

**Regular City Council Meeting  
November 6, 2019  
Council Chambers  
7:00 PM**

**COUNCILORS PRESENT**

Councilor Abbott  
Councilor Bogan  
Councilor Gates  
Councilor Gray  
Councilor Hamman  
Councilor Hutchinson  
Councilor Keans  
Councilor Lachapelle  
Councilor Lauterborn  
Councilor Torr  
Councilor Walker  
Deputy Mayor Varney  
Mayor McCarley

**OTHERS PRESENT**

Blaine Cox, City Manager  
Peter Nourse, Director of City Services  
Daniel Camara, GIS Technician  
Sonja Gonzalez, CIO

**MINUTES**

**1. Call to Order**

Mayor McCarley called the Regular City Council meeting to order at 7:00 PM.

**2. Opening Prayer**

Mayor McCarley called for a moment of silence in honor of Veterans' Day.

**3. Pledge of Allegiance**

Mayor McCarley led the Pledge of Allegiance.

**4. Roll Call**

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

**5. Acceptance of Minutes**

**5.1 Regular City Council Meeting: October 1, 2019**  
***consideration for approval***

Councilor Lachapelle **MOVED** to **ACCEPT** the Regular City Council meeting minutes of October 1, 2019. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

## **5.2 Special City Council Meeting: October 15, 2019** *consideration for approval*

Councilor Lachapelle **MOVED** to **ACCEPT** the Special City Council meeting minutes of October 15, 2019. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

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

### **6.1 Employee of the Month Award**

City Manager Cox announced that Roland Connors, Finance Department, has been selected as the Employee of the Month for November, 2019.

City Manager Cox recognized City Clerk Walters, City Clerk staff, and the Public Buildings and Grounds for their dedicated work during the Municipal Election.

City Manager Cox said Rochester is the recipient of two awards (second place) from the Alliance for Community Media Northeast Region. City Manager Cox recognized Celeste Plaia, Government Channel Coordinator, for her work on the two award winning videos: Rochester City Hall Annex Restoration Project, and Arts Culture and the Economy. He encouraged the public to watch the award winning videos which are available on the City's website.

### **6.2 City Manager's Report**

The City Manager's Report is as follows:

Contracts and documents executed since last month:

- **City Manager**
  - Arts Rochester Council Chambers Rental Agreement
- **Department of Public Works**
  - 2017NH NPDES SmallMS4 General Permit-Year 1 Annual Report
  - Adopt-a-Spot Certificates
  - Biosolids Dewatering Facility & Carbon Building Construction Admin Contract
  - Colonial Pines Sewer ExtensionPhase 2-Change Order 2

- GSBP (Granite State Business Park) Water Main Extension Construction Agreement
  - Household Hazardous Waste Grant Agreement
  - Household Hazardous Waste Letter of Commitment
  - Low Lift Pump Station Project – Engineering Amendment 3
  - Task Order 31 – Tidal Cocheco Water Quality Desktop Eval / Task Order 32
  - NonTidal Cocheco
- **Economic Development Department**
    - Environmental Review-CAP Weatherization – Weatherization Retrofit
    - HCSC land purchase release of funds
    - My Friends Place generator project
    - Public Art Partnership
    - Purchase of 145 Airport Drive
    - Wetlands Review – 1035 Salmon Falls Road
  - **Finance Department**
    - Amendment Value Payment Systems Contract
    - Drummond Woodsum Engagement Letter
    - Primex Property & Liability Assurance Program
  - **Fire Department**
    - Emergency Management Trailer – reimbursement request
  - **Police Department**
    - Crime Reporting Software Contract
    - Purchasing Policy Waiver
  - **Recreation & Arena Department**
    - Exception to Policy 2.001 – Anti-Nepotism

The following Computer Lease/Purchase or Tuition Reimbursement Requests have been enclosed:

- Computer Purchase, Snyder, B, Fire
- Tuition Reimbursement – Wilder, T, Fire

The following standard reports have been enclosed:

- Monthly Overnight Travel Summary
- Permission & Permits Issued
- Personnel Action Report Summary

### **6.3 Planning Board Dedication: Plaque in Remembrance of Karl Morse**

City Manager Cox announced that Karl Morse, who recently passed away, began volunteering about ten years ago as a camera operator,

recording City Council meetings for the City of Rochester. His dedication to the City has been recognized with a Plaque in his Remembrance which shall be hung near the operating equipment in Council Chambers.

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

### **7.1 Discussion: Non-Public Meeting Minutes Review Committee**

Mayor McCarley said that Councilors Varney and Lauterborn have reviewed the Non-Public Committee meeting minutes. There are a number of Non-Public meeting minutes which are being proposed to be released. A formal vote will be taken in December in order to unseal these minutes being recommended for release.

### **7.2 TIF Board Appointments**

Mayor McCarley reappointed the following members to the Tax Increment Financing District Advisory Boards:

#### **Granite Ridge Advisory Board:**

- Ron Poulin (*New Term to expire on 12/31/2022*)
- A. Raymond Varney (*New Term to expire on 12/31/2022*)

#### **Granite State Business Park:**

- Kristen Bournival (*New Term to expire on 12/31/2022*)
- Mark Hourihane (*New Term to expire on 12/31/2022*)

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

No discussion.

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

### **9.1. Municipal Election Vote Returns – Canvas of Votes**

City Clerk Walters reported that there is one correction to the Official Vote Returns. She said Judith Welch, Ward 1, actually received 18 votes for the Selectman position. This Seat is now declared to Ms. Welch with a term to expire January 2026.

City Clerk Walters reported that Matt Munn, Ward 3 School Board, received 48 Votes. It was determined that Thomas Connor also received

enough (77) Votes to be declared the winner of the School Board Seat for Ward 6 and David Lynch has been declared the winner of the Selectman Seat for Ward 6. A full list of results is attached to this set of minutes.

City Clerk Walters said once the City Council accepts the Municipal Election Returns the recount period will be open for one week. Any/all recounts will occur on November 16, 2019.

Councilor Lachapelle **MOVED** to amend the Official Vote Returns and to accept all write-in candidates listed above. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

City Clerk Walters thanked the City Clerk staff for their work on the Election. She extended special thanks to Matthew Winders who assisted the City Clerk's office with Elections.

City Clerk Walters requested that the City Council reconsider moving the Ward 2 Polling Location from St. Mary Church to Chamberlain Street School. She said the poll workers are in support of moving the polling location and that there is not enough space to form proper "check-in" lines or "registration" lines once a voter enters the building. Councilor Keans mentioned that there were a number of booths left unused and the polling location could utilize more space if they were not set up. City Clerk Walters agreed; however, the number of booths/screens per election is mandated by the State.

The City Council discussed changing the polling location after the Presidential Primary.

### **9.2. Resignation: Matthew Kozinski, Planning Board**

Councilor Keans **MOVED** to **ACCEPT** the resignation of Matthew Kozinski, Planning Board, with regret. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

### **9.3. Resignation: Patty Betts-Levine, Ward 2 Selectman**

Councilor Keans **MOVED** to **ACCEPT** the resignation of Patty Betts-Levine, Selectman, Ward 2, with regret. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

## **10. Reports of Committees**

### **10.1 Codes & Ordinances Committee – Meeting Canceled**

No discussion.

### **10.2 Community Development Committee – meeting canceled**

No discussion.

### **10.3 CTE Joint Building Committee**

Mayor McCarley said the project is progressing nicely and a “soft” opening is being planned for January, more information is forthcoming. Mayor McCarley said there is roughly \$270,000 worth of furniture still needed. There is a meeting planned to discuss this shortage. The project is still on budget except for the furniture request that was not able to be included with the project.

### **10.4 Finance Committee**

Mayor McCarley said a number of items were kept in Committee including the Water/Sewer Rate review. She said Sonja Gonzalez, gave a status update about IT Security measures.

#### **10.4.1 Committee Recommendation: To approve the Personnel Advisory Board’s recommendation for the Library Emerging Technologies Specialist position consideration for approval**

Councilor Lachapelle **MOVED** to **APPROVE** the Committee’s recommendation relative to the Library Emerging Technologies Specialist. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

#### **10.4.2 Committee Recommendation: To approve the Personnel Advisory Board’s recommendation for the Community Center Attendant position consideration for approval**

Councilor Lachapelle **MOVED** to **APPROVE** the Committee’s recommendation relative to the Community Center Attendant Position. Councilor Bogan seconded the motion. The City Council briefly discussed the matter. Chris Bowlen, Director of the Recreation and Arena Department, clarified that this is a part-time seasonal position which is being recommended to remain a part-time position; however, instead of seasonal, it would be

utilized year-round. There is currently no established grade or classification for this position because it has always been a part-time seasonal position. Now that it is formalizing into a year-round position, a classification/grade needs to be assigned to the position. The **MOTION CARRIED** by a majority voice vote.

## 10.5 Public Safety

### 10.5.1 **Committee Recommendation:** To install a "blind driveway" sign near 462 Pickering Road at the discretion of DPW consideration for approval

Councilor Walker **MOVED** to **APPROVE** the Committee's recommendation to install a blind driveway sign near 462 Pickering Road at the discretion of the Department of Public Works. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

### 10.5.2 **Committee Recommendation:** To remove the straight arrow and repaint the left hand turn arrow on Charles Street at Columbus Avenue consideration for approval

Councilor Walker **MOVED** to **APPROVE** the Committee's recommendation to remove the straight arrow and repaint the left hand arrow only on the Charles Street/Columbus Avenue. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

## 10.6 Public Works

Councilor Torr stated that there are no action items at this time. Councilor Lauterborn wished to refer a matter to the Committee's next agenda. She said the citizens on Stoneridge Drive, which is a cul-de-sac off Rochester Hill Road, have concerns about the deep slope on this road, which causes water drainage issues. The residents have said that this development was constructed between 1987 and 1996. There was supposed to be a drainage plan included with this project. The residents are questioning if the City approved this street without proper drainage. It seems that there had been a plan for drainage; however, where the drainage was supposed to lead to now has a home built at that specific lot intended for drainage. A few of the residents have raised concerns at City Departments; however, they do not feel that anyone is responding to their concerns. Councilor Lauterborn is hopeful that the Public Works Committee can find some type of solution for these residents.

Councilor Walker said that developer would have been required to have a drainage plan for that development. City Manager Cox agreed to have City staff investigate the files.

**11. Old Business**

No discussion.

**12. Consent Calendar**

Councilor Lachapelle **Moved** to **ADOPT** the Consent Calendar items. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**12.1 Resolution Deauthorizing \$311.64 from the Highway Safety Bicycle/Pedestrian Grant Overtime Account**  
*first reading, consideration for second reading and adoption*

**Resolution Deauthorizing \$311.64 from the Highway Safety Bicycle/Pedestrian Grant Overtime Account**

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

That Three Hundred Eleven and 64/100 Dollars (\$311.64) of previously appropriated funds is deauthorized from Highway Safety Bicycle/Pedestrian Grant Overtime Account. The total amount of the deauthorization shall not be sought as a reimbursement from the New Hampshire Department of Public Safety.

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.

**12.2 Resolution Deauthorizing \$9,720.54 from the New Hampshire Juvenile Court Diversion Network**  
*first reading, consideration for second reading and adoption*

**Resolution Deauthorizing \$9,720.54 from the New Hampshire Juvenile Court Diversion Network**

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

That Nine Thousand Seven Hundred Twenty and 54/100 Dollars (\$9,720.54) of previously appropriated funds is deauthorized from the New Hampshire Juvenile Court Diversion Network fund #6121. The total amount of the deauthorization shall not be sought as a reimbursement from the Governor's Commission Alcohol Fund.

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.

**12.3 Resolution Deauthorizing \$400 from the New Hampshire Juvenile Court Diversion Network *first reading, consideration for second reading and adoption***

**Resolution Deauthorizing \$400.00 from the New Hampshire Juvenile Court Diversion Network**

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

That Four Hundred Dollars (\$400.00) of previously appropriated funds is deauthorized from the New Hampshire Juvenile Court Diversion Network fund #6128. The total amount of the deauthorization shall not be sought as a reimbursement from the Governor's Commission Alcohol Fund.

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.

**12.4 Resolution Deauthorizing \$1,634.89 from Highway Safety DWI Grant Fund *first reading, consideration for second reading and adoption***

**Resolution Deauthorizing \$1,634.89 from the Highway Safety DWI Grant Fund**

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

That One Thousand Six Hundred Thirty Four and 89/100 Dollars (\$1,634.89) of previously appropriated funds is deauthorized from Highway Safety DWI Grant Fund. The total amount of the deauthorization shall not be sought as a reimbursement from the New Hampshire Department of Public Safety.

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

### **13. New Business**

#### **13.1 Resolution in Accordance with RSA 33:3-a Authorizing the Repurposing of Bond Proceeds in the Amount of \$10,198.97 and Deauthorizing said Amount from Whitehall Road Water Main Extension Project *first reading, consideration for second reading and adoption (roll call, 2/3 majority required)***

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

#### **Resolution In Accordance with RSA 33:3-a Authorizing the Repurposing of Bond Proceeds in the Amount of \$10, 198.97 and Deauthorizing said Amount from Whitehall Road Water Main Extension Project**

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

That, in accordance with RSA 33:3-a, Ten Thousand One Hundred Ninety Eight and 97/100 Dollars (\$10,198.97) of bond proceeds previously approved for the Whitehall Road Water Main Extension Project are hereby repurposed for use on the Franklin Adams Water Improvement Project.

Further, the amount of Ten Thousand One Hundred Ninety Eight and 97/100 Dollars (\$10,198.97) previously appropriated for the Whitehall Road Water Main Extension Project is hereby deauthorized.

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.

Councilor Lachapelle **MOVED** to suspend the rules and to read the resolution for a second time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a majority voice vote. Mayor McCarley read the resolution for a second time by title only.

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

**13.2 Resolution in Accordance with RSA 33:3-a Authorizing the Repurposing of Bond Proceeds In the Amount of \$18,364.25 and Deauthorizing \$23,174.94 from the Rochester Reservoir Dam Project *first reading, consideration for second reading and adoption (roll call, 2/3 majority required)***

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

**Resolution In Accordance with RSA 33:3-a Authorizing the Repurposing of Bond Proceeds in the Amount of \$18,364.25 and Deauthorizing \$23,174.94 from the Rochester Reservoir Dam Project**

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

That, in accordance with RSA 33:3-a, Eighteen Thousand Three Hundred Sixty Four and 25/100 Dollars (\$18,364.25) of bond proceeds previously approved for the Rochester Reservoir Dam Project are hereby repurposed for use on the Berry River/Round Pond Project.

Further, the amount of Twenty Three Thousand One Hundred Seventy Four and 94/100 Dollars (\$23,174.94) previously appropriated for the Rochester Reservoir Dam Project is hereby deauthorized, as well as, in accordance with RSA 33:9, Four Thousand Eight Hundred Ten and 69/100 Dollars (\$4,810.69) of previously authorized bond authority is hereby is withdrawn.

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.

Councilor Lachapelle **MOVED** to suspend the rules and to read the resolution for a second time by title only. Councilor Walker seconded the motion. Councilor Keans asked what the status is for the Rochester Reservoir Dam Project. Peter Nourse, Director of City Services, confirmed that the project is complete. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for a second time by title only.

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

**13.3 Supplemental Appropriation to the Downtown Revitalization Fund of \$300,000 *first reading, consideration for second reading and adoption***

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

**Supplemental Appropriation to the  
Downtown Revitalization Fund of \$ 300,000**

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

*That the amount of Three Hundred Thousand Dollars (\$300,000) is hereby appropriated as a supplemental appropriation to the Downtown Revitalization Fund for the purpose of paying costs associated with improvements, and or repairs, to City owned properties, and other City owned infrastructures in the downtown district. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.*

*Initial expenditures shall be for the City owned Salinger 10 No. Main St., and Scenic Theater 12-14 No. Main St., which are in need of immediate repairs and maintenance. Any remaining appropriation balance after the aforementioned projects are completed can be presented for repurpose to other downtown projects upon review and authorization of Finance Committee.*

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

*a unique account number for tracking and reported purposes. – **See amended resolution at end of the Council discussion.***

Councilor Lachapelle **MOVED** to suspend the rules and to read the resolution for a second time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a majority voice vote. Mayor McCarley read the resolution for a second time by title only.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Keans asked if any communication is happening between this Committee and other downtown Committees relative to the transportation plan. Mayor McCarley replied yes, there is a Downtown Master Plan, a Revitalization Plan, and a Transportation Plan, which are all working towards the same goals for the downtown. There will be some differences to be worked out later, particularly in the transportation plan.

Councilor Lauterborn question if the Revitalization Plan Fund is in fact, a “new” non-lapsing fund being established. She further questioned why the City would set up a special fund rather than to pay as the process proceeds. Mayor McCarley recalled that it is a way to have the money in place in order to have some of the projects completed before the weather becomes a factor. Any of the remaining funds would be deauthorized once the projects have been completed. Councilor Hamann supported the idea and said it would work just as well if it were set up through the Economic Development Department Fund. Councilor Keans said it makes sense; however, the words “supplemental appropriation” does not seem fitting because it’s the establishment of a fund. City Manager Cox said it must say “supplemental appropriation” because it is outside of the approved budget of FY 20. The City Council briefly discussed the matter. Councilor Varney **MOVED** to **AMEND** the resolution as follows:

*Any remaining appropriation balance after the aforementioned projects are completed can be presented for repurpose to other downtown projects upon review **of the Finance Committee** and authorization of ~~Finance Committee~~ **the** City Council.*

Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley called for a vote on the motion as amended. The **MOTION CARRIED** by a unanimous voice vote.

#### **Resolution as Amended:**

#### **Supplemental Appropriation to the Downtown Revitalization Fund of \$ 300,000**

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

That the amount of Three Hundred Thousand Dollars (\$300,000) is hereby appropriated as a supplemental appropriation to the Downtown Revitalization Fund for the purpose of paying costs associated with improvements, and or repairs, to City owned properties, and other City owned infrastructures in the downtown district. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

Initial expenditures shall be for the City owned Salinger 10 No. Main St., and Scenic Theater 12-14 No. Main St., which are in need of immediate repairs and maintenance. Any remaining appropriation balance after the aforementioned projects are completed can be presented for repurpose to other downtown projects upon review **of the Finance Committee** and authorization of ~~Finance Committee~~ **the** City Council.

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

**13.4 Resolution Relative to State Revenues Outlining How the Finance Director Should Work with the New Hampshire Department of Revenue when Setting the Tax Rate *first reading, consideration for second reading and adoption***

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

**Resolution Relative to State Revenues Outlining How the Finance Director Should Work with the New Hampshire Department of Revenue when Setting the Tax Rate.**

**The City Council, does hereby find as follows:**

**WHEREAS**, the Legislature adopted a state budget and the Governor signed said state budget into law on September 26, 2019;

**WHEREAS**, said budget results in approximately \$687,078 in unanticipated municipal funding;

**WHEREAS**, said budget results in a projected additional Education Funding of approximately \$1,800,441;

**WHEREAS**, the source of these unanticipated and additional funds are derived from State surplus and are considered one-time and non-repeating revenues;

**WHEREAS**, one-time and non-repeating revenues should be used for one-time, non-recurring or capital expenditures and not for ongoing operations;

**WHEREAS**, one-time and non-repeating revenues should not be used to lower the tax rate, as it would cause swings in the tax rate from year to year and would artificially lower the tax commitment used in the annual tax cap calculation;

**NOW, THEREFORE, BE IT HEREBY PROCLAIMED** by the City Council that the Finance Director should work with the Department of Revenue when setting the tax rate to:

1. Stipulate that the additional municipal revenues be designated as unanticipated revenues,
2. Eliminate the School Department's allocation of Fiscal Year 2020 Host Fee revenues of \$878,127.

In addition, the School Department's request to transfer \$750,000 from the School Building Capital Reserve fund in Fiscal Year 2020 to be used for debt service on the East Rochester School bonds will be withheld/ denied.

Councilor Lachapelle **MOVED** to suspend the rules and to read the resolution for a second time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a majority voice vote. Mayor McCarley read the resolution for a second time by title only.

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

**13.5 Resolution Authorizing Acceptance of \$18,857.74 in Pre-FY 2015 CDBG fund from the U.S. Department of Housing and Urban Development (HUD) and Supplemental Appropriation in Connection Therewith *first reading, consideration for second reading and adoption***

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

**Resolution Authorizing Acceptance of \$18,857.74 in Pre-FY 2015 CDBG funds from the U.S. Department of Housing and Urban Development (HUD) and Supplemental Appropriation in Connection Therewith**

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

That the sum of Eighteen Thousand Eight Hundred Fifty Seven and 74/100 Dollars (\$18,857.74) in pre-FY 2015 CDBG funds from HUD is hereby accepted by the City.

That the sum of Eighteen Thousand Eight Hundred Fifty Seven and 74/100 Dollars (\$18,857.74)) be, and hereby is, appropriated as a supplemental appropriation, and a new multi year fund number will be established, and this amount will be designated for the costs associated with the Gonic Pool Recreation Area Project.

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

Councilor Lachapelle **MOVED** to suspend the rules and to read the resolution for a second time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a majority voice vote. Mayor McCarley read the resolution for a second time by title only.

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

**13.6 Recreational Trails Grant Extension *Motion to Approve***

Councilor Lachapelle **MOVED** to **APPROVE** the Recreational Trails Grant Extension. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**13.7 Resolution accepting the donation of Route 16 Gateway sign from Rochester Chamber of Commerce *first reading, consideration for second reading and adoption***

Councilor Lachapelle **MOVED** to read the Resolution for the first time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by

a unanimous voice vote. Mayor McCarley read the resolution by title only for a first time as follows.

**Resolution Authorizing Acceptance of the Route 16 Gateway Sign  
from the Rochester Chamber of Commerce**

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

That the so-called Route 16 Gateway Sign is hereby accepted by the City from the Rochester Chamber of Commerce.

Councilor Lachapelle **MOVED** to suspend the rules and to read the resolution for a second time by title only. Councilor Walker seconded the motion. Councilor Keans asked if this is a new sign. City Manager Cox explained that this is the existing sign, which is currently owned by the Chamber of Commerce. The Chamber of Commerce is giving over ownership of the sign to the City of Rochester. He added that the sign would be included in the Wayfinding upgrade project. That particular sign would be renovated. The **MOTION CARRIED** by a majority voice vote. Mayor McCarley read the resolution for a second time by title only.

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

**13.8 Discussion: East Rochester Firehouse Curtains**

Councilor Keans said that she reached out to the New Hampshire Preservation Alliance and the New Hampshire Humanities. She said both organizations are seeking anyone who would want to preserve the curtains. She added that at least one of those curtains is valuable. Mayor McCarley questioned if there is a timeframe involved with finding a new home for the curtains. Mike Scala, Economic Development Director, said the owner is seeking to winterize the facility soon; however, the renovation project would not begin until the spring. Mr. Scala said there is some time to remove the curtains as well as some other items that must be removed. Councilor Varney requested that Councilor Keans give the contact information relative to the two agencies to Mr. Scala.

**14. Other**

Councilor Torr announced that the regularly scheduled Public Works Committee meeting would be changed to December 9, 2019 because the Director of City Services is not available for the meeting currently scheduled

later in the month.

Councilor Torr wished to thank all Veterans including those who currently serve on the City Council that have previously served their Country as follows:

- Councilors Varney and Hamann, served in the United States Marines
- Councilors Gray and City Attorney O'Rourke served in the United States Army
- Councilor Gates served in the United States Navy.
- Councilor Torr and Hutchinson served in the United States Air Force.

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

Councilor Lachapelle **MOVED** to enter into a Non-Public Meeting under RSA 91-A 3 II d, Land, at 7:40 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call of 13 to 0. Councilors Torr, Abbott, Varney, Hutchinson, Lachapelle, Gray, Walker, Bogan, Hamann, Gates, Keans, Lauterborn, and Mayor McCarley voted in favor of the motion.

Councilor Lauterborn **MOVED** to exit the Non-Public Session at 8:00 PM, Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lauterborn **MOVED** to seal the minutes because disclosure would render the proposed action ineffective. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a 13 to 0 roll call vote. Councilors Bogan, Gray, Torr, Gates, Walker, Hamann, Lachapelle, Abbott, Lauterborn, Keans, Hutchinson, Deputy Mayor Varney and Mayor McCarley voted in favor of the motion.

### **16. Adjournment**

Councilor Lachapelle **MOVED** to **ADJOURN** the Regular City Council meeting at 8:01 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC  
City Clerk