Trustees of the Trust Fund approved this at their May 2023 meeting (meeting minutes attached.)

RECOMMENDED ACTION

Council Approval Recommended

**Rochester Trustees of the Trust Funds
Meeting Minutes
Tuesday, May 23, 2023
5:00 PM Rose Room, Rochester Public Library**

Members Present in Person:

Rob Pallas
Ray Varney
Brett Johnson
Matthew Winders (Arrived at 5:17 PM)

Minutes

I. Call to Order:

Trustee Pallas called the meeting to order.

II. Roll Call and public input:

No one from the public was present.

III. Approval of minutes from last meeting:

Trustee Johnson made a motion to approve the meeting minutes from March. Trustee Pallas seconded the motion. The motion passed unanimously.

IV. Open issues & New Business:

- a) **Scholarship update from Brett on his experience attending the committee meetings.** Trustee Johnson attended one of the Scholarship Committee meetings. The meetings went very well this year. It's amazing to see the hard work that the members put in to award all of the scholarship money to worth recipients.
- b) **Follow up on Robert Reid flower placement by Memorial Day.** Trustee Pallas will reach out to Major Heeter and Spaulding High School to make sure this gets done. They offered their assistance last year. A \$25 budget was established for these flowers.
- c) **Offer on the table from Blaine Cox to have Rotary Club help with cemetery spring clean-ups.** Trustee Varney will reach out to Mr. Cox to further these discussions.
- d) **Discuss and sign update to the Norman Mireault Scholarship.** Trustee Pallas will ask City Clerk's Office to type up proposed changes and will present draft to the Mireault Family and all Trustees at a later date.
- e) **Sign form for the new Booster donation and trust.** The Trustees recently received \$10,000 from the Rochester Youth Hockey League, Inc., to fund some improvements at the Ice Arena. The funds are currently being held in a separate account with the City of Rochester. The Trustees discussed that it doesn't make much sense to transfer the funds to Bar Harbor Wealth Management to subsequently request payment of these funds back to the City and Recreation Department. Trustee Johnson will respond back to Deputy Finance Director Mark Sullivan to let him know that it's ok for him to transfer the funds directly to the Recreation Department to complete the initiatives planned with the donation.

- f) **Discuss the need for a meeting with new City Manager Ambrose to discuss her role as a Cemetery Trustee.** The Trustees will discuss this further in the Fall once City Manager Ambrose gets settled into her new role.
- g) **Discuss Trustee Winders' leave of absence due to travel abroad.** It was ultimately decided that Trustee Winders will request a leave of absence during this 8 month period similar to the leave of absence he requested as a member of the ZBA.

V. Other

The Trustees discussed what to do with the over \$10,000 in income currently with the William Evans Trust. The Trustees received an unsolicited donation request from the NH Food Bank in January requesting \$5000 to provide food assistance to Rochester residents. The Trustees agreed that this request is a worthy one that will provide a great benefit from the William Evans Fund. Trustee Pallas made a motion to expend \$5000 to NH Food Bank. Trustee Johnson seconded the motion. The motion passed unanimously.

Recreation Director Lauren Krans submitted some documentation on some forest conservation efforts that need to be completed within Hanson Pines. The work follows the current Forest Management Plan completed by Moreno Forestry. The Trustees agreed that the proposed work needs to be completed and follows the guidelines of the Trust. Trustee Pallas made a motion to approve a payment of \$6525 from the Hanson Pines Trust to the City of Rochester Recreation Department. Trustee Winders seconded the motion. The motion passed unanimously. Trustee Pallas will also reach out to Director Krans to explain some of the guidelines outlined in the Trust to ensure everything continues to be followed correctly.

Trustee Winders will reach out to Mr. Scopel with Spaulding High School on some work within Hanson Pines that was proposed by Mr. Scopel and supported by the Trustees. The Trustees noticed that the work doesn't appear to be completed.

Trustee Johnson will reach out to Bar Harbor Wealth Management to have them remove a couple line items from the financial reports that have been closed over the past couple years.

VI. Adjournment and public input:

No one from the public was present.

The Trustees' next meeting will be in July with the exact date to be determined. *The meeting was adjourned at 6:02 PM.*

Minutes respectfully submitted by Brett Johnson.

**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.

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]

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.

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]



City of Rochester Formal Council Meeting

AGENDA BILL

AGENDA SUBJECT **Review on Status of Alleged Ethics Policy Violations by Deputy Mayor Peter Lachapelle**

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	July 11, 2023	
DEPT. HEAD SIGNATURE	N/A	
DATE SUBMITTED	June 30, 2023	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	N/A
CHAIR PERSON	N/A

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	N/A
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

City Charter; City of Rochester Code of Ethics and Conduct for Elected & Appointed Officials

SUMMARY STATEMENT

Status update on alleged ethics policy violations from remarks made by Deputy Mayor Lachapelle at the April 18, 2023, City Council Meeting and ethics policy process discussion.

RECOMMENDED ACTION

Discussion

From: Peter Lachapelle
Sent: Wednesday, June 28, 2023 1:38 PM
To: Laura Hainey; Dana Berlin; Steven Beaudoin
Cc: Terence O'Rourke
Subject: Meeting

07/06/2023

Folks,

In response to your concerns regarding my statements on April 18, 2023, I want to engage in an informal conversation with all of you before the City Council meeting on July 11, 2023 at 5pm in order to come to a final resolution of any lingering issues between us. I have invited the City Attorney to the meeting to serve as something of a mediator. The City Attorney's role will be to facilitate the discussion and to keep the conversation productive. The City Attorney will not decide who is right or wrong; he will not take sides. The City Attorney asked me to convey to you that he expects that we will all sincerely agree to attempt to resolve this dispute, agree to treat one another with mutual respect, and agree to give consideration to all suggestions made in regard to developing a conclusion to this matter that serves the best interests of the City. Please let me know if this time and date works for all of you.

Regards,

Pete

Email sent to and from this City of Rochester email address is subject to NH RSA 91-A (the NH Public Records Law) and may, subject to certain exemptions, be subject to disclosure to third parties. This email message and any attachments may contain information that is confidential and/or legally privileged in accordance with applicable laws or regulations. It is intended only for the use of the person and/or entity identified as recipient(s) in the message. If you are not an intended recipient of this message, please notify the sender immediately and delete the material. Do not print, deliver, distribute or copy this message, and do not disclose its contents or take any action in reliance on the information it contains unless authorized to do so. Thank you.

From: Steven Beaudoin
Sent: Friday, June 30, 2023 10:14 AM
To: Peter Lachapelle; Laura Hainey; Dana Berlin
Cc: Terence O'Rourke
Subject: RE: Meeting

07/06/2023

I will not participate in an "informal conversation" on this matter. The ethics violations were made publicly and any attempt to "come to a final resolution" will also need to be done publicly.

Steve

From: Peter Lachapelle <peter.lachapelle@rochesternh.gov>
Sent: Wednesday, June 28, 2023 1:38 PM
To: Laura Hainey <laura.hainey@rochesternh.gov>; Dana Berlin <dana.berlin@rochesternh.gov>; Steven Beaudoin <steven.beaudoin@rochesternh.gov>
Cc: Terence O'Rourke <terence.orourke@rochesternh.gov>
Subject: Meeting

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From: Dana Berlin
Sent: Friday, June 30, 2023 10:59 AM
To: Steven Beaudoin; Peter Lachapelle; Laura Hainey
Cc: Terence O'Rourke
Subject: Re: Meeting

07/06/2023

I agree with Councilor Beaudoin. Per the policy, the first step was to ask for an apology, which was done. The next steps are to bring this matter to the council. Not hold an informal non-public meeting.

Best,
Dana

Dana Berlin
City Councilor, Ward 6 Seat A
(603) 953-4075

From: Steven Beaudoin <steven.beaudoin@rochesternh.gov>
Sent: Friday, June 30, 2023 10:13:58 AM
To: Peter Lachapelle <peter.lachapelle@rochesternh.gov>; Laura Hainey <laura.hainey@rochesternh.gov>; Dana Berlin <dana.berlin@rochesternh.gov>
Cc: Terence O'Rourke <terence.orourke@rochesternh.gov>
Subject: RE: Meeting

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Steve

From: Peter Lachapelle <peter.lachapelle@rochesternh.gov>
Sent: Wednesday, June 28, 2023 1:38 PM
To: Laura Hainey <laura.hainey@rochesternh.gov>; Dana Berlin <dana.berlin@rochesternh.gov>; Steven Beaudoin <steven.beaudoin@rochesternh.gov>
Cc: Terence O'Rourke <terence.orourke@rochesternh.gov>
Subject: Meeting

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