



**City Council Regular Meeting
August 3, 2021
Council Chambers
31 Wakefield Street
6:30 PM**

Agenda

- 1. Call to Order**
- 2. Opening Prayer**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Acceptance of Minutes**
 - 5.1 Regular City Council Meeting: July 6, 2021 *consideration for approval* P. 9**
 - 5.2 City Council Special Meeting: July 20, 2021 *consideration for approval* P. 41**
- 6. Communications from the City Manager**
 - 6.1 City Manager's Report P. 47**
- 7. Communications from the Mayor**
- 8. Presentation of Petitions and Council Correspondence**
- 9. Nominations, Appointments, Resignations, and Elections**
 - 9.1 Mayoral appointment – Historic District Commission council representative**
 - 9.2 City Council Vacancy P. 71**
 - a. *Election*: City Council Ward 2, Seat A**

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City Clerk's Office

- b. **Oath of Office:** City Council Ward 2, Seat A

9.3 School Board Vacancy P. 71

- a. **Election:** School Board Ward 4, Seat A
- b. **Oath of Office:** School Board Ward 4, Seat A

10. Reports of Committees

10.1 Appointments Committee P. 89

- 10.1.1 **New Appointment:** Michael King – Zoning Board of Adjustments, Regular Member, *term to expire 1/2/2023* **consideration for approval**
- 10.1.2 **New Appointment:** Matthew Winders – Zoning Board of Adjustments, Alternate member, *term to expire 1/2/2022* **consideration for approval**
- 10.1.3 **Reappointment:** Meredith Lineweber – Conservation Commission, Regular Member, *term to expire 1/02/2024* **consideration for approval**
- 10.1.4 **Reappointment:** Katie O’Connor – Arts & Culture Commission, Regular Member, *term to expire 7/01/2024* **consideration for approval**

10.2 Finance Committee P. 91

- 10.2.1 **Committee Recommendation:** To approve the creation of the Library Patron Services Supervisor Position **consideration for approval** P. 93
- 10.2.2 **Committee Recommendation:** To approve the elimination of the position of Legal Assistant II **consideration for approval** P. 93
- 10.2.3 **Committee Recommendation:** To approve the

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City Clerk's Office

amendments to the Non-Union Merit Plan &
Non-Union Employee Handbook
consideration for approval P. 94

10.3 Planning Board P. 127

- 10.3.1 Amendment to Chapter 275 of the General Ordinances of the City of Rochester Related to the Dimensional Standards of Table 19-B *first reading and refer to public hearing* P. 139**

10.4 Public Safety P. 149

- 10.4.1 *Committee Recommendation:* To have a City Department, as determined by the City Manager, open and close the Squamanagonic fence daily *consideration for approval* P. 151**
- 10.4.2 *Committee Recommendation:* To install a stop sign at the corner of Melanie and Janet Street at the discretion of DPW *consideration for approval* P. 151**

10.5 Public Works P. 167

- 10.5.1 *Committee Recommendation:* to approve the extension of the downtown decorative lighting use until 1:00 AM *consideration for approval* P. 167**
- 10.5.2 *Committee Recommendation:* to approve a street moratorium waiver for water service at 28 North Main Street *consideration for approval* P. 168**

11. Old Business

- 11.1 Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) Sewer CIP Fund in the Amount of \$200,000.00 for the Route 11 Pump Station Upgrade Project *second reading and consideration for adoption* P. 171**

12. Consent Calendar

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City Clerk's Office

- 12.1 Resolution authorizing the acceptance of Donations in an amount of \$900.00 to the City of Rochester in connection with the Riverwalk Committee Calendar Fundraiser *first reading and consideration for adoption***

P. 177

13. New Business

- 13.1 Resolution for Supplemental Appropriation to the Conservation Fund for Fiscal Year 2020-2021 pursuant to the provisions of Section 7-64(c) of the General Ordinances of the City of Rochester *first reading and consideration for adoption*** P. 183

- 13.2 Resolution Authorizing Acceptance and Appropriation of Victims of Crime Act (VOCA) Grant Award in an amount of \$25,836.00 for FY 2022 *first reading and consideration for adoption*** P. 189

14. Other

15. Non-Public/Non-Meeting

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

16. Adjournment

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Regular City Council Meeting
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**Regular City Council Meeting
July 6, 2021
Council Chambers
6:39 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Belken
Councilor Bogan
Councilor Gray
Councilor Hailey
Councilor Hamann
Councilor Hutchinson
Councilor Jean
Councilor Lachapelle
Councilor Rice
Councilor Walker
*Mayor Lauterborn

OTHERS PRESENT

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

COUNCILORS ABSENT/EXCUSED

Minutes

1. Call to Order

Mayor Lauterborn called the Regular City Council meeting to order at 6:39 PM.

2. Opening Prayer

Mayor Lauterborn called for a moment of silent to reflect on change, as the City has dealt with much change this year.

3. Pledge of Allegiance

Mayor Lauterborn led the Pledge of Allegiance.

4. Roll Call

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

Mayor McCarley submitted a resignation to take effect on June 30, 2021. Former Deputy Mayor Lauterborn was sworn in as Mayor on July 1, 2021 at the City Clerk's Office.

5. Acceptance of Minutes

5.1 City Council Regular City Council Meeting: June 1, 2021 *consideration for approval*

Mayor Lauterborn made one correction to the minutes to add Councilor Hainey's name to the Councilors present list. Councilor Lachapelle **MOVED** to **ACCEPT** the Regular City Council meeting minutes of June 1, 2021 as corrected. Councilor Walker seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

6. Communications from the City Manager

6.1 City Manager's Report

Katie Ambrose, Deputy City Manager, gave an update on the City's Fireworks Event, which had been scheduled for July 3, 2021, at the James W. Foley Memorial Community Center. The event had been postponed until July 10, 2021, due to inclement weather. The event is scheduled to begin around 9:30 PM; however, a permit is pending from the State and the weather is being watched closely.

The City Manager's report is as follows:

Contracts and Documents executed since last month:

- Department of Public Works
 - o Easement Agreement– Unitil gas line
 - o Change Orders – Hutter Construction, New DPW
 - o Compliance Report – AOC related to NPDES Permit
 - o Recommendation of Bid award – SUR
 - o Scope of Services/Agreement – Geosyntec Consultants
 - o Software & Hardware contract – EJ Prescott
 - o Software Contract – Esri GIS Enterprise Software
 - o Professional Services Contract – Honeywell
 - o Right-of-Way Certificate – Strafford Square Improvements
 - o Scope of Services/Agreement – Weston & Sampson
 - o Scope of Services/Design engineering – Weston & Sampson
 - o Water/Sewer work force study – Jacobs Consulting
 - o Notice to Proceed – SUR, Strafford Square Project

- o Community Center Lease Renewals
- o USGS Annual Joint Funding Agreement
- o MOU – Granite State Credit Union
- o Conceptual Design Agreement – Ledgeview Dr Sewer Pump
- o Master Service Agreement - Stantec
- o Annual Lab Analysis Agreement – Granite State Analytical
- Economic Development
 - o FY22 CDBG contract – Meals on wheels
 - o FY22 CDBG contracts – HCSC and My Turn
 - o FY21 CDBG Environmental Review – CAP weatherization
- IT
 - o Service Agreement – RecDesk Recreation Software
 - o Equipment Quote – Patrol PC, Spare parts
 - o System Engineering Licensing – KnowBe4
- Planning
 - o Service agreement for temporary staffing – Kelly Services

Standard Reports:

- Permission & Permits Issued -none
- Personnel Action Report Summary

7. Communications from the Mayor

Mayor Lauterborn said she would do her best to live up to the high standards set by previous Mayors of the City of Rochester. She requested the City Councilors support during the remaining six months of this term.

Mayor Lauterborn declared a vacancy for the Ward 2 City Council Seat A – position. Any registered voters may fill out a Statement of Interest Form. The deadline to submit such form will be July 28, 2021. The Statement of Interest Forms will be printed in the City Council packet for the Regular Meeting in August. A vote shall be taken at the August 3, 2021 Regular City Council meeting. These candidates are invited to address the City Council at its Workshop on July 20, 2021.

8. Presentation of Petitions and Council Correspondence

No discussion.

9. Nominations, Appointments, Resignations, and Elections

9.1 *Resignation: Nathaniel Byrne, School Board Ward 4, Seat A* consideration for acceptance

Councilor Walker **MOVED** to **ACCEPT** the resignation with regret. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Mayor Lauterborn declared a vacancy for the Ward 4 School Board – Seat A position. She said the same process would be taken to fill this vacancy as outlined above in the Communications from the Mayor.

9.2 Resignation: Caroline McCarley, Mayor *consideration for acceptance*

Councilor Lachapelle **MOVED** to **ACCEPT** the resignation with regret. Councilor Walker seconded the motion. The **MOTION CARRIED** by a majority voice vote.

9.3 Election: Deputy Mayor

Mayor Lauterborn reviewed the process for electing the Deputy Mayor which had been agreed upon during the Regular Meeting in June. She gave reasons why it was agreed that the City Councilors would email the City Attorney any nominations and subsequently cast their ballot by a certain deadline; however, two City Councilors cast their ballot after the deadline. She said the question is whether or not the City Council wishes to accept the late ballots, or to follow the process that had been taken, in the past, since all Councilor members are present in person at this evening's meeting. She reiterated the three options the City Council could take:

- Allow the two late votes cast after the deadline
- Accept the vote standing as-is without the late votes
- Discard the first vote and re-vote this evening

Councilor Gray felt the previous vote taken was in direct violation of RSA 91-A. Councilor Jean had some of the same concerns as Councilor Gray; however, he understood the reasons behind the request of this method. He said it was uncertain at the time this process was presented if all City Councilors would be present in-person for this evening's meeting and if not, would pose a difficult process for all members to cast their secret ballot. He said the ratification of such a vote must be taken at this meeting. He supported counting all votes cast, even the late votes. Councilor Rice agreed that the ratification of the votes must take place at this meeting; however, the City Council agreed on a process in June and the late votes should not be counted. Councilor Hutchinson agreed that the two late votes should not be counted and the fact that no City Councilor at the June meeting objected to the process. Councilor Gray said he objected to the process from the start because the position was not even vacant at the time in which the votes were being cast.

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Councilor Hutchinson reiterated that Councilor Gray did not object to the process at the meeting nor has he made a motion to change the process now. Councilor Belken agreed that it was not the best process for the City Council to take; however, the City Council did agree to the process.

Councilor Gray **MOVED** to revert to the original process of voting in person for the Deputy Mayor position. Councilor Walker seconded the motion. The voice vote was unclear and subsequently the **MOTION CARRIED** by an 8 to 4 show-of-hands vote.

Mayor Lauterborn opened up for any nominations of the Deputy Mayor. Councilor Rice nominated Councilor Lachapelle to fill the vacant Deputy Mayor position. Councilor Belken seconded the nomination. Councilor Bogan nominated Councilor Walker to fill the vacant Deputy Mayor position. Councilor Jean seconded the motion.

The first vote is as follows:

- Councilor Walker 6 Votes
- Councilor Lachapelle 5 Votes
- Councilor Jean 1 Vote

City Attorney O'Rourke announced the results as outlined above and said our City Charter dictates that a majority vote for a candidate is required according to the City Charter – Section 68. No candidate has received a majority of the vote.

Councilor Lauterborn proposed that each candidate serve for three months each. Councilor Gray said the City Charter dictates that re-votes shall be taken. Council discussed and debated the matter further. Councilor Hutchinson **MOVED** to postpone the vote until the Ward 2 vacancy is filled. Councilor Rice seconded the motion. The City Council debated the matter. City Attorney clarified that there is no harm if a deputy mayor is not selected this evening. He further clarified that the action of voting for a deputy mayor is not covered in the City Charter. He said the City Charter states that the City Council will choose a deputy mayor; however, no process is in place as to how that occurs; however, if a vote is taken, then it must follow the required majority vote of votes cast. The **MOTION FAILED** by a majority voice vote.

Mayor Lauterborn requested that a second vote be taken and the results are as follows:

- Councilor Walker 7 Votes
- Councilor Lachapelle 5 Votes

City Attorney O'Rourke read the results above and Mayor Lauterborn and Councilor Lachapelle congratulated Deputy Mayor Walker.

9.4 Mayoral Committee/Board Appointments

Mayor Lauterborn made the following appointments:

- Finance Committee
 - (Mayor Lauterborn will assume the Chair position)
 - Deputy Mayor Walker is appointed as the Vice-Chair
 - Councilor Lachapelle is appointed to fill the vacant seat
- Codes and Ordinances Committee
 - Councilor Abbott is appointed as Vice-Chair
- Community Development Committee
 - Councilor Bogan is appointed as Chair
 - Councilor Hainey is appointed as Vice-Chair
- Special Mayor's Committee – Redistricting
 - Deputy Mayor Walker is appointed as Chair
 - Councilor Hamann is appointed as a member
 - Councilor Jean is appointed as a member

Mayor Lauterborn said the figures associated with the redistricting are not back from the State as of yet. Councilor Gray, who serves as a State Senator, said there is a free software called DRA 2020, which is more than adequate to assist with redistricting and the data will be imported from the State once finalized. Councilor Rice questioned if this redistricting would be in place for the Municipal Election. Mayor Lauterborn confirmed it would not take effect until prior to the State Primary Election of 2022. Council briefly discussed the process.

Mayor Lauterborn said there is a vacant City Council position on the Historic District Commission and requested that any interested Councilors reach out to her prior to the next Regular City Council meeting.

10. Reports of Committees

10.1 Community Development Committee

10.1.1 Resolution Authorizing an application for Community Development Block Grant – COVID-19 (CDBG-CV) Housing Funding To Support Renovation of the Gafney Home **first reading and refer to Public Hearing July 20**

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Councilor Bogan **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 Lauterborn read the resolution for a first time by title only as follows:

RESOLUTION AUTHORIZING AN APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT – COVID-19 (CDBG-CV) HOUSING FUNDING TO SUPPORT RENOVATION OF THE GAFNEY HOME

- WHEREAS: The 2020-2025 Rochester CDBG Consolidated Action Plan documents rising demand for housing for elderly residents, including residents living on fixed incomes; and
- WHEREAS: HUD Community Development Block Grant CARES Act (CDBG-CV) funds are available through the NH Community Development Finance Authority for housing grants of up to \$500,000; and
- WHEREAS: A primary component of the CARES Act is assistance to State, Local, Territorial, and Tribal Government for the direct impact of the COVID-19 pandemic; and
- WHEREAS: Community Action Partners of Strafford County (CAPSC) own the location at 90 Wakefield Street Rochester, NH 03867, also known as the Gafney Home (hereafter the "Gafney Home"); and
- WHEREAS: CAPSC propose to renovate the Gafney Home to create 21 apartments to serve an income-qualified population of residents aged 62 and older; and
- WHEREAS: The Gafney Home and its services will benefit a limited clientele made up entirely of individuals or families aged 62 and older; and
- WHEREAS: Elderly persons are presumed by HUD to be low- to moderate-income for the purposes of CDBG eligibility; and
- WHEREAS: An application for a CDBG-CV grant has been prepared by Strafford Regional Planning Commission (SRPC) on behalf of the City of Rochester and in collaboration with CAPSC; and

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WHEREAS: A duly-noticed public hearing for the purposes of soliciting feedback from the public and meeting the requirements of the CDBG program is to be held on July 20, 2021.

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

- I. That the City of Rochester will submit an application for Community Development Block Grant COVID-19 funds of up to \$500,000 for the purpose of renovating the property at 90 Wakefield Street, Rochester, NH 03867 in partnership with Community Action Partners of Strafford County, who intends to create 21 apartments to serve income-qualified elderly persons
- II. The City Manager is authorized to apply for, accept, and expend the CDBG-CV funds of up to \$500,000 and to officially represent the City of Rochester in connection with the application, including execution of contracts on behalf of the

City and any other related documents necessary or convenient to carry out the intent of said grant agreement (including acting as the certifying officer for HUD environmental documents) without further action of the City Council for the purposes set forth in the grant agreement.

- III. The City Manager is hereby authorized to enter into agreement(s) with Community Action Partners of Strafford County as subrecipients and Strafford Regional Planning Commission as grant-writers and grant administrators for the purposes of this grant.

Councilor Bogan **MOVED** to refer the matter to a Public Hearing. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Hainey asked if these would be Covid-19 funds derived from the City or State. Mayor Lauterborn confirmed these were Covid-19 funds from the State.

10.1.2 Resolution Amending the FY 2022 Rochester CDBG "Action Plan for the City of Rochester, N.H." and Approving and Appropriating the FY 2022 Community Development Budget for the City of Rochester *Second reading and consideration for adoption*

Councilor Bogan **MOVED** to read the resolution for a second time by title only. Councilor Belken seconded the motion. The **MOTION CARRIED** by a

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unanimous voice vote. Mayor Lauterborn read the resolution for a second time by title only as follows:

RESOLUTION AMENDING THE FY 2022 ROCHESTER CDBG
"ACTION PLAN FOR THE CITY OF ROCHESTER, N.H." AND
APPROVING AND APPROPRIATING THE FY 2022 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 2022 (July 1, 2021—June 30, 2022) "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 Seventy Two Thousand Eight Hundred Sixty One Dollars (\$272,861.00) be, and hereby is, approved and appropriated for fiscal year 2022 (July 1, 2021—June 30, 2022). 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	\$54,572.20
Public Service Agencies	\$40,929.15
Housing/Public Facilities/Infrastructure	\$177,359.95

Total	\$ 272,861.00
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III. Further, that One Hundred Forty Three Thousand Eight Hundred Sixty Five Dollars and Ninety Cents (\$143,865.90) 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 2022 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.

IV. Further, that Ten Thousand Six Hundred One Dollars and Sixteen Cents

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(\$10,601.16) in prior year unexpended Community Development Block Grant Funds be appropriated for use in the FY 2022 Action Plan for housing rehabilitation and public facilities activities.

This budget and the one-year action plan for FY 2022 may be reconsidered if federal funding is changed or if it is inconsistent with the total FY 2022 budget adopted for the Office of Economic and Community Development.

The sums necessary to fund the above appropriation in the amount of Two Hundred Seventy Two Thousand Eight Hundred Sixty One Dollars (\$272,861.00) shall be drawn in their entirety from the above-mentioned FY 2022 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 categorie.

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

10.2 Fidelity Committee

Councilor Hutchinson announced that the meeting in July has been canceled and the next meeting will be held on August 12, which will be an in-person meeting.

Councilor Hutchinson said there are laundry/shower trailers purchased by Dover which will be shared between the tri-city areas. The City of Rochester will need to decide where the trailer would be located in the event it is set up in Rochester (temporarily). He said it makes the most sense logistically to set it up at the James W. Foley Memorial Community Center.

Councilor Rice questioned if there would be a fence erected to prevent any indecency at the location. Councilor Hutchinson said these are deployable shower/laundry trailers, which are all self-contained. A user would be allotted time to fully shower and leave the facility discreetly. The City Council briefly discussed the matter. It was determined that volunteers would be there to monitor access

and cleaning purposes.

Councilor Bogan asked if this unit would continue to be mobile and not stationary. Councilor Hutchinson replied yes, they could also be lent out to surrounding communities if needed.

Councilor Hainey asked about the previous shower unit set up at the community center. Commissioner Nourse said a few years back the Department of Public Works fashioned a small mobile shower on a very small trailer, which is not like these new trailers.

Councilor Walker asked how long the trailer would be set up in the City of Rochester. Councilor Hutchinson said that is uncertain at this time. He said the first step will be to gather permission from the City Council of Rochester to agree to host the trailer and details would be discussed at that time.

Councilor Rice asked the Deputy City Manager to work with Staff to confirm a proposed location in time for the Workshop meeting. Councilor Hutchinson explained that the only adequate location will be the James W. Foley Memorial Community Center. He said the Fidelity Committee has preference to locate the trailer at the Community Center as well.

10.3 Finance Committee

10.3.1 Committee Recommendation: Transfer of \$844,000 from the school capital reserve fund into the School Department FY22 revenue account *consideration for acceptance*

Councilor Lachapelle **MOVED** to **ACCEPT** the Committee's Recommendation to Transfer \$884,000 from the School Capital Reserve Fund into the School Department FY 22 Revenue Account. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.4 Planning Board

Councilor Walker said due to the Independence Day Holiday falling on July 5, 2021, the Planning Board meeting had been canceled. The Regular Planning Board will meet next Monday, July 12, 2021.

10.5 Public Safety

10.5.1 Committee Recommendation: To place a "No Outlet" sign on Ramsey Drive at the discretion of DPW

consideration for approval

Councilor Hamann **MOVED** to **APPROVE** the Committee Recommendation to place a "No Outlet" sign on Ramsey Drive at the discretion of DPW. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.5.2 Committee Recommendation: To install a streetlight at the entrance of the wastewater treatment facility on Pickering Road *consideration for approval*

Councilor Hamann **MOVED** to **APPROVE** the Committee Recommendation to install a streetlight at the entrance of the Wastewater Treatment Facility on Pickering Road. Councilor Lachapelle seconded the motion. Councilor Walker asked what the poll number was. Councilor Lachapelle recalled that the pole in question is across the street and unfortunately the poll number information had not been provided to the Committee. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Rice recalled that a street light request had been approved on Elmo Lane and questioned when it would be installed. Commissioner Nourse agreed to check on that issue.

10.6 Public Works

10.6.1 Committee Recommendation: To approve a waiver to the pavement moratorium on the effected downtown streets with repairs to be made per DPW specifications and direction *consideration for approval*

Councilor Walker **MOVED** to **APPROVE** the Committee recommendation to approve a waiver to the pavement moratorium on the effected downtown streets with repairs to be made per DPW specifications and direction. Councilor Hamann seconded the motion. Councilor Lachapelle questioned what area of the downtown would be impacted. Councilor Rice said it was near the Holy Rosary Credit union and Fire Station on Wakefield Street. The **MOTION CARRIED** by a unanimous voice vote.

10.6.2 Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) Sewer CIP Fund in the Amount of \$200,000.00 for the Route 11 Pump Station Upgrade Project *first reading and refer to Public Hearing on July 20*

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Councilor Walker **MOVED** to read the resolution for a first time and refer the matter to a Public Hearing on July 20, 2021. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor Lauterborn read the resolution for a first time by title only as follows:

**Resolution Authorizing Supplemental Appropriation to the
Department of Public Works (DPW) Sewer CIP Fund in the Amount of
\$200,000.00 for the Route 11 Pump Station Upgrade Project**

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

That the amount of Two Hundred Thousand Dollars (\$200,000.00) is hereby appropriated as a supplemental appropriation to the DPW Sewer CIP Fund for the purpose of paying costs associated with the Route 11 Pump Station Upgrade Project. The funding for this supplemental appropriation shall be derived in its entirety from borrowing.

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 Thousand Dollars (\$200,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to 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.

11. Old Business

11.1 Resolution Authorizing Placement of Proposed Charter Amendments On The November, 2021 Municipal Ballot in Accordance With RSA 49-B:5 *second reading and consideration for adoption*

Councilor Walker **MOVED** to read the resolution by title only for a second time. Councilor Rice seconded the motion. The **MOTION CARRIED** by a

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unanimous voice vote. Mayor Lauterborn read the resolution by title only as follows:

Resolution Authorizing Placement of Proposed Charter Amendments on the November, 2021 Municipal Ballot in Accordance with RSA 49-B:5

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

That, in accordance with RSA 49-B:5, and after a duly notice public hearing, the Proposed Charter Amendments contained in **Exhibit A** (*See Addendum A – Proposed Amendments*) of this Resolution shall be placed on the November, 2021 Municipal Ballot.

Councilor Walker **MOVED** to **ADOPT** the Resolution. Councilor Lachapelle seconded the motion.

Councilor Jean had a question about Section 6 “Qualifications of Councilors”. It seems the only change is to strike the verbiage “or the Mayor”. He asked what the purpose of this proposed change is about. Attorney O’Rourke explained that if the Mayor resigns or is removed from office, then the Deputy Mayor is sworn in, there is already a process in place and this paragraph presents a contradiction to that process.

Councilor Jean had a question about Section 8 Election of Mayor. He asked if the Mayor would remain at two-year terms or four-year terms. Councilor Rice confirmed that the Mayor would remain on two-year terms.

Councilor Jean had a clarifying question about Section 22 Board of Library Trustees. He understood this proposed change to bring the City Charter consistent with the State Statues which governs such boards. City Attorney O’Rourke replied that is correct.

Councilor Jean asked about Section 70 Removal of Elected Officials. He understood that the City Council is responsible for all elected positions that become vacant. He asked why this would not also be the board which would be responsible to remove an elected official from office is the need arises. City Attorney O’Rourke stated that the original wording of Section 70 had been in place prior to the current RSA regulating the removal of elected bodies from said offices. The current RSA only allows the Mayor and City Council to remove the Mayor or a City Council member. He indicated that if a School Board member or Police Commission member were to be removed it would have to be done legally with a court order. The City Council discussed this process.

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Councilor Lachapelle supported all the Amendments except for Section 5 for the proposed four-year terms. Councilor Belken agreed.

Councilor Abbott **MOVED** to divide the question by removing Sections 5 and 8 from the remaining Amendments. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** to divide the question by a majority voice vote.

Mayor Lauterborn called for the motion to **ADOPT** the remaining Amendments without Sections 5 and 8. The **MOTION CARRIED** by a unanimous voice vote.

For clarity Councilor Walker **MOVED** to vote on the motion as amended to include all amendments excluding for Sections 5 and 8 to move forward to the ballot in November. Councilor Rice seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. *See Addendum B – Amendments as Adopted*

12. Consent Calendar

No discussion.

13. New Business

13.1 Resolution Authorizing the Acceptance of a \$125.00 Health Trust Wellness Reward by the Rochester Police Department (RPD) and Supplemental Appropriation in Connection Therewith *first reading and consideration for adoption*

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

Resolution Authorizing the Acceptance of a \$125.00 HealthTrust Wellness Reward by the Rochester Police Department (RPD) and Supplemental Appropriation in Connection Therewith

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

That a One Hundred Twenty Five Dollar (\$125.00) HealthTrust Wellness Reward is hereby accepted by the City on behalf of the RPD.

Further, the City Council authorizes a supplemental appropriation to the RPD Health Trust Special Revenue Fund (6013) in the amount of One Hundred Twenty

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Five Dollar (\$125.00) with the entirety of the supplemental appropriation being derived from said Reward.

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

13.2 Resolution Authorizing the Acceptance of a \$2,500 Juvenile Court Diversion Network Program Grant by the Rochester Police Department (RPD) and Supplemental Appropriation in Connection Therewith *first reading and consideration for adoption*

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

Resolution Authorizing the Acceptance of a \$2,500.00 Juvenile Court Diversion Network Program Grant by the Rochester Police Department (RPD) and Supplemental Appropriation in Connection Therewith

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

That a Two Thousand Five Hundred Dollar (\$2,500.00) Juvenile Court Diversion Network Program Grant is hereby accepted by the City on behalf of the RPD.

Further, the City Council authorizes a supplemental appropriation to the RPD Juvenile Alcohol Grant fund 6128 in the amount of Two Thousand Five Hundred Dollar (\$2,500.00) with the entirety of the supplemental appropriation being derived from said Grant.

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

13.3 City of Rochester Dog Warrant (April 30, 2020 to April 30, 2021) *motion to send warrant to the Police Department for action*

Councilor Lachapelle **MOVED** to send the warrant to the Police Department for action. Councilor Walker seconded the motion. Councilor Rice asked how many names were listed on the warrant. City Clerk Walters replied there were 1,091 names on the warrant this year. She added that this is much less than previous years because of the work done by the Animal Control Officer. Councilor Rice asked how the new dog software is working. City Clerk Walters confirmed the new data base is working efficiently.

Councilor Hainey asked how much is the dog fine. City Clerk Walters confirmed that there is a Civil Forfeiture fee of \$25 and a \$5 Administrative fee per owner (to cover the cost of the certified letter).

Councilor Rice asked if the fine is imposed even if the dog is now deceased. Ms. Walters confirmed that the fine is waived if the owner has moved out of the City or no longer owns the dog, or if the dog has passed away.

Councilor Hutchinson asked how folks are reminded prior to enforcing the late fees and fines. Ms. Walters explained that dog owners are encouraged to give an email address. She added that the Senior Citizens are called each year prior to the forfeiture date and every effort is made to contact all dog owners if possible. The **MOTION CARRIED** by a unanimous voice vote.

14. Other

Councilor Gray asked about the proposed needle exchange program. He indicated that Councilor Belken has been working with the City Manager to ensure safety of all our citizens. He asked if she would be willing to update the City Council on that effort. Councilor Belken felt a full discussion at the City Council level would be inappropriate at this time. She did not wish to speak on behalf of her employer at this time.

Councilor Rice mentioned that there are several private businesses are now establishing Needle Drop-Off boxes in Rochester and he questioned if there should be some type of policy/ordinance governing such situations for proper disposal of such needs.

Councilor Bogan has received phone calls about full syringes being found throughout certain parts of the City. Councilor Belken said there are plenty of

people using such drugs that are not part of a needle exchange program and there will be syringes found. She added that this will be discussed in a future Workshop and an expert in the field will be asked to speak about programs that are available for the City. She gave some details about needle collection and clean-up efforts in place now.

Councilor Hutchinson asked about the Fireworks display for the City being postponed until this Saturday, June 10, 2021; however, there may be inclement weather approaching again with Tropical Storm Elsa. Deputy City Manager Ambrose confirmed that if the event is delayed again, it would likely be delayed until it gets closer to September.

Councilor Hainey commented that the crosswalk "button" is now in place by the Lilac City Grill. She thanked the Department of Public Works for getting that in place.

15. Non-Public/Non-Meeting

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

Councilor Rice **MOVED** to enter a Non-Public Session under Land, RSA 91-A-3,II (d) at 7:54 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Rice, Abbott, Belken, Hutchinson, Lachapelle, Gray, Walker, Bogan, Hamann, Hainey, Jean, and Mayor Lauterborn voted in favor of the motion.

Councilor Rice **MOVED** to exit the Non-Public Session at 8:28 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Rice **MOVED** to seal the Non-Public Session minutes because disclosure of the minutes could render the proposed action ineffective. Councilor Walker seconded the motion. The **MOTION CARRIED** by a roll call vote. Councilors Hainey, Rice, Walker, Hutchinson, Bogan, Lachapelle, Jean, Abbott, Belken, Hamann, Gray, and Mayor Lauterborn voted in favor of the motion.

16. Adjournment

Mayor Lauterborn **ADJOURNED** the meeting at 8:30 PM.

Respectfully submitted,

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Kelly Walters, CMC
City Clerk

Section 5 Election of Councilors.

~~Beginning with the regular municipal election of 2003, two Councilors shall be elected from each ward, for terms of two years each, commencing on the first business day after January 1 following their election.~~

Beginning with the regular municipal election of 2023, each ward shall elect a Councilor A and a Councilor B, each Councilor A shall be elected for a term of four years and each Councilor B shall be elected for a term of two years, commencing on the first business day after January 1 following their election. Beginning with the regular municipal election of 2025, each Councilor B shall be elected for a term of four years, commencing on the first business day after January 1 following their election. Pursuant to Section 47 of this Charter, the City Clerk shall establish each ward seat as a separate municipal office, and shall establish a system to distinguish each separate ward seat on the municipal election ballot. Qualified persons may declare their candidacy for no more than one seat on the City Council at any municipal election.

Amendment of Section 6Addendum A
AS PROPOSED**Section 6 Qualifications of Councilors.**

Each City Councilor and the Mayor shall be a registered voter of the City of Rochester at the time they file their declaration of candidacy, pursuant to Section 47 of this Charter. Each Ward Councilor shall be a resident and registered voter of their ward at the time they file said declaration, at the time of their election, and throughout their term of office. If a City Councilor ~~or the Mayor~~ moves their residence from the City of Rochester during their term of office, then their office shall be declared vacant, and the vacancy shall be filled as provided in Section 68 of this Charter. If a Ward Councilor moves their residence from their ward during their term of office, then their office shall be declared vacant, and the vacancy shall be filled as provided in Section 68 of this Charter.

Amendment of Section 8Addendum A
AS PROPOSEDSection 8 **Election of Mayor.**

At the municipal election to be held in November 1989, and at every regular municipal election thereafter, the Mayor shall be elected for a term of two years. *If the successful candidate for Mayor is a sitting City Councilor with more than 2 years remaining on a term in office, then a Special Election shall be held within 90 days of the successful Mayoral candidate's inauguration to elect a candidate to serve the remaining time of said City Council term of office.*

Amendment of Section 22

Addendum A
PROPOSEDSection 22 **Board of Library Trustees.**

The Board of Library Trustees shall be comprised of the City Manager, or his designee, and six members to be elected by the City Council, one member to be elected from each ward for a term of three years, and their election so arranged that 1/3 of the members of the Board shall be elected each year. Elections by the City Council shall be conducted pursuant to Section 68 of this Charter. The duties and powers of said Board of Trustees shall be those enumerated in Chapter 202-a of the Revised Statutes Annotated, as presently enacted or the corresponding provisions of any recodification or amendment of the New Hampshire Revised Statutes Annotated. The Board of Trustees of the Public Library shall organize annually by the choice of a Chairman and such other officers and committees as it deems necessary. ~~The Board of Trustees of the Public Library shall elect a Library Director and such other employees as may be necessary for the efficient operation of the Public Library, as vacancies occur.~~ ***The Board of Trustees shall appoint a librarian who shall not be a trustee and their compensation and other terms of employment shall be in conformity with relevant provisions of this Charter and City Ordinances.***

Section 70 Removal of elected officials.

By an affirmative roll-call vote of at least nine City Councilors, the City Council may ~~remove any elected City official from office for prolonged absence, inattention to duty, mental or physical incapacity, incompetence, willful violations of state statutes, this Charter, or City ordinances, or misconduct in office. Such vote shall be on specific written charges approved by a majority of the City Council, and after due notice and hearing called upon the majority vote of the Council,~~ **on specific charges and after due notice and hearing, at any time remove the Mayor or one of its own members for cause, including but not limited to prolonged absence from or other inattention to duties, crime or misconduct in office, or as specified in the charter.** A vacancy occasioned by removal under this section shall be filled in the manner provided in the Charter.

Addendum A

AS PROPOSED

Amendment of Section 57

~~Section 57 Supervisors of the Checklist, election day duties.~~

~~The Chairman of said Board, with the advice and consent of the other members, shall, at every election, select one of their number to serve in each ward, whose duty shall be to decide such contested cases as may arise by reason of the omissions specified in Section 55 of this act.~~

Amendment of Sections 47, 51, 53, 54, 55, 56

Section 47 **Municipal election filing period, ballot preparation.**

The name of any qualified person shall be printed upon the municipal election ballot upon his filing with the City Clerk not later than five o'clock in the afternoon of the 45th day, nor earlier than nine o'clock in the forenoon of the 60th day prior to the date of said municipal election, his declaration in writing that he is a candidate for an office to be filled at the next succeeding municipal election. Each candidate shall pay to the City Clerk a filing fee in an amount established by ordinance, but which in no event shall exceed \$50 for any office.⁽¹⁾ The City Clerk shall prepare the ballots to be used at the municipal election. The ballot shall contain the names, ~~in alphabetical order~~ **according with RSA 656:5-a**, without party designation, of all persons who qualify with the City Clerk as a candidate for any office to be voted on at said municipal election. Below the list of names of candidates for each office there shall be as many blank spaces for write-in votes as there are votes permitted for such office.

□

Section 51 Absentee voting.

Any registered voter in the City of Rochester who qualifies, **under RSA 657:4**, for an absentee ballot ~~is absent from the City on the day of the municipal election or any City election, or who cannot appear in public on an election day because of his observance of a religious commitment, or who, by reason of physical disability, is unable to vote in person,~~ may vote at such election by absentee ballot. The provisions of RSA 669:26 through 669:29 as presently enacted or the corresponding provisions of any recodification or amendment of the New Hampshire Revised Statutes Annotated shall apply to such absentee balloting, except that the duties performed therein by the Town Clerk shall be performed by the City Clerk.

~~Section 53 Election of Supervisors of the Checklist.~~

~~Each ward at every regular municipal election shall choose, by ballot and plurality vote, one Supervisor of Checklists, and the City Council shall also, in January following each regular municipal election, by ballot and majority vote, choose one Supervisor of Checklists for all the wards of the City, and the member chosen by the City Council shall be Chairman of the Board. All vacancies occurring in the Board shall be filled by the City Council by ballot and majority vote.~~

□

Section 54 **Voter checklist preparation.**

~~Said Supervisor, The City Clerk having been first duly sworn to the faithful discharge of the duties of their office, and a certification thereof recorded by the City Clerk,~~ shall, previous to every election, prepare, revise, and post up, in the manner required by law, an alphabetical list of the legal voters in each ward. ~~In preparing~~

Addendum A

AS PROPOSED

~~said list they shall record in full the first or Christian name of each voter, but may use initial letters to designate the middle name of any voter.~~

Section 55 **Supervisors' session, voter registration.**

For each municipal election said Board of Supervisors shall be in session for the purpose of revising and correcting the list of voters at such places as they shall designate in accordance with the requirements of RSA 654:27, as presently enacted or the corresponding provisions of any recodification or amendment of the New Hampshire Revised Statutes Annotated. In the preparation of said list the said Board of Supervisors shall have all of the powers granted to and perform all of the duties imposed upon such Supervisors by the provisions of Chapter 654 of the New Hampshire Revised Statutes Annotated, so far as the same are not inconsistent with the provisions hereof. ~~Any person of legal age who shall present either his birth certificate or other evidence of birth in the United States or naturalization papers to the City Clerk and shall sign a written affidavit as to his Rochester residence under oath before either said City Clerk or justice of the peace or notary public or commissioned officer of the armed forces for those in the military service shall be registered to vote in the forthcoming elections. The Board of Supervisors of the Checklist shall receive said affidavit and certification from said City Clerk on forms to be prepared by said Board of Supervisors of the Checklist. The City Clerk shall receive such applications at any time, but no applications received within 10 days of the next election shall be considered for said election.~~



Section 56 **Voter checklist, election day.**

~~Said Supervisors shall deliver to t~~The City Clerk **shall provide** attested copies of the list of voters in each ward, prepared and corrected as aforesaid, before the hour of meeting, and said checklist so corrected, and no others, shall be used at the election. After the closing of the polls at said election, the Moderator and the Ward Clerk in each ward shall certify on the checklist used by them that such checklist is in fact the one used by them at said election and that it contains a corrected and complete list of the legal voters in their ward. One marked copy of each checklist used in said election shall be turned over to the City Clerk by the Supervisors. The City Clerk shall preserve such checklists in his custody for a public record for a period of no less than ~~five~~ **seven** years. Immediately after the ballots cast at a municipal election have been tabulated and the result have been announced, the Moderator or his designee, in the presence of the Selectman or their designees, shall seal and certify the ballots as provided by RSA 659:95 and shall deliver them to the City Clerk in the manner prescribed by RSA 659:98.

AS ADOPTED ON JULY 6, 2021
Addendum B

**Resolution Authorizing Placement of Proposed Charter Amendments on the November,
2021 Municipal Ballot in Accordance with RSA 49-B:5**

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

That, in accordance with RSA 49-B:5, and after a duly notice public hearing, the Proposed Charter Amendments contained in **Exhibit A** of this Resolution shall be placed on the November, 2021 Municipal Ballot.

Amendment of Section 6

ADOPTED ON JULY 6, 2021

Section 6 **Qualifications of Councilors.**

Each City Councilor and the Mayor shall be a registered voter of the City of Rochester at the time they file their declaration of candidacy, pursuant to Section 47 of this Charter. Each Ward Councilor shall be a resident and registered voter of their ward at the time they file said declaration, at the time of their election, and throughout their term of office. If a City Councilor ~~or the Mayor~~ moves their residence from the City of Rochester during their term of office, then their office shall be declared vacant, and the vacancy shall be filled as provided in Section 68 of this Charter. If a Ward Councilor moves their residence from their ward during their term of office, then their office shall be declared vacant, and the vacancy shall be filled as provided in Section 68 of this Charter.

Amendment of Section 22

Addendum B

ADOPTED ON JULY 6, 2021

Section 22 **Board of Library Trustees.**

The Board of Library Trustees shall be comprised of the City Manager, or his designee, and six members to be elected by the City Council, one member to be elected from each ward for a term of three years, and their election so arranged that 1/3 of the members of the Board shall be elected each year. Elections by the City Council shall be conducted pursuant to Section 68 of this Charter. The duties and powers of said Board of Trustees shall be those enumerated in Chapter 202-a of the Revised Statutes Annotated, as presently enacted or the corresponding provisions of any recodification or amendment of the New Hampshire Revised Statutes Annotated. The Board of Trustees of the Public Library shall organize annually by the choice of a Chairman and such other officers and committees as it deems necessary. ~~The Board of Trustees of the Public Library shall elect a Library Director and such other employees as may be necessary for the efficient operation of the Public Library, as vacancies occur.~~ ***The Board of Trustees shall appoint a librarian who shall not be a trustee and their compensation and other terms of employment shall be in conformity with relevant provisions of this Charter and City Ordinances.***

Amendment of Section 70

Addendum B

ADOPTED ON JULY 6, 2021

Section 70 **Removal of elected officials.**

By an affirmative roll-call vote of at least nine City Councilors, the City Council may ~~remove any elected City official from office for prolonged absence, inattention to duty, mental or physical incapacity, incompetence, willful violations of state statutes, this Charter, or City ordinances, or misconduct in office. Such vote shall be on specific written charges approved by a majority of the City Council, and after due notice and hearing called upon the majority vote of the Council,~~ **on specific charges and after due notice and hearing, at any time remove the Mayor or one of its own members for cause, including but not limited to prolonged absence from or other inattention to duties, crime or misconduct in office, or as specified in the charter.** A vacancy occasioned by removal under this section shall be filled in the manner provided in the Charter.

Addendum B

ADOPTED ON JULY 6, 2021

Amendment of Section 57~~Section 57 Supervisors of the Checklist, election day duties.~~

~~The Chairman of said Board, with the advice and consent of the other members, shall, at every election, select one of their number to serve in each ward, whose duty shall be to decide such contested cases as may arise by reason of the omissions specified in Section 55 of this act.~~

Amendment of Sections 47, 51, 53, 54, 55, 56**Section 47 Municipal election filing period, ballot preparation.**

The name of any qualified person shall be printed upon the municipal election ballot upon his filing with the City Clerk not later than five o'clock in the afternoon of the 45th day, nor earlier than nine o'clock in the forenoon of the 60th day prior to the date of said municipal election, his declaration in writing that he is a candidate for an office to be filled at the next succeeding municipal election. Each candidate shall pay to the City Clerk a filing fee in an amount established by ordinance, but which in no event shall exceed \$50 for any office.⁽¹⁾ The City Clerk shall prepare the ballots to be used at the municipal election. The ballot shall contain the names, ~~in alphabetical order~~ **according with RSA 656:5-a**, without party designation, of all persons who qualify with the City Clerk as a candidate for any office to be voted on at said municipal election. Below the list of names of candidates for each office there shall be as many blank spaces for write-in votes as there are votes permitted for such office.

□

Section 51 Absentee voting.

Any registered voter in the City of Rochester who qualifies, **under RSA 657:4**, for an absentee ballot ~~is absent from the City on the day of the municipal election or any City election, or who cannot appear in public on an election day because of his observance of a religious commitment, or who, by reason of physical disability, is unable to vote in person,~~ may vote at such election by absentee ballot. The provisions of RSA 669:26 through 669:29 as presently enacted or the corresponding provisions of any recodification or amendment of the New Hampshire Revised Statutes Annotated shall apply to such absentee balloting, except that the duties performed therein by the Town Clerk shall be performed by the City Clerk.

~~Section 53 Election of Supervisors of the Checklist.~~

~~Each ward at every regular municipal election shall choose, by ballot and plurality vote, one Supervisor of Checklists, and the City Council shall also, in January following each regular municipal election, by ballot and majority vote, choose one Supervisor of Checklists for all the wards of the City, and the member chosen by the City Council shall be Chairman of the Board. All vacancies occurring in the Board shall be filled by the City Council by ballot and majority vote.~~

□

Section 54 Voter checklist preparation.

~~Said Supervisor, The City Clerk having been first duly sworn to the faithful discharge of the duties of their office, and a certification thereof recorded by the City Clerk, shall, previous to every election, prepare, revise, and post up, in the manner required by law, an alphabetical list of the legal voters in each ward. **In preparing**~~

~~said list they shall record in full the first or Christian name of each voter, but may use initial letters to designate the middle name of any voter.~~

Section 55 **Supervisors' session, voter registration.**

~~For each municipal election said Board of Supervisors shall be in session for the purpose of revising and correcting the list of voters at such places as they shall designate in accordance with the requirements of RSA 654:27, as presently enacted or the corresponding provisions of any recodification or amendment of the New Hampshire Revised Statutes Annotated. In the preparation of said list the said Board of Supervisors shall have all of the powers granted to and perform all of the duties imposed upon such Supervisors by the provisions of Chapter 654 of the New Hampshire Revised Statutes Annotated, so far as the same are not inconsistent with the provisions hereof. Any person of legal age who shall present either his birth certificate or other evidence of birth in the United States or naturalization papers to the City Clerk and shall sign a written affidavit as to his Rochester residence under oath before either said City Clerk or justice of the peace or notary public or commissioned officer of the armed forces for those in the military service shall be registered to vote in the forthcoming elections. The Board of Supervisors of the Checklist shall receive said affidavit and certification from said City Clerk on forms to be prepared by said Board of Supervisors of the Checklist. The City Clerk shall receive such applications at any time, but no applications received within 10 days of the next election shall be considered for said election.~~

□

Section 56 **Voter checklist, election day.**

~~Said Supervisors shall deliver to t~~The City Clerk **shall provide** attested copies of the list of voters in each ward, prepared and corrected as aforesaid, before the hour of meeting, and said checklist so corrected, and no others, shall be used at the election. After the closing of the polls at said election, the Moderator and the Ward Clerk in each ward shall certify on the checklist used by them that such checklist is in fact the one used by them at said election and that it contains a corrected and complete list of the legal voters in their ward. One marked copy of each checklist used in said election shall be turned over to the City Clerk by the Supervisors. The City Clerk shall preserve such checklists in his custody for a public record for a period of no less than ~~five~~ **seven** years. Immediately after the ballots cast at a municipal election have been tabulated and the result have been announced, the Moderator or his designee, in the presence of the Selectman or their designees, shall seal and certify the ballots as provided by RSA 659:95 and shall deliver them to the City Clerk in the manner prescribed by RSA 659:98.

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City Council Special Meeting
July 20, 2021

**City Council Special Meeting
July 20, 2021
Council Chambers
6:40 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Belken
Councilor Bogan
Councilor Gray
Councilor Hamann
Councilor Hutchinson
Councilor Lachapelle
Councilor Rice
Councilor Walker
Mayor Lauterborn

OTHERS PRESENT

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

COUNCILORS ABSENT/EXCUSED

Councilor Hainey
Councilor Jean

Minutes

1. Call to Order

Mayor Lauterborn called the Special Meeting to order at 6:40 PM. Deputy City Clerk Cassie Givara had taken the roll prior to the public hearing immediately preceding the Special Meeting; all Councilors were present except for Councilors Hainey and Jean, who were both excused.

Mayor Lauterborn read the following resolutions prior to the second reading of the CDBG-CV resolution:

I would entertain a motion to approve the resolution, thereby authorizing the submission of a CDBG-CV application, authorizing City Manager Blaine Cox to sign and submit the application and any related forms and documents, and upon approval of the CDBG-CV application, authorize City Manager Cox to execute any documents which may be necessary to effectuate the CDBG-CV contract, and any amendments thereto.

Councilor Lachapelle **MOVED** to **APPROVE** the above resolution. Councilor Walker seconded the motion. The **MOTION CARRIED** by a

unanimous voice vote.

I would entertain a motion to approve the Gafney Home Project Residential Anti-Displacement and Relocation Plan, which was prepared by Strafford Regional Planning Commission for the purpose of this application and which is consistent with the requirements of Rochester's existing Anti-Displacement and Relocation Assistance Plan.

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

2. Resolution Authorizing an application for Community Development Block Grant – COVID-19 (CDBG-CV) Housing Funding To Support Renovation of the Gafney Home *second reading and consideration for adoption*

Councilor Lachapelle **MOVED** to read the resolution for a second time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor Lauterborn read the resolutions for a second time by title only as follows:

RESOLUTION AUTHORIZING AN APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT – COVID-19 (CDBG-CV) HOUSING FUNDING TO SUPPORT RENOVATION OF THE GAFNEY HOME

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

WHEREAS: HUD Community Development Block Grant CARES Act (CDBG-CV) funds are available through the NH Community Development Finance Authority for housing grants of up to \$500,000; and

WHEREAS: A primary component of the CARES Act is assistance to State, Local, Territorial, and Tribal Government for the direct impact of the COVID-19 pandemic; and

WHEREAS: Community Action Partnership of Strafford County (CAPSC) owns the location at 90 Wakefield Street Rochester, NH 03867, also known as the Gafney Home

City of Rochester
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City Council Special Meeting
July 20, 2021

(hereafter the "Gafney Home"); and

WHEREAS: CAPSC proposes to renovate the Gafney Home to create 21 apartments to serve an income-qualified population of residents aged 62 and older; and

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

WHEREAS: Elderly persons are presumed by HUD to be low- to moderate-income for the purposes of CDBG eligibility; and

WHEREAS: An application for a CDBG-CV grant has been prepared by Strafford Regional Planning Commission (SRPC) on behalf of the City of Rochester and in collaboration with CAPSC; and

WHEREAS: A duly-noticed public hearing for the purposes of soliciting feedback from the public and meeting the requirements of the CDBG program was held on July 20, 2021.

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

- I.** That the City of Rochester will submit an application for Community Development Block Grant COVID-19 funds of up to \$500,000 for the purpose of renovating the property at 90 Wakefield Street, Rochester, NH 03867 in partnership with Community Action Partners of Strafford County, who intends to create 21 apartments to serve income-qualified elderly persons.
- II.** The City of Rochester hereby adopts a project-specific Anti-Displacement Policy that incorporates and is subordinate to the pre-existing CDBG Anti-Displacement and Relocation Assistance Plan.
- III.** The City Manager is authorized to apply for, accept, and expend the CDBG-CV funds of up to \$500,000 and to officially represent the City of Rochester in connection with the application, including execution of contracts on behalf of the City and any other related documents necessary or convenient to carry out the intent of said grant agreement (including acting as the certifying

officer for HUD environmental documents) without further action of the City Council for the purposes set forth in the grant agreement.

- IV.** The City Manager is hereby authorized to enter into agreement(s) with Community Action Partners of Strafford County as subrecipients and Strafford Regional Planning Commission as grant-writers and grant administrators for the purposes of this grant.

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

- 3. Resolution Authorizing Acceptance of \$4,419 NH State Library Grant to the City of Rochester Library and Supplemental Appropriation in Connection Therewith *first reading and consideration for adoption***

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

Resolution Authorizing Acceptance of \$4,419 NH State Library Grant to the City of Rochester Library and Supplemental Appropriation in Connection Therewith

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

The Mayor and City Council authorize a supplemental appropriation to the FY22 Library operating budget in the amount of Four Thousand Four Hundred Nineteen Dollars (\$4,419.00) with the entirety of the supplemental appropriation being derived from a NH State Library grant. The grant funds will be used to digitize issues of the Rochester Courier newspaper that date from 1864 to 1993, which are currently on microfilm. Digitization will improve access to these newspapers.

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

City of Rochester
DRAFT

City Council Special Meeting
July 20, 2021

be recorded.

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

4. Adjournment

Mayor Lauterborn **ADJOURNED** the Special Meeting at 6:42 PM.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk

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City Clerk's Office



City of Rochester, New Hampshire

OFFICE OF THE CITY MANAGER
 31 Wakefield Street • Rochester, NH 03867
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CITY MANAGER'S REPORT July 2021

Contracts and documents executed since last month:

- **Department of Public Works**
 - Engineering services contract - Stantec **P.49**
 - Lease renewals – Community Center **P. 50**
 - Wetlands monitoring agreement – GZA GeoEnvironmental Srvc **P. 51**
 - Scope of Services, Code Consulting – SFC Engineering **P. 52**
 - Scope of Services/Estimate – SUR **P. 53**
 - Change Order, River St Pump Station – Apex Construction **P. 54**
 - Scope of Services/Estimate (Woodman St. Area) - SUR **P. 55**
 - Technical assistance task order – Wright Pierce **P. 56**
 - Interconnection agreement, new DPW – Eversource Solar **P. 57**
- **Economic Development**
 - FY22 Annual Action Plan revised forms and certifications **P. 58**
 - FY22 CDBG contract addendum – Waypoint NH **P. 59**
 - FY22 CDBG contract addendum – SOS and My Friend's Place **P. 60**
 - FY22 Municipal contracts – COAST, Easter Seals, Cornerstone **P. 61**
 - FY22 CDBG contract addendum – East Rochester library **P. 62**
 - Lease – 13-17 Hanson Street **P. 63**
 - Marketing contract – UNH Football yearbook **P. 64**
 - FY22 CDBG Environmental Reviews – Housing Rehab/Public Facilities Activities **P. 65**
- **Finance**
 - Temporary Staffing agreement - Bonney Staffing **P. 66**
 - Audit engagement letter – Melanson Heath **P. 67**
- **IT**
 - Service agreement/documents – ATOM group IT audit **P. 68**

The following standard reports have been enclosed:

- Permission & Permits Issued -none
- Personnel Action Report Summary **P. 69**

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City Clerk's Office



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 & Administration

FROM: Michael Bezanson, PE, City Engineer *MJB*

DATE: July 1, 2021

SUBJECT: **Strafford Square Intersection Improvements – Phase 1 Construction Administration Services Contract**

CC: Peter Nourse, PE, Director of City Services

Attached is one (1) original Contract for Construction Phase Engineering Professional Services for the Strafford Square Intersection Improvements – Phase 1 project. This contract amendment is between the City and Stantec Consulting Services, Inc. for construction administration, survey and related services in the amount \$239,545.79. Funds are available for this contract in the following account line:

- Public Works General Fund CIP account line: 15013010-771000-16531

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

Signature _____

Katie Ambrose
Deputy City Manager/ Director of Finance & Administration

Attachments: Stantec Engineering Construction Phase Services Contract



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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 *LJC*

DATE: June 30, 2021

SUBJECT: Community Center Lease Renewals

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

Attached please find Lease renewals for the following to leased spaces at the Community Center:

- Strafford Regional Planning Commission – Two Year Lease
- Crosspoint Church – Two Year Lease
- Sterling Drive Flagpole – 99 Years (Property sold and leased to new owner same terms)

The leased revenues have not changed and are per anticipated revenues in the FY2022 Budget.

If you have any question, please call, if not please pass on to the City Manager for signature. Please return documents to me at the DPW for Distribution **NOTE these do require Notary Signatures.**

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



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INTEROFFICE MEMORANDUM

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

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

DATE: July 12, 2021

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

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

Attached please find one copy of the GZA Environmental Wetlands Monitoring Agreement. This professional service agreement is for the 2022 annual reporting monitoring at the Cocheco Well Site. GZA assisted the City to obtain this permit in 2006 and has been providing the monitoring and reporting service since that time. Their history and knowledge of this permit provides for consistent accurate reporting and assessments of potential impacts.

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

51601073-533002 = \$5,800.0

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

(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, ADMINISTRATIVE SUPERVISOR

DATE: July 2, 2021

SUBJECT: SFC Engineering
City Hall – Code Consulting Service
Amount \$5,500.00

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

LJC

Attached please find (1) one copy of the scope of services for signature. This agreement is for services related to Code Consulting for Rochester City Hall.

The funds are available from the following Property Service Account

11090050-543000 = \$5,500.00

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

(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, ADMINISTRATIVE SUPERVISOR *LJC*

DATE: July 9, 2021

SUBJECT: SUR Construction
 Bulk Water Station
 Amount \$66,608.85

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. This work is for water service installation, concrete work, equipment and full installation of a Bulk Water Station on Washington Street. We are using the Contracted Services Bid #21-23 for pricing and that pricing is good through 12-31-2022.

The funds are available from the following Distribution System Upgrade Account:

55016010-771000-20543

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

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



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INTEROFFICE MEMORANDUM

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

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

DATE: July 14, 2021

SUBJECT: Apex Construction – River Street Pump Station Upgrade
 Change Order #2
-\$13,397.40 (reduction to contract value)

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

Attached please find one copy of the Apex Construction Change Order #1 for the River Street Pump Station Project. As described in the change order document this reduction of \$-13,397.40 is associated with additions and deletions to the contract value. The deletions or reductions include credits for EOS Telemetry, electrical bypass pumping, the purchase of a salvage pump and removal of manholes. The additions include additional roof trusses, repairs to the gravity sewer and additional costs associated with winter conditions resulting from the construction delays not the attributed to the contractor.

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

(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, ADMINISTRATIVE SUPERVISOR *LJC*

DATE: July 10, 2021

SUBJECT: SUR Construction
 Woodman St Area Reconstruction Project
 William Allen Playground Area Prep
 Amount \$58,417.65

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. This drainage work at William Allen School was originally to be bid with the Woodman Area Construction Project and now due to unanticipated delays with permitting and bidding it must be completed with our Contracted Service Bid. The School Department Playground Upgrade Project needs to be completed over the summer break. The Contracted Services Bid #21-23 pricing is good through 12-31-2022.

The funds are available from the following Woodman Area Reconstruction Account:

15013010-771000-20538 = \$58,417.65

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

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



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INTEROFFICE MEMORANDUM

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

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

DATE: July 13, 2021

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

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

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

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

51601073-533002 \$7,000.00

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

(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

FROM: Peter C. Nourse, Director of City Services

DATE: 22 July, 2021

SUBJECT: Eversource Solar Interconnection Agreement – New DPW Facility
209 Chestnut Hill Road

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

Please see attached Eversource Solar Interconnection Agreement for your signature. Please note that certain language in the draft agreement under Section 8 A. regarding insurance was requested to be changed by the City after consulting with Primex. This final version has those requested changes. There is no fee associated with this agreement.

This document follows the previous:

Revision Easement Assignment and Memorandum of License for Perspective PPA Investor; June 2021 - pending finalization of investor commitment

Eversource System Impact Study; June 2021 – complete

Solar Power Purchase Agreement (PPA) with Revision; March 2021 – complete

Enclosure:

1. Eversource Solar Interconnection Agreement

Date: July 26, 2021

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2022 Annual Action Plan Forms and Certifications - Revised

Please see attached the revised SF-424 form for the CDBG Annual Action Plan for FY 2022 (HUD Program Year 2021). This plan was approved by the City Council at the May 4, 2021 City Council meeting, and the form has been corrected to reflect the corrected award amount of \$272,861. The SF-424 application form requires the handwritten signature of the City Manager as the City of Rochester authority.

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

Date: July 13, 2021
To: Blaine Cox
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2022 CDBG Contracts – Waypoint NH Addendum

Please see attached the signed copy of the FY 2022 Community Development Block Grant (CDBG) the contract addendum between the city and Waypoint NH. City Council approved the additional funding for Waypoint NH at the July City Council meeting.

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

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

Date: July 12, 2021
To: Blaine Cox
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2022 Contracts – SOS Recovery Center and My Friend’s Place Addendum

Please see attached the signed copy of the FY 2022 Community Development Block Grant (CDBG) contract between the SOS Recovery Center and the City of Rochester and the contract addendum between the city and My Friend’s Place. City Council approved funding for SOS Recovery Center as part of the FY 22 municipal budget adoption, and City Council approved the additional funding for My Friend’s Place at the July City Council meeting.

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

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

Date: July 7, 2021
To: Blaine Cox
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2022 Municipal Contracts – COAST, Easter Seals, Cornerstone

Please see attached the signed copy of the FY 2022 municipal funding contracts between the City of Rochester and COAST, the city and Easter Seals, and the city and Cornerstone VNA. City Council approved funding for these activities as part of the FY 2022 budget adoption at the June 1, 2021 City Council meeting.

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

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

Date: July 9, 2021
To: Blaine Cox
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2022 Municipal Contracts – East Rochester Library

Please see attached the signed copy of the FY 2022 municipal funding contract between the City of Rochester and the East Rochester Library. City Council approved funding for this activity as part of the FY 2022 budget adoption at the June 1, 2021 City Council meeting.

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

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



MEMO

TO: Blaine Cox, City Manger

CC: Terence O'Rourke, City Attorney, Katie Ambrose, Deputy City Manager / Director of Finance

FROM: Michael Scala, Director of Economic Development

DATE: July 19, 2021

RE: 13-17 Hanson Street Lease

Blaine:

Please find attached the lease document between Breitling Holdings LLC and the City for the development of a green space at 13-17 Hanson Street.

The City will be agreeing to pay Breitling the equivalent amount of the annual property taxes for the use of the property for at least 5 years.

If you are satisfied with the document, please review, sign, and return.

Thank you



MEMO

TO: Blaine Cox, City Manger

CC: Katie Ambrose, Deputy City Manager; Mathew Wyatt, Public Information Manager

FROM: Michael Scala, Director of Economic Development

DATE: July 26, 2021

RE: Power Play Marketing Campaign – UNH Football Yearbook

Blaine:

Please find attached the contract with Power Play Marketing to place an advertisement in the UNH Football Yearbook for the 2021 season.

This contract confirms our commitment for a One-Half (1/2) Page advertisement at a cost of \$5,500.

Please sign and return at your earliest convenience.

Let me know if you have any questions.

Thank you
Michael Scala
Director of Economic Development

Date: July 28, 2021

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2022 CDBG Environmental Reviews – Housing Rehabilitation and
Public Facilities Activities

Please see attached the completed FY 2022 Community Development Block Grant (CDBG) environmental reviews for:

- FY 2022 housing rehabilitation activities
- FY 2022 public facilities activities

The City Council approved funding to these activities at the May 4, 2021 City Council meeting.

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



City of Rochester, New Hampshire

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917

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MEMO

TO: Blaine Cox

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

DATE: July 12, 2021

RE: Bonney Staffing Agreement

Attached please find a Direct Hire Memo of Agreement with Bonney Staffing Center for the Accountant II position in the Finance Department. These services have been approved for a purchasing waiver and would be charged to the Business Office's Contracted Services account 11060051-532200.

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: Memo of Agreement Direct Hire



City of Rochester, New Hampshire

Finance Office

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

Date: July 19, 2021

To: Blaine Cox, City Manager

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

RE: Melanson Audit Engagement Letter – FY21 Audit

Please find the attached audit engagement letter for fiscal year 2021 between the City of Rochester and Melanson. The City of Rochester last pursued bid proposals for independent auditor services in July 2014. Melanson Heath was selected from the four firms that submitted proposals. Melanson Heath has since provided audit services for fiscal years 2014 through 2020. Prior to the 2014 audit, Vachon Clukay was the City's audit firm for twelve fiscal years (2002 through 2013).

- Rochester was assigned a new principal in 2020.
- The City is in the process of transitioning the Arena Fund under Melanson's guidance. Transitioning to a different firm is not advisable until this is complete.
- The GASB 84 & 87 requirements necessitate additional analysis & guidance on the part of the audit firm. Planning for compliance with these GASB statements began with Melanson last fall.
- Changing audit firms is a big undertaking, which would require considerable staff time to explain Rochester's processes and items in transition to a new auditor. The staff time and resources involved could meet or exceed the equivalent of Melanson's fee increase for FY21 audit services.
- The City needs to retain the audit services for accounting related matters during the current fiscal year (FY22).

I recommend that the City sign this engagement letter and extend the Melanson audit services agreement for one additional fiscal year.

Katie Ambrose, Deputy City Manager/Finance Director



City of Rochester, New Hampshire

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INTEROFFICE MEMORANDUM

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

FROM: Sonja Gonzalez, Chief Information Officer

DATE: July 6, 2021

SUBJECT: The Atom Group – Comprehensive Cybersecurity Audit - \$7,200

CC:

City Manager Cox will receive electronic copies of the ATOM Group's Managed Service Agreement (MSA), Non-Disclosure Agreement (NDA) and Statement of Work (SOW) for an IT Audit. All have been reviewed by Attorney O'Rourke and myself. The MSA and NDA will apply to future SOW's should we contract with them in the future.

There is sufficient funding in the IT O&M Contracted Services account 11020050-532200.

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

Signature _____

Katie Ambrose, Finance Director

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	RYAN TREPANIER	ARENA ATTENDANT	1	X													X	HOURLY TO EXEMPT; NEW POSITION:RECREATION SERVICE SUPERVISOR FACILITIES/OPERATIONS
ASSESSING	NANCY MILLER	ASSESSOR II	1	X					X									
ASSESSING	LEONA ALAMEDA	ADMINISTRATIVE TECHNICIAN II	1	X								X						ANNIVERSARY DATE 2/10/2021
ASSESSING	THERESA HERVEY	ASSESSOR II	1	X								X						ANNIVERSARY DATE 6/30/2021
CITY CLERK	ASHLEY GREENE	ADMINISTRATIVE TECHNICIAN II	1		X												X	TEMP INCREASE HOURS
CITY MANAGER	GREGG SHAW	CAMERA OPERATOR	1		X										X			
CITY MANAGER	ELIZABETH HOBBS	CAMERA OPERATOR	1		X										X			
COMMUNICATIONS	LAUREN VENO	COMMUNICATIONS SPECIALIST	1	X						X								
COMMUNICATIONS	MARIAH GRIFFIN	COMMUNICATIONS SPECIALIST	1	X			X											
COMMUNICATIONS	MADELINE BRINKMAN	COMMUNICATIONS SPECIALIST	1	X								X						
DPW	DAVID SILVIA	LEAD FLEET MECHANIC	1	X					X									
DPW	DEAN HODGDON	LEO	1	X						X								
DPW	JASON THIBODEAU	GROUNDWORK LABORER	1	X												X		PT TO FT
DPW	SCOTT MCGLYNN	MUNICIPAL SERVICES SUPERVISOR	1	X			X											
DPW	JUSTIN RICE	FLEET MECHANIC	1	X			X											
DPW	TRAVIS GAGNE	LEO	1	X			X											
DPW	TIM ROBARE	WWTP MAINTENANCE MECHANIC	1	X						X								
DPW		AFSCME	10	X														AVERAGE 3.23%
DPW	KENNETH NYE	LEO	1	x													X	INCENTIVE
ECON DEV	TRACEY CUTLER	ADMINISTRATIVE ASSISTANT II	1	X						X								
FINANCE	ROLAND CONNORS	TEMP FINANCE	1			X												
FINANCE	MARK SULLIVAN	DEPUTY FINANCE	1	X													X	TEMP ASSIGNMENT
FIRE	KEVIN BANKS	FIREFIGHTER	1	X													X	MILITARY LEAVE
FIRE	KELLY GAGNE	EXECUTIVE SECRETARY	1	X			X											
FIRE	RICHARD MCCARVILLE	FIREFIGHTER	1	X			X											
FIRE	ALEXANDER WOOD	FIREFIGHTER	1	X			X											
FIRE	JEREMY BACON	FIREFIGHTER	1	X			X											
FIRE	KENNETH HOYT	FIREFIGHTER	1	X													X	RETURN FROM DEPLOYMENT
FIRE		FIREFIGHTERS	36										X					
IT	DANIEL WHITE	SYSTEMS ADMINISTRATOR	1	X									X					ANNIVERSARY DATE 5/21/2021
LIBRARY	JESSICA CARROLL	EMERGING TECHNOLOGY SPECIALIST	1	X													X	INCREASED TO FT; POSITION MOVED TO TEAMSTERS
LIBRARY			18									X						AVERAGE 3.32%
MIDDLE MANAGERS			18									X						AVERAGE 3.59%
MUNICIPAL MANAGERS			11									X						AVERAGE 3.36%
POLCE	JOSEPH OSWALT	PATROL OFFICER	1	X						X								
POLICE	JOSEPH OSWALT	PATROL OFFICER	1	X								X						
POLICE	ALEXANDER TURGEON	PATROL OFFICER	1	X								X						
POLICE	THOMAS BUTCHER	PATROL OFFICER	1	X								X						
POLICE	CORY KROCHMAL	PATROL OFFICER	1	X													X	RECRUITING BONUS
POLICE		NON UNION SWORN OFFICERS	10	X								X						AVERAGE 3.79%
POLICE	RHONDA YOUNG	ACCOUNT CLERK	1	X								X						ANNIVERSARY DATE 6/8/2021
RECREATION	CHLOE TRAINOR	LIFEGUARD	1			X						X	X					PT PAY ADJ PER K. AMBROSE
RECREATION	EMELIA LAMIE	HEAD LIFEGUARD	1			X								X				

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City Clerk's Office

City Council & School Board Vacancies

9.2 City Council, Ward 2, Seat A Statements of Interest

- Taylor Poro P. 73
- Arnold Bennett P. 75
- Daniel Fitzpatrick P. 77
- ~~Jonathan Erlichman~~ P. 79 **withdrawn**
- Amy Malone P. 81
- Steven Beaudoin P. 83

9.3 School Board, Ward 4, Seat A Statements of Interest

- Shane Downs P. 85
- Catherine Stewart P. 87

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City Clerk's Office



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**STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: City Council Seat Ward 2-A

NEW X RE-APPOINTMENT _____ REGULAR _____ ALTERNATE _____

NAME: Taylor Garvey Poro

STREET ADDRESS: 18 Osborne St. 1 Rochester, NH

ZIP 03867

TELEPHONE: (H) 603-573-5312 (W) _____ E-MAIL Tgporo12@msn.com

REGISTERED VOTER: (CIRCLE ONE) YES NO _____ **WARD** 2

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

Selectman 2019-present, Zoning Board Alternate 2019-2021

Rochester Friends of the Library Treasurer 2019-present.

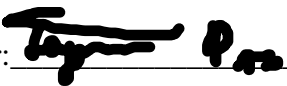
Possesses current security clearance with US Govt.

Preference for committees if chosen: 1.Redistricting.

2. Arts and Culture. 3.Community Development.

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older: 

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left blank...*

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31 Wakefield Street • Rochester, NH 03867
FAX (603) 509-1915 PHONE (603) 332-2130

RECEIVED

JUL 08 2021

CITY CLERK'S OFFICE
ROCHESTER, NH

**STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: CITY Council

NEW RE-APPOINTMENT _____ REGULAR _____ ALTERNATE _____

NAME: Arnold Bennett

STREET ADDRESS: 5 Sunset Dr.

ZIP 03867

TELEPHONE:(H) 92-3523 E-MAIL ArBennett@gmail.com

REGISTERED VOTER: (CIRCLE ONE) YES NO _____ WARD 2

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

I have been a lifelong Resident and have wanted to get involved for a very long time. I tried once with the Rec Commission but I was called away by my company to travel extensively. I Am Finally in a position where I am no longer traveling

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above, and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older: [Signature]

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City Clerk's Office



City of Rochester, New Hampshire
OFFICE OF THE CITY CLERK
31 Wakefield Street • Rochester, NH 03867
FAX (603) 509-1915 PHONE (603) 332-2130

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ROCHESTER, NH

**STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: Ward 2A City Council Seat

NEW RE-APPOINTMENT REGULAR ALTERNATE

NAME: Daniel W. Fitzpatrick

STREET ADDRESS: 19 Quarry Drive

ZIP 03867

TELEPHONE:(H) 822-0848(W) _____ E-MAIL retiredcitymgr@gmail.com

REGISTERED VOTER: (CIRCLE ONE) YES NO **WARD** 2

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

My interest is to continue serving the City of Rochester. I offer 43 years of municipal management experience (38 years in general city management, five years in city finance/budget management).

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I certify that I am 18 years of age or older: Daniel W. Fitzpatrick

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**STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: Ward 2, City Council Seat A

NEW RE-APPOINTMENT REGULAR ALTERNATE

NAME: Jonathan Erlichman

STREET ADDRESS: 332 Old Dover Rd

ZIP 03867

TELEPHONE: (H) 352-348-3471 (W) E-MAIL jerlichm@gmail.com

REGISTERED VOTER: (CIRCLE ONE) YES NO WARD 2

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

Please see the attached
statement of interest.

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older: [Signature]

Rochester NH City Council

31 Wakefield Street

Rochester, NH 03867

July 14th, 2021

Dear City Council Members,

It is with great honor and excitement that I write this letter to express my interest in joining the Rochester, NH City Council. I have been eagerly awaiting an opportunity to participate in our government and I am very happy to be considered for the Ward 2, Seat A vacancy.

My interest in government began in High School which led me to pursue a degree in Social Science. This degree focused on both History and Political Science and I was groomed to become a secondary education teacher. Concurrently, I was working at a local airport as a line service technician and about half way through my degree it became apparent that my interests were in Aviation. Thus, I made the decision to transition to Aviation. I gradually worked on my pilots' licenses throughout college to position myself for any aviation job that I could find after graduating college. Having come from a low SES family it took me much longer to acquire all of my flight ratings than most people, but what I learned through that process was that tenacity pays off and there is no substitute for a strong work ethic.

Eventually I relocated to New Hampshire to pursue my first professional aviation job for a local company based out of Portsmouth. Since then, I have progressed to the position of Assistant Director of Flight Training for a company with approximately two-hundred pilots. Part of the interview requirement for this position was to give a presentation to my company's executive council on a topic of my choosing. I decided to present on Federalism which reignited my interest in government. I knew at that moment that I wanted to participate in government at some point in my life and was eager to settle down in a local town so that I could give back to my community.

For the last few years, my wife and I have grown to love Rochester. When we initially moved here we did not know how long we would stay since we were both working on developing our careers. It did not take long for us to fall in love with this beautiful city that we now call home. With no plan to leave our current companies, we anticipate on staying in Rochester long-term. We have only had positive experiences with our residents and local government and I am now ready to play a more integral role in my community.

I sincerely appreciate this opportunity to be considered for the Ward 2, Seat A vacancy. Government is about service to one's community, and I am honored to be considered for this opportunity to represent my Ward. I look forward to meeting each of you at the workshop on July 20th!

Thank You,



Jon Erlichman
(352) 348 - 3471



City of Rochester, New Hampshire
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**STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: City Council ward 2

NEW RE-APPOINTMENT _____ REGULAR _____ ALTERNATE _____

NAME: Amy Malone

STREET ADDRESS: 64 Royal Crest

ZIP 03867

TELEPHONE:(H) _____ (W) 603-361-6410 E-MAIL AmyMalone78@gmail.com

REGISTERED VOTER: (CIRCLE ONE) YES NO _____ **WARD** 2

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

Resident for past 23 years. 4 years on school board. Current Rochester Lions President & Spaulding Booster President. Very active in Rochester Community including but not limited to Team lead for Rochester Fellowship Kitchen & other youth organization

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older: Amy Malone

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City Clerk's Office



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JUL 21 2021
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ROCHESTER, NH

STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP

POSITION DESIRED: City Council, Ward 2 Seat A

NEW RE-APPOINTMENT _____ REGULAR _____ ALTERNATE _____

NAME: Steven P. Beaudoin

STREET ADDRESS: 24 Houllock St. Rochester

ZIP 03867

TELEPHONE: (H) 312-811 (W) _____ E-MAIL 4 steve.beaudoin@gmail.com

REGISTERED VOTER: (CIRCLE ONE) YES NO _____ WARD 2

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

4 term (8 yrs) NH State Representative serving
one the House Executive Departments and Administrative
Committee ward 2 Stratford & Rochester
Lifelong Rochester resident
successfully self employed 20+ years

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

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I certify that I am 18 years of age or older: Steven P. Beaudoin

The NH Committee on Executive Departments and Administration considers matters pertaining to the general administration of state laws and changes therein; matters of policy pertaining to the executive departments; matters relating to the New Hampshire Retirement System; matters pertaining to the administration of professional licensing; review of performance audits, and such other matters as may be referred to it.

As an 8-year (4 term) member of the House ED&A Committee, I feel my experience serving there will translate well into a position on the Rochester City Council.

As a successful local businessman, I have firsthand experience in the financial and compliance challenges the business community faces.



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ROCHESTER, NH

STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP

POSITION DESIRED: School Board

NEW RE-APPOINTMENT REGULAR ALTERNATE

NAME: Shane Downes

STREET ADDRESS: 17 Janet St

ZIP 03867

TELEPHONE:(H) 603-767-5973 (W) _____ E-MAIL Shane.Downes31@gmail.com

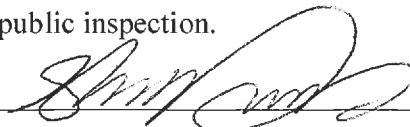
REGISTERED VOTER: (CIRCLE ONE) YES NO WARD 4

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

I am interested in filling the vacant school board seat. I have 3 children that attend school now. I want to be a voice to keep the Rochester School system going in the right direction.

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older: 

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STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP

POSITION DESIRED: SCHOOL BOARD - WARD 4 SEAT A
NEW RE-APPOINTMENT REGULAR ALTERNATE

NAME: CATHERINE STEWART

STREET ADDRESS: 124 FILLMORE BLVD

ZIP 03867
TELEPHONE: (H) 603-781-5115 (W) _____ E-MAIL britcat81@gmail.com

REGISTERED VOTER: (CIRCLE ONE) YES NO WARD 4

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

BA IN EARLY CHILDHOOD EDUCATION. EXPERIENCE
IN CLASSROOM TEACHING. 3 CHILDREN CURRENTLY
ENROLLED IN ALL 3 LEVELS OF ROCHESTER SCHOOLS.
ONE CHILD WILL BE FUTURE STUDENT OF THE
DISTRICT.

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older: Catherine Stewart

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City Clerk's Office

Appointments Committee Meeting

July 20, 2121

Council Chambers Conference Room

5:30PM

Committee Members Present

Donna Bogan, Chair

James Gray, Vice Chair

Thomas Abbott

Committee Members Absent

Jeremy Hutchinson

Laura Hainey

The meeting was called to order at 5:30p.m. on July 20, 2021

NEW APPOINTMENTS

Matthew Winders - After confirming there are no conflicts with Matt also serving on HDC, a motion was made by Councilor Gray, second by Councilor Abbott that Mr. Winders be recommended to the full council as an Alternate on the Zoning Board of Adjustments with a term to expire 1/02/23.

Michael King – Mr. King has an extensive background in land use and was recommended unanimously after a motion was made by Councilor Gray, second by Councilor Abbott, to serve as a Regular member on the Zoning Board of Adjustments with a term to expire 1/02/23.

RE-APPOINTMENTS

The following were discussed, and a motion was made by Councilor Gray, second by Councilor Abbott, unanimously passed, that both applicants would be brought for a full council vote.

Meredeth Lineweber – Conservation Commission, Regular member with a term to expire 1/02/24.

Katie O'Connor – Arts and Culture Commission, Regular member with a term to expire 2/07/24.

Meeting adjourned at 6:05p.m.

Respectfully submitted,

Donna Bogan, Chair

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City Clerk's Office

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Finance Committee

Meeting Minutes

Meeting Information

Date: July 13, 2021

Time: 6:30 P.M.

Location: Council Chambers, 31 Wakefield Street

Committee members present: Mayor Lauterborn, Deputy Mayor Walker, Councilor Lachapelle, Councilor Gray, Councilor Bogan, Councilor Hamann, and Councilor Jean.

City staff present: Finance Director Katie Ambrose, Deputy Finance Director Mark Sullivan. Fire Chief, Mark Klose. Assistant Fire Chief, Tim Wilder.

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

Mayor Lauterborn called the meeting to order at 6:30 PM. Deputy City Clerk Cassie Givara took a silent roll call. All Councilors were present except for Councilor Jean, who arrived at 6:39 PM.

2. Acceptance of Minutes - June 8, 2021

Councilor Walker **MOVED** to **ACCEPT** the minutes of the June 8, 2021 Finance Committee meeting. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

3. Public Input

There was no one present in Council Chambers for public input.

4. Unfinished Business-None

No Discussion.

5. New Business-

- **Fire Department CIP-Living Quarters Upgrade**

Deputy Finance Director Mark Sullivan gave an overview of the CIP request. He reported that this project had been intended for the current fiscal year; however when it was entered into

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the database it was tagged with a start date of fiscal year 2023 and therefore the funding was moved out of the current year's budget and was not included in the current year as the fire department intended. Mr. Sullivan stated that under the current circumstances for this project to move forward in the current fiscal year, it would be a request for a supplemental appropriation which would be bonded, requiring a public hearing.

Assistant Chief Tim Wilder said that the Fire Department had the intention of moving forward with these renovations in the current year and it wasn't discovered until after the budget was adopted that this CIP project had been left out. He clarified that this fiscal year would be ideal for the living quarter upgrade because there are no other big ticket CIP projects scheduled for FY22. Assistant Chief Wilder reported that the fire station referenced in the request is 50 years old and there have been no major renovations in that time; only relatively minor cosmetic changes. He outlined the challenges faced with the aging building and the need for updates with the growing personnel as well as increases in female firefighters needing separate quarters.

Councilor Walker asked why this project could not be postponed until the next fiscal year. Assistant Chief Wilder stated that although this project could be postponed, the current fiscal year was the ideal time to undertake the renovations due to the upcoming fiscal year potentially having large CIP projects related to the acquisition of land, planning and design for a third fire station.

Mayor Lauterborn asked if approving this project would cause any financial issues since the budget has already been finalized. Mr. Sullivan said that the request would be for a \$250,000 supplemental appropriation with the funding being bond; so from a cash flow perspective there is no additional burden.

Councilor Gray said that he was not in agreement with performing renovations using bonding as a funding source. He suggested it would be better suited as a cash project. He stated that where it was mainly cosmetic renovation not involving load-bearing walls, the project could potentially be done over the course of several years with smaller portions being completed each year. Mr. Sullivan said the alternative to bonding would be to use unassigned fund balance. Councilor Gray asked if contingency would be an option. Mr. Sullivan stated that contingency would not be ideal because it would deplete the contingency fund.

Mayor Lauterborn asked how they arrived at the \$250,000 figure. Assistant Chief Wilder said that the amount was determined based on discussions with the director of buildings and grounds as well as internal discussions regarding the scope of the project. He said the next step would be to bring in contractors to gather more definite quotes. He outlined the timeline of the proposed project and the process involved.

Assistant Chief Wilder said that alternately, the Fire Department could request a smaller appropriation around \$10,000 in order to contract with firms to get more accurate numbers on the project before coming back to request a larger amount. Deputy Finance Director Sullivan clarified that only the actual amount of the project would be bonded; if the project total came in

DRAFT

less than the approved amount, the remainder of the money would be deauthorized.

Ms. Sullivan stated that the department could work within the O&M budget to find a smaller amount in order to work with architectural firms to gather more definite numbers for the total project cost.

Councilor Gray **MOVED** to recommend to the full Council that they review a quote supplied by the fire department and Buildings and Grounds for the process of obtaining engineering/architectural quotes from contractors. Councilor Hamann seconded the motion. Mayor Lauterborn said that the committee would first need to vote on whether or not to move this project into FY22. Councilor Gray stated that he felt it was not necessary to move the project to FY22 if the full Council votes to appropriate the smaller amount intended for gathering quotes. Councilor Jean stated that ultimately there would need to be a vote on moving the project into FY22, but voting on the smaller appropriation to get the process started and to gather quotes should occur first to get a more definitive project cost to determine how to move forward. He stated that as far as debt service, the impact would not occur until FY24. There would be no financial impact to the current fiscal year budget; it's just a matter of whether or not to authorize the funding to move forward with the engineering and architectural quotes. The **MOTION CARRIED** by a unanimous voice vote.

There was a brief discussion on the next phase of the request and whether it would come back to the Finance Committee or end with the full Council. Mr. Sullivan reiterated that the Fire Department would be able to find the money for this smaller appropriation within their O&M budget or contingency and there would not need to be further action taken until the amount for the full scope of the project is requested.

- **Position Changes Patron Services Supervisor & Legal Assistant II**

Marie Lejeune, Library Director, said the purpose of the Patron Services Supervisor position is to provide a comprehensive approach to library programming and outreach. She said that due to rapid changes in the way libraries need to operate, especially post-COVID, there is a need to go out into the community and to provide services externally if the library is going to survive. This position would head that effort.

Mayor Lauterborn asked if the intention was to reclassify the position of a current employee to fill this position. Ms. Lejeune said that the intention is to fill this position with an existing library employee. Councilor Walker **MOVED** to **APPROVE** the creation of the Patron Services Supervisor position. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Finance Director Ambrose said the other recommendation from the Personnel Advisory Board is the elimination of the Legal Assistant II position. This action would convert the current Legal Assistant I and Legal Assistant II positions currently in place to a single classification of "Legal Assistant." Councilor Walker asked why this recommendation is being made. Finance

DRAFT

Director Ambrose said that these two positions share the same essential functions, so this action would give them the same title and pay grade (6). Mayor Lauterborn stated that the Legal Assistant II is currently a pay grade 8, so they would be receiving a downgrade. Finance Director Ambrose clarified that the pay grade 8 for the Legal Assistant II position was a recommendation made in the newly adopted classification plan; however this grade increase had not been put into effect, so the current legal assistant II would not be receiving a demotion in pay. The Legal Assistant I would increase from a pay grade 4 to 6.

Councilor Walker **MOVED** to **APPROVE** the elimination of the position of Legal Assistant II. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

- **Non Union Merit Plan**

Finance Director Ambrose referenced a memo in the packet from the City Manager in regards to the employee handbook document which needs to be amended in light of the adoption of the non-union merit plan. She said that these documents are periodically amended at the recommendation of the City Manager and action by City Council.

Ms. Ambrose said that the titles of sections 2, 3, and 4 have changes and under section 2 there is an addition of titles for positions which have been included since the last time the document was updated, as well as the suggested pay grades for these positions. Along with the updates resulting from the non-union classification compensation study, this also includes recommendations from the Police Commission for positions which fall under their purview.

Councilor Lachapelle noted that the Legal Assistant II position is included, which had been eliminated in an earlier vote. Ms. Ambrose stated that if the full Council votes to eliminate the Legal Assistant II position, the adjustment will be made to this documentation.

Finance Director Ambrose directed the committee to section 3 “Merit Track Process” and noted the entirety of the text under the title is new and serves to reflect the newly adopted merit track schedule. Section 4, the Merit Track Schedule, includes the table showing the schedule which was adopted by Council. Ms. Ambrose said the evaluation forms which are attached have been amended to reflect the merit track approach. She said that the final change is the “Compensation Adjustment” section which has passages removed from the previous iteration but no new verbiage.

Councilor Jean asked if the step increases as reflected in the enclosed chart were based on years of service or if they were tied to performance. Ms. Ambrose stated that the initial placement on the pay scale is determined by the recent market study; any increases would be given following successful annual performance evaluations in which the employee received an adequate percentage score.

Councilor Walker **MOVED** to recommend to the full Council the amendments to the handbook following the adoption of the non-union merit plan. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

DRAFT

Reports from Finance & Administration

5.2.1 Monthly Financial Report Summaries June 30, 2021

5.2.1 (a) June 30, 2021 Revenues

5.2.1 (b) June 30, 2021 Expenses

Deputy Finance Director Sullivan reported that the City has exceeded collections for motor vehicle permits and other revenues such as host fees and building permits remain strong. Expenses are trending below the same period of prior years. Mr. Sullivan said the combination of these two is looking favorable for the end of the fiscal year.

Councilor Gray said that the City of Manchester had just announced the amount of their most recent government subsidy and asked if the City of Rochester had been informed of the amount they would be receiving. Finance Director Ambrose said that the American Rescue Plan Act funds allocated to Rochester would be in the amount of \$6,147,502.00. She stated that City Departments were instructed to submit proposals to the City Manager for projects which could utilize these funds. The proposals are being reviewed and recommendations would come back to the Finance Committee, likely in September. Ms. Ambrose said that they are awaiting final guidance on how these funds can be used because that may impact some of these proposals. The final proposals will then go to full Council for a vote. Councilor Gray asked that this information be repeated at the July 20, 2021 City Council workshop meeting for the rest of the Council as well as the general public.

6. Other

No discussion.

7. Adjournment

Mayor Lauterborn **ADJOURNED** the Finance Committee meeting at 7:10 PM.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk

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City Clerk's Office

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Position Changes: Patron Services Supervisor & Legal Assistant II

Date Submitted: July 6, 2021

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

E-mail Address kathryn.ambrose@rochesternh.net

Meeting Date Requested: July 13, 2021

Issue Summary Statement: The Personnel Advisory Board has recommended the elimination of the Legal Assistant II position and to change the title of Legal Assistant I to Legal Assistant. This recommendation is based on the shift of some Legal Assistant II functions to the now full time Victim/Witness Advocate position, which has resulted in the same essential functions for the Legal Assistant I and Legal Assistant II positions.

The Personnel Advisory Board has also recommended the creation of a Patron Services Supervisor at pay grade 12 for the Library. Director Lejeune will present on this new position and its context within the Library's reorganization.

Recommended Action: Recommend to City Council the creation of the Patron Services Supervisor position at pay grade 12 and elimination of the Legal Assistant II position.

**Personnel Advisory Board
June 28, 2021 – 4:30PM
Via MS TEAMS**

Members present:

Joanne Sylvain
David Dubois

Members absent:

None

Others Present:

Diane Hoyt, Human Resource Manager
Marie Lejeune, Library Director

Review and recommendation of:

1. New Position due to Library reorganization - Patron Services Supervisor – David Dubois **moved** to recommend approval of position at pay grade 12. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.
2. Elimination of position – Legal Assistant II - Joanne Sylvain **moved** to recommend elimination of position. David Dubois **seconded** the motion. The **motion carried** by a unanimous vote.

Meeting adjourned at 4:50 PM.



City of Rochester, New Hampshire

FINANCE OFFICE

31 Wakefield Street • Rochester, NH 03867

(603) 335-7603

www.RochesterNH.net

Human Resources
Payroll Administration

To: Personnel Advisory Board
Joanne Sylvain, David Dubois

From: Diane Hoyt, Human Resource Manager

RE: Personnel Advisory Board Meeting

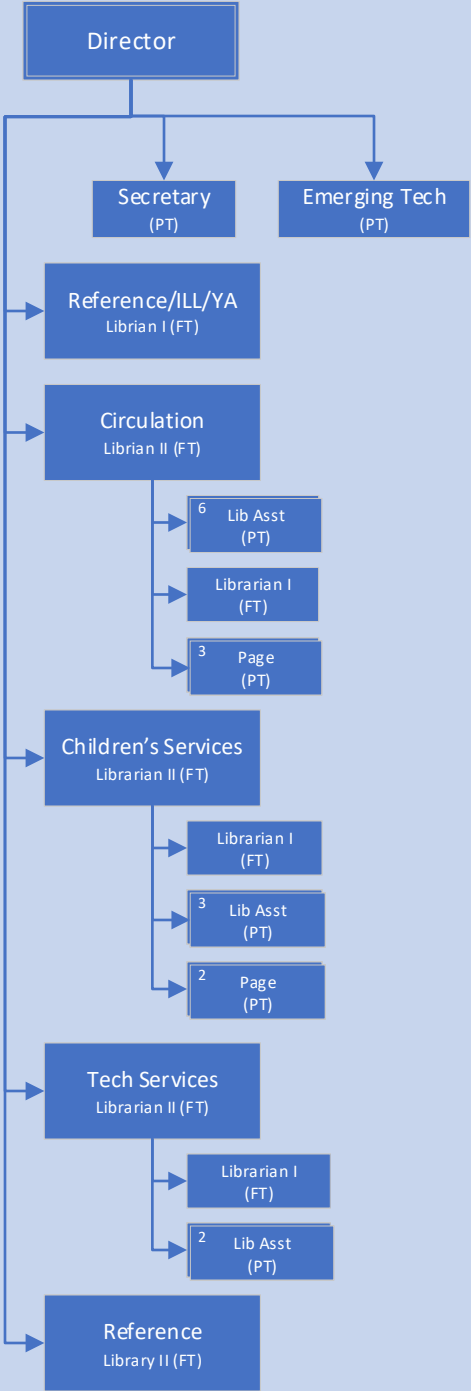
There will be a Personnel Advisory Board meeting on Monday, June 28, 2021 at 4:30pm through MS Teams.

NON-PUBLIC AGENDA (per RSA 91-A:3,II)

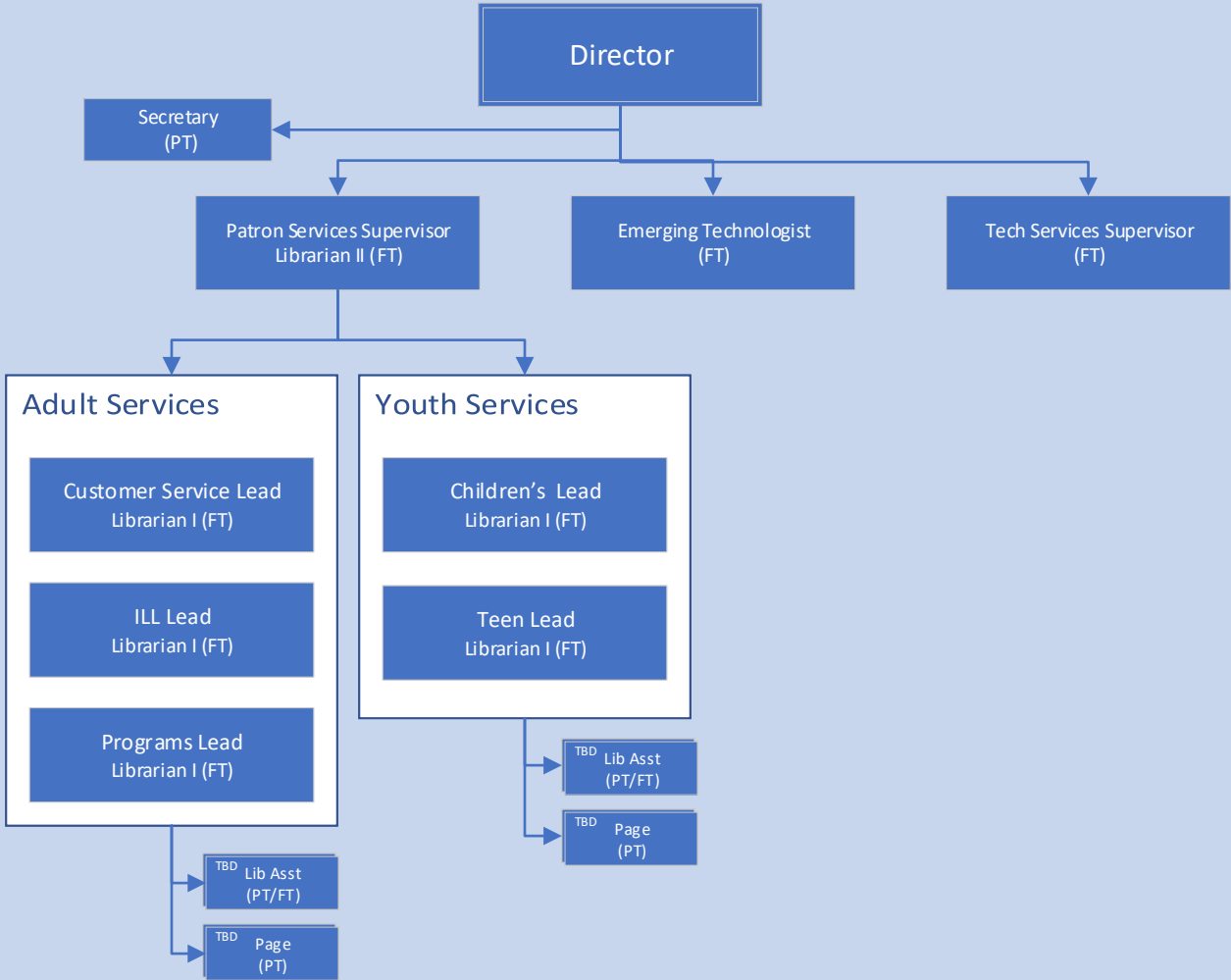
1. Review and recommendation of new classification. New position is due to a reorganization of the Library.
 - Patron Services Supervisor; recommended pay grade 12; \$62,337 to \$83,990.

2. Changes to support positions in the Legal department. After a thorough review of the support position in the Legal Department, we have found that the Legal Assistant I and II are responsible for the same essential functions in support of the prosecution office. This is primarily due to the shifting of some of the Legal Assistant II functions to the Victim/Witness Advocate position which was recently changed to a full-time status. Based on this change, the recommendation is to:
 - Change Legal Assistant I to Legal Assistant (no change in grade or essential functions).
 - Delete Legal Assistant II

Current



Proposed



PATRON SERVICES SUPERVISOR

STATEMENT OF DUTIES

The Patron Services Supervisor is responsible for professional, administrative, and supervisory work in planning, organizing, coordinating, and administering of patron services, and all other related work as required.

SUPERVISION

Works under the administrative direction of the Library Director. Performs highly responsible work requiring the frequent exercise of leadership, independent judgement, and initiative in overseeing Patron Services.

Directly supervises Lead Librarians and indirectly supervises patron services staff.

JOB ENVIRONMENT

Work is performed under typical office and library conditions: work environment is quiet to moderately noisy, may be required to work outside of normal business hours.

Operates library computers, and all other standard office and library equipment.

Makes frequent contacts with other libraries, professional organizations, civic groups and the public, requiring the ability to influence actions and resolve problems; meets with other city and school departments; contacts are by phone, in person, and in writing.

Has access to department-related confidential information, including personnel records.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Oversees Point of Service (POS) desks.

- Sets Staff schedules/work hours.
- Staff performance of circulation duties including checking out and renewing materials; issuing and updating library cards and other circulation related procedures/policies.
- Resolves a wide range of patron and staff issues using conflict resolution techniques.
- Performs performance evaluations in conjunction with Lead Managers.
- Assists in recruitment, selection, and training of new employees.

Supervises Collection Development.

- In conjunction with Lead Managers, is responsible for the selection of new library materials.
- Works with Lead Managers to evaluate and weed the collection.

Coordinates Community Outreach and Programming.

- Works with staff to develop, market and implement new programs or services, focusing on interdepartmental cooperation.
- Represents the Library in the community, participating in community events and working with community organizations.

Provides Support to the Library Director.

- Works with the Director in evaluating and updating existing policies and developing new policies as needed.
- Participates in long-range planning process for the library, including recommending changes or improvements and developing new types of services and operations.
- Participates in and recommends personnel actions such as promotions and disciplinary actions.
- Serves as Library Director during absence of Director, handling personnel, patron and building issues.
- Prepares and makes presentations to staff, administration, Board of Trustees, or community groups as needed. (LIASON FUNCTION)

Performs other duties as assigned by the Director or required by the needs of the Library.

EDUCATION AND EXPERIENCE

Bachelor's Degree required. Five years of progressively responsible experience in professional library work, including three years of administrative and supervisory responsibility at a public library. Master's Degree preferred.

KNOWLEDGE, ABILITIES AND SKILLS

Demonstrated knowledge of Library Science and library services, policies, and procedures. Knowledge of library programs and services, basic reference skills, and research techniques. Familiarity with publisher and vendor practices. Working knowledge of general management practices, including budgeting and personnel management. Ability to train, supervise, and evaluate employees. Where disciplinary action is indicated, works with the Library Director to follow contractual disciplinary procedures. Ability to research information for a wide variety of Library users, communicate effectively with others orally and in writing, and create goals and provide leadership for the Department.

PHYSICAL REQUIREMENTS

Work is performed in an office setting, subject to quiet to moderate noise. Up to one-third of the time is spent standing, walking, sitting, stooping or reaching with hands and arms. Up to two-thirds of the time is spent using hands to finger, handle or feel, talk or listen. Frequently the incumbent will lift up to 10 pounds, occasional lifting is required up to 30 pounds. Specific vision requirements include close vision and the ability to adjust focus.

Non Union Classification Schedule

Grade	Position Title
1	Library Page
2	No positions in this grade.
3	Community Center Attendant
4	Custodian (part-time)
5	No positions in this grade.
6	Legal Assistant-I
7	No positons in this grade.
8	Victim/Witness Advocate
8	Library Emerging Technologies Specialist
8	Legal Assistant II
9	Payroll/Human Resource Specialist
9	Executive Secretary
10	Accountant I
10	Executive Assistant
11	Public Information & Community Engagement Manager
12	Accountant II
12	Patron Services Supervisor
13	Solutions Architect
13	Police Lieutenant
14	Deputy Finance Director/Deputy Treasurer
14	Police Captain
15	Human Resource Manager
16	Deputy City Attorney
16	Deputy Police Chief
17	Chief Information Officer (CIO)
17	Director of Finance (inactive position)
18	Fire Chief
18	Chief of Police
18	City Attorney
18	Deputy City Manager - Community Development (inactive)
18	Deputy City Manager - Finance & Administration
18	Director of City Services

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Proposed Amendments to Non-Union Merit Plan & Non-Union Employment Policy Handbook

Date Submitted: July 6, 2021

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

E-mail Address kathryn.ambrose@rochesternh.net

Meeting Date Requested: July 13, 2021

Issue Summary Statement: The non-union classification and compensation plan was approved by City Council at the May 4, 2021 meeting. Following this approval, the Non-Union Merit Plan & Non-Union Employment Policy Handbook documents need to be amended to reflect these changes. Additional amendments are also proposed to reflect changes in recent years, such as the creation of new positions. The City Manager has provided his proposed amendments accordingly.

Recommended Action: Recommend to City Council approval of the proposed amendments.



City of Rochester, New Hampshire
 OFFICE OF THE CITY MANAGER
 31 Wakefield Street • Rochester, NH 03867
 (603) 332-1167
www.RochesterNH.net



To: Mayor Lauterborn and Rochester Finance Committee
 From: City Manager Cox
 Date: July 2, 2021
 Subject: Proposed Amendments to Merit Plan & Non-Union Employment Policy Handbook

Pertinent Charter Provision:

Section 60 Rules and Regulations - *The first City Manager under this Charter shall draft and submit to the City Council within one year after assuming office, a set of rules and regulations which shall become effective three months after its submission unless vetoed by the City Council within that period, providing for the establishment of a merit system of personnel administration and for the implementation of such portions of that system as are prescribed by this Charter. The rules and regulations shall include provisions with regard to classification, compensation, selection, training, promotion, discipline, vacations, and any other matters necessary to the maintenance of the efficient service and the improvement of working conditions. The rules and regulations shall continue in force subject to amendments submitted from time to time by the City Manager which shall become effective upon majority vote of the City Council. City Council shall vote within 60 days of amendment submittal. Until the first set of such rules and regulations becomes effective, the City Manager may establish temporary rules and regulations.*

As you are aware, there are eight collective bargaining agreements (CBAs) that determine the terms of employment for the majority of our City employees. Those employees that are non-unionized and therefore not covered by these CBAs are covered by the “rules and regulations” stipulated by the Charter provision above. These rules and regulations are comprised of two documents– (1) Classification, Compensation, Merit and Evaluation Plan and (2) Non-Union Employment Policy Handbook. I have attached copies of these documents.

As a result of new positions created/approved by the City Council in the past several years that have not yet been added to these documents, changes recommended by the non-union wages & classification study adopted by the City Council in the fiscal year 2022 budget as well as recent amendments adopted by the City Council in three CBAs incorporating a Merit Track system, I am hereby recommending the following amendments be made in the two documents that govern the terms of employment for our non-union employees. These have been detailed below (green text depicts amendments).

Classification, Compensation, Merit and Evaluation Plan

A. On the cover page, alter the table of contents as follows:

Section 1: Description	
Section 2: Classification Plan	Position Titles and Pay Grades
Section 3: Pay Plan	Merit Track Process
Section 4: Merit Plan	Merit Track Schedule
Section 5: Evaluation Forms	

B. Section 2: Position Titles and Pay Grades –

<u>Current Grade</u>	<u>Proposed Grade</u>	<u>Position Title</u>
1		Library Page
2		(no positions in this grade)
	3	Community Center Attendant
3	4	Custodian (part time)
4	6	Legal Assistant I
5		Lead Custodian (inactive position)
6	8	Legal Assistant II
	8	Victim/ Witness Advocate
	8	Library Emerging Technologies Specialist
7		Financial Analyst (inactive position)
7	9	Payroll/ Human Resource Specialist
8	9	Executive Secretary
9	10	Accountant I
9	10	Executive Assistant
10		Deputy Assessor (inactive position)
11		DPW Operations Manager (inactive position)
11		Assistant City Engineer
	11	Public Information & Community Engagement Manager
	12	Accountant II
	12	Police Sergeant – part time (Police Commission)
	13	Solutions Architect
13	15	Human Resource Manager
13	14	Police Lieutenant (Police Commission)
	14	Deputy Chief Information Officer
14		Deputy Finance Director/ Deputy Treasurer
	16	Deputy City Attorney
14	15	Police Captain (Police Commission)
16		Deputy Police Chief (Police Commission)
17		Director of Finance (inactive position)
17	17	Chief Information Officer
18		Director of City Services

18	18	Fire Chief
18		Chief of Police (Police Commission)
18		City Attorney
18		Deputy City Manager – Community Development (inactive position)
18		Deputy City Manager – Finance & Administration
19		(no positions in this grade)

- C. Section 3 currently contains a Pay Plan that stipulates a range of Minimum and Maximum hourly rates for the Grade that a position is placed in. Wage adjustments are determined based upon 0% - 4% merit pay adjustment determinations within these ranges. I recommend that Section 3 be amended to stipulate the following:

Section 3 – Merit Track Process

Effective July 1, 2021, employees shall be placed on the Section 4 Merit Track Schedule by the City Manager taking into consideration their fiscal year 2021 pay rate. Thereafter, non-police/ non-sworn employees may advance on the Merit Track one increment effective the first full pay period that includes their anniversary date of hire if approved by the City Manager as set forth below.

Non-police/ non-sworn employees - employees that receive less than a 5% increase on July 1, 2021 will be eligible for a Merit Track advancement effective the first full pay period that includes their anniversary date of hire or, in the case of an employee that has been promoted, their date of promotion. Thirty (30) days prior to the employee's date of hire anniversary date, the employee's Supervisor/ Department Manager shall complete a draft evaluation of said employee. The evaluation shall utilize the evaluation instrument attached as Exhibit A. The Supervisor/ Manager shall meet with each employee at least 15 days prior to the anniversary date of hire to discuss the evaluation. The Manager shall thereafter fill out a Merit Track Advancement Worksheet based upon the written evaluation, the employee's personnel file and such other relevant information to determine a recommendation to the City Manager for Merit Track advancement of one increment. Employees that do not receive a score of 70 or greater shall not be recommended for Merit Track advancement. The Manager shall make his/ her

recommendation to the City Manager no later than seven (7) days after the employee's anniversary date of hire.

Any employee that is denied Merit Track advancement, may request a re-evaluation anytime between 90 and 120 days after their date of hire anniversary date. If the City Manager, in consultation with the employee's Manager, agrees that a significant improvement has been made in the employee's performance since the original evaluation was completed, the City Manager may award a Merit Track advancement. Any such adjustment will be effective on the date of the City Manager's decision and shall not be retroactive.

Any employee that is denied a Merit Track Advancement shall be placed on a formal performance improvement plan drafted by the Manager and approved by the City Manager.

Once an employee reaches the top of the pay range, he/ she may be eligible for a 2% “top of range” lump sum payment with a score of 70 or more on the Merit Track Advancement worksheet. This payment shall not be added to the employee’s base wages.

The City Manager may, upon the recommendation of the Department Manager, award up to a 2% annual bonus for extraordinary service to the City of Rochester or to its taxpayers. This bonus shall not be added to the employee’s base wages.

Employees hired on or after July 1, 2021 will be placed on the Merit Track Schedule by the City Manager based upon qualifications and experience.

Police Sworn Personnel - For police sworn employees under the purview of the Police Commission (as noted in Section 2), hourly wage adjustments are at the discretion of the Police Commission.

D. Section 4: Merit Track Schedule

GRADE	1	2	3	4	5	6	7	8	9	10	11	12
1	11.13	11.44	11.75	12.07	12.40	12.74	13.09	13.45	13.82	14.20	14.59	14.99
2	12.58	12.93	13.29	13.66	14.04	14.43	14.83	15.24	15.66	16.09	16.53	16.98
3	14.22	14.61	15.01	15.42	15.84	16.28	16.73	17.19	17.66	18.15	18.65	19.16
4	15.64	16.07	16.51	16.96	17.43	17.91	18.40	18.91	19.43	19.96	20.51	21.07
5	17.20	17.67	18.16	18.66	19.17	19.70	20.24	20.80	21.37	21.96	22.56	23.18
6	18.92	19.44	19.97	20.52	21.08	21.66	22.26	22.87	23.50	24.15	24.81	25.49
7	20.81	21.38	21.97	22.57	23.19	23.83	24.49	25.16	25.85	26.56	27.29	28.04
8	22.06	22.67	23.29	23.93	24.59	25.27	25.96	26.67	27.40	28.15	28.92	29.72
9	23.38	24.02	24.68	25.36	26.06	26.78	27.52	28.28	29.06	29.86	30.68	31.52
10	24.78	25.46	26.16	26.88	27.62	28.38	29.16	29.96	30.78	31.63	32.50	33.39
11	26.76	27.50	28.26	29.04	29.84	30.66	31.50	32.37	33.26	34.17	35.11	36.08
12	29.97	30.79	31.64	32.51	33.40	34.32	35.26	36.23	37.23	38.25	39.30	40.38
13	33.57	34.49	35.44	36.41	37.41	38.44	39.50	40.59	41.71	42.86	44.04	45.25
14	36.26	37.26	38.28	39.33	40.41	41.52	42.66	43.83	45.04	46.28	47.55	48.86
15	39.16	40.24	41.35	42.49	43.66	44.86	46.09	47.36	48.66	50.00	51.38	52.79
16	42.29	43.45	44.64	45.87	47.13	48.43	49.76	51.13	52.54	53.98	55.46	56.99
17	45.67	46.93	48.22	49.55	50.91	52.31	53.75	55.23	56.75	58.31	59.91	61.56
18	49.32	50.68	52.07	53.50	54.97	56.48	58.03	59.63	61.27	62.95	64.68	66.46

E. Section 5: Evaluation Forms

- a. Evaluation Form & Merit Track Advancement Worksheet – Supervisory: Exhibit A
- b. Evaluation Form & Merit Track Advancement Worksheet – Non-Supervisory: Exhibit B

Non-Union Employment Policy HandbookArticle IV, Section 3: COMPENSATION ADJUSTMENT

The compensation of each employee shall be reviewed annually by his/her department head, or by the City Manager in the case of department heads, to determine if an increase in pay is to be made in accordance with the established City's Merit Pay Plan Classification, Compensation, Merit and Evaluation Plan for non-union employees. Any increase in pay will be based upon and in conjunction with the employee's annual performance evaluation. ~~Performance evaluations for all non-union employees must be completed and reviewed with individual employees by May 15 of each fiscal year. All performance based pay increases will be effective on the first pay period in July of each fiscal. New employees hired after February 1 shall not be entitled to a wage increase on the first July 1 subsequent to their hiring.~~ The pay schedule of wages paid to employees shall be governed by the Pay Plan of the City of Rochester Classification, Compensation, Merit and Evaluation Plan, which may be upgraded from time to time by the City Council in conjunction with the annual budget. As a rule, upgrades in the Pay Plan shall be guided by the increases in the ~~Boston-Brockton-Nashua, MA-NH-ME-CT All Items 1982-84=100 (R)-Revised (CPI-U)~~ consumer price index for wages.

~~Any merit salary increase so awarded shall be based upon a rating of employees by their superior using a systematic and formal evaluation process. Performance found to be meritorious shall be certified by the supervisor and a pay adjustment made in accordance with the Merit and Pay Plan.~~

Section 3a: ~~COMPENSATION ADJ. – TOP OF GRADE PAY MERIT PAY~~

~~Employees at the top of their pay grade are eligible for a lump-sum merit pay adjustment of up to 2.0% per year. This merit adjustment shall be awarded under the same provisions of merit pay within the pay grade ranges laid-out in Article VI, Section 3 above. This merit pay increase will not add to the base pay or the grade pay range of an employee for purposes of calculating any pay related benefits and is at the discretion of the City Manager.~~

Attachments: Exhibit A

Exhibit B

Classification, Compensation, Merit And Evaluation Plan For The City of Rochester, NH
10/8/2015

Non-Union Employment Policy Handbook 10/16/2018

Exhibit A
City of Rochester, NH

Supervisory Employee Performance Appraisal Form

Employee Name: _____

Position Title: _____

Department and Supervisor: _____

Appraisal Period: From _____ To _____

Type of Performance Appraisal: **Annual**
End of Introductory Period
Other (Describe): _____

A. Objectives of Performance Appraisal Process

- To provide the employee with an evaluation of their work performance.
- To provide the employee with a formal opportunity to provide input on their work performance and goals.
- To identify and document the employee's strengths and areas for improvement, and to specify goals for improving performance as needed.
- To provide clear expectations regarding the employee's goals and priorities for the next evaluation period.
- To inform decisions regarding appropriate compensation based on performance.
- To inform decisions regarding transfers, promotions and continued employment with the City.

B. Performance Rating Descriptions

~~**OUTSTANDING (O):** Performance consistently far exceeds all position requirements and expectations. Quality and quantity of work are always far above standards for the position.~~

COMMENDABLE (C): Performance consistently meets and frequently exceeds all position requirements and expectations. Quality and quantity of work usually exceed standards for the position.

FULLY COMPETENT (FC): Performance consistently meets position requirements and expectations, and sometimes exceeds expectations. Exhibits skills and abilities needed to effectively accomplish job responsibilities.

NEEDS IMPROVEMENT (NI): Performance sometimes meets position requirements and expectations, but not always. Frequently needs direction or assistance in fulfilling responsibilities. Improvements are needed to become fully competent.

UNSATISFACTORY (U): Performance falls seriously below expectations for the position. Immediate improvement is needed.

|

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| Page 2 of 7
Supervisory Employee Appraisal (non-police) 7-202144

C. Performance Factors

For each section, provide a rating and specific comments and examples to support the rating. Consideration should be given to overall performance within the specific subject area based upon reasonable expectations for time in rank.

a. Management Effectiveness

Demonstrates ability to train, supervise and direct staff to complete assigned duties in an accurate, timely, courteous and cost-effective manner.

Performance Rating: ~~⊖~~ C FC NI U

Examples and Comments: _____

b. Communications

Demonstrates the ability to clearly and effectively communicate orally and in writing with customers, subordinates, peers and supervisors.

Performance Rating: ~~⊖~~ C FC NI U

Examples and Comments: _____

c. Job Knowledge and Skills

Understanding of job responsibilities and skill in performing job (based on relative length of service).

Performance Rating: ~~⊖~~ C FC NI U

Examples and Comments: _____

d. Quality of Work

Accuracy and thoroughness of work; degree to which work meets expected standards; demonstrated ability to use good judgment and make good decisions.

Performance Rating: ~~⊖~~ C FC NI U

Examples and Comments: _____

e. Dependability/Attendance

Conscientiousness in performing job duties; reliability; attendance and punctuality.

Performance Rating: ~~0~~ C FC NI U

Examples and Comments: _____

f. Policy & Procedures

Understanding of and compliance with City policies (including dress code), procedures and practices associated with position; compliance with any applicable legal requirements for position; attention to safety.

Performance Rating: ~~0~~ C FC NI U

Examples and Comments: _____

g. Cooperation, Initiative and Teamwork

Demonstrated ability to work positively and effectively with others; ability to adapt to changes; and accept or share new responsibilities as a team player.

Performance Rating: ~~0~~ C FC NI U

Examples and Comments: _____

h. Courtesy and Service Quality

Demonstrated respect and courtesy shown to members of the public, customers, colleagues and supervisors; commitment to providing consistent quality service.

Performance Rating: ~~0~~ C FC NI U

Examples and Comments: _____

~~i. Other important performance factors for Employee's position~~

~~Describe: _____

_____~~

~~**Performance Rating:** ~~0~~ C FC NI U~~

~~*Examples and Comments:* _____

_____~~

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D. Review of Previous Goals (if applicable)

After reviewing the employee's goals in the previous performance appraisal, identify each goal and the extent to which the employee met each goal:

1. _____
2. _____
3. _____
4. _____

E. Notable Accomplishments

If applicable, identify any other notable accomplishments by the employee that contributed to the success of City operations, customer relations or other areas.

F. Areas Requiring Improvement

For any performance factor in Section C where the employee received a rating of Needs Improvement or Unsatisfactory, provide specific action steps for the employee and deadline for achieving improvement.

G. Future Goals:

List in order of priority the major goals for the next year.

1. _____
2. _____
3. _____
4. _____

H. Overall Performance Rating

Performance Rating: C FC NI U

Examples and Comments: _____

H. Acknowledgment and Signatures

Supervisor: I discussed this performance appraisal with him/her on _____

Signature **Date:** _____

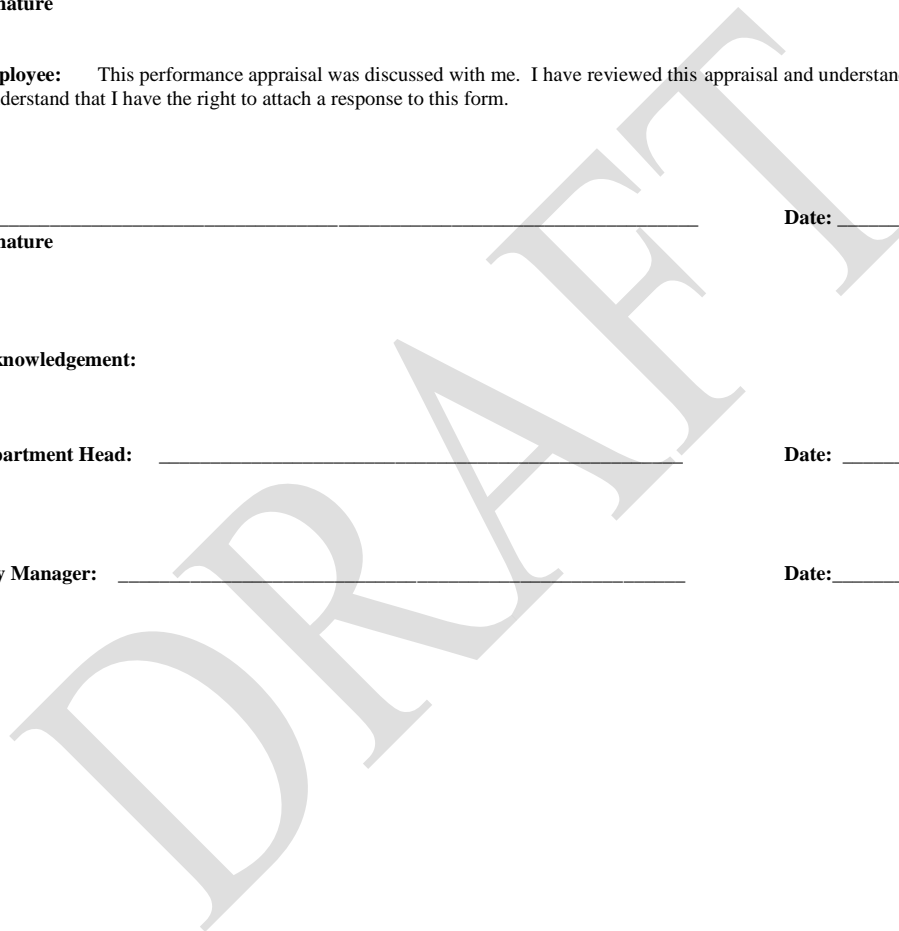
Employee: This performance appraisal was discussed with me. I have reviewed this appraisal and understand its contents. I understand that I have the right to attach a response to this form.

Signature **Date:** _____

Acknowledgement:

Department Head: _____ **Date:** _____

City Manager: _____ **Date:** _____



CITY OF ROCHESTER
MERIT PAY WORKSHEET

Employee Name: _____

Appraisal Period: From _____ To _____

- a. Management Effectiveness (Maximum of 10 points) Rating: _____ Points: _____
- b. Communications (Maximum of 10 points) Rating: _____ Points: _____
- c. Job Knowledge and Skills (Maximum of 15 points) Rating: _____ Points: _____
- d. Quality of Work (Maximum of 15 points) Rating: _____ Points: _____
- e. Dependability/Attendance (Maximum of 15 points) Rating: _____ Points: _____
- f. Policy & Procedures (Maximum of ~~5~~10 points) Rating: _____ Points: _____
- g. Cooperation, Initiative and Teamwork (Maximum of 10 points) Rating: _____ Points: _____
- h. Courtesy and Service Quality (Maximum of ~~10~~15 points) Rating: _____ Points: _____
- ~~i. Other important performance factors for Employee's position (Bonus: Maximum of 10 points) Rating: _____ Points: _____~~

SCORING KEY:	10 point scale	15 point scale
COMMENDABLE (C)	10	15
FULLY COMPETENT (FC)	7.5	11.25
NEEDS IMPROVEMENT (NI)	4	6
UNSATISFACTORY (U)	0	0

Merit Pay Increase

Total Points Awarded _____ Merit Track Advance*: Yes _____ No _____

Department Head

Date

Approved:

City Manager

Date

*Merit Track advancement for total points of 70 or above.

Exhibit B
City of Rochester, NH

Non-Supervisory Employee Performance Appraisal Form

Employee Name: _____

Position Title: _____

Department and Supervisor: _____

Appraisal Period: From _____ To _____

Type of Performance Appraisal: **Annual**

End of Introductory Period

Other (Describe): _____

A. Objectives of Performance Appraisal Process

- To provide the employee with an evaluation of their work performance.
- To provide the employee with a formal opportunity to provide input on their work performance and goals.
- To identify and document the employee's strengths and areas for improvement, and to specify goals for improving performance as needed.
- To provide clear expectations regarding the employee's goals and priorities for the next evaluation period.
- To inform decisions regarding appropriate compensation based on performance.
- To inform decisions regarding transfers, promotions and continued employment with the City.

B. Performance Rating Descriptions

~~**OUTSTANDING (O):** Performance consistently far exceeds all position requirements and expectations. Quality and quantity of work are always far above standards for the position.~~

COMMENDABLE (C): Performance consistently meets and frequently exceeds all position requirements and expectations. Quality and quantity of work usually exceed standards for the position.

FULLY COMPETENT (FC): Performance consistently meets position requirements and expectations, and sometimes exceeds expectations. Exhibits skills and abilities needed to effectively accomplish job responsibilities.

NEEDS IMPROVEMENT (NI): Performance sometimes meets position requirements and expectations, but not always. Frequently needs direction or assistance in fulfilling responsibilities. Improvements are needed to become fully competent.

UNSATISFACTORY (U): Performance falls seriously below expectations for the position. Immediate improvement is needed.

C. Performance Factors

For each section, provide a rating and specific comments and examples to support the rating. Consideration should be given to overall performance within the specific subject area based upon reasonable expectations for time in rank.

a. Job Knowledge and Skills

Understanding of job responsibilities and skill in performing job (based on relative length of service).

Performance Rating: C FC NI U

Examples and Comments: _____

b. Quality of Work

Accuracy and thoroughness of work; degree to which work meets expected standards; demonstrated ability to use good judgment and make good decisions.

Performance Rating: C FC NI U

Examples and Comments: _____

c. Dependability/Attendance

Conscientiousness in performing job duties; reliability; attendance and punctuality.

Performance Rating: C FC NI U

Examples and Comments: _____

d. Policy & Procedures

Understanding of and compliance with City policies (including dress code), procedures and practices associated with position; compliance with any applicable legal requirements for position; attention to safety.

Performance Rating: C FC NI U

Examples and Comments: _____

e. Cooperation, Initiative and Teamwork

Demonstrated ability to work positively and effectively with others; ability to adapt to changes; and accept or share new responsibilities as a team player.

Performance Rating: ~~0~~ C FC NI U

Examples and Comments: _____

f. Courtesy and Service Quality

Demonstrated respect and courtesy shown to members of the public, customers, colleagues and supervisors; commitment to providing consistent quality service.

Performance Rating: ~~0~~ C FC NI U

Examples and Comments: _____

~~**g. Other important performance factors for Employee's position**~~

~~Describe: _____
_____~~

~~**Performance Rating:** ~~0~~ C FC NI U~~

~~*Examples and Comments:* _____

_____~~

D. Review of Previous Goals (if applicable)

After reviewing the employee's goals in the previous performance appraisal, identify each goal and the extent to which the employee met each goal:

1. _____
2. _____
3. _____
4. _____

E. Notable Accomplishments

If applicable, identify any other notable accomplishments by the employee that contributed to the success of City operations, customer relations or other areas.

F. Areas Requiring Improvement

For any performance factor in Section C where the employee received a rating of Needs Improvement or Unsatisfactory, provide specific action steps for the employee and deadline for achieving improvement.

G. Future Goals:

List in order of priority the major goals for the next year.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

H. Overall Performance Rating

Performance Rating: C FC NI U

Comments: _____

H. Acknowledgment and Signatures

Supervisor: I discussed this performance appraisal with employee on _____

Signature **Date:** _____

Employee: This performance appraisal was discussed with me. I have reviewed this appraisal and understand its contents. I understand that I have the right to attach a response to this form.

Signature **Date:** _____

City Manager signature: _____ **Date:** _____

CITY OF ROCHESTER

MERIT PAY WORKSHEET

Employee Name: _____

Appraisal Period: From _____ To _____

- a. Job Knowledge and Skills (Maximum of 15 points) Rating: _____ Points: _____
- b. Quality of Work (Maximum of 20 points) Rating: _____ Points: _____
- c. Dependability/Attendance (Maximum of 15 points) Rating: _____ Points: _____
- d. Policy & Procedures (Maximum of 10~~5~~ points) Rating: _____ Points: _____
- e. Cooperation, Initiative and Teamwork (Maximum of 20 points) Rating: _____ Points: _____
- f. Courtesy and Service Quality (Maximum of 10~~5~~ points) Rating: _____ Points: _____
- ~~g. Other important performance factors for Employee's position
(Bonus: Maximum of 10 points) Rating: _____ Points: _____~~

SCORING KEY:	15 point scale	20 point scale
COMMENDABLE (C)	15	20
FULLY COMPETENT (FC)	11.25	15
NEEDS IMPROVEMENT (NI)	6	8
UNSATISFACTORY (U)	0	0

Merit Pay Increase

Total Points Awarded _____ Merit Track Advance*: Yes _____ No _____

Department Head Date

Approved:

City Manager Date

*Merit Track advancement for total points of 70 or above.

Classification, Compensation, Merit And Evaluation Plan For The City of Rochester, NH

Section 1:	Description	Page 2
Section 2:	Classification Schedule	Page 3
Section 3:	Pay Plan	Page 4
Section 4:	Merit Plan	Page 5
Section 5:	Evaluation Forms	Page 5

Section 1 – Description

The City of Rochester Compensation and Classification plan is to be used in conjunction with the City's Non-Union Employment Policy Handbook. All references to the Classification Plan, Compensation or Pay Plan and the Merit Plan, and evaluations shall be found in this document.

Evaluation forms found in this document shall be standard for all departments of the City.

Classification Schedule	
Grade	Position Title
1	Library Page
2	No positions in this grade.
3	Custodian (part-time)
4	Legal Assistant I
5	Lead Custodian (inactive position)
6	Legal Assistant II
7	Financial Analyst (inactive position)
7	Payroll/Human Resource Specialist
8	Executive Secretary
9	Accountant I
9	Executive Assistant
10	Deputy Assessor (inactive position)
11	DPW Operations Manager (inactive position)
11	Assistant City Engineer
12	No positions in this grade.
13	Human Resource Manager
13	Lieutenant Prosecutor
13	Police Lieutenant
13	Police Prosecuting Attorney
14	Deputy Finance Director/Deputy Treasurer
14	Police Captain
15	No positions in this grade.
16	Deputy Police Chief
17	Director of Finance (inactive position)
18	Chief of Police
18	City Attorney
18	Deputy City Manager - Community Development (inactive)
18	Deputy City Manager - Finance & Administration
18	Director of City Services
19	No positions in this grade

Non-Union Pay Plan

Full and Part-time regular employees				
Grade	FY14		FY14 Annual	
	Min	Max	Min	Max
1	9.90	13.31	20,592.00	27,684.80
2	12.87	17.29	26,769.60	35,963.20
3	13.90	18.68	28,912.00	38,854.40
4	15.01	20.17	31,220.80	41,953.60
5	16.21	21.79	33,716.80	45,323.20
6	17.51	23.55	36,420.80	48,984.00
7	18.91	25.42	39,332.80	52,873.60
8	20.42	27.44	42,473.60	57,075.20
9	22.05	29.62	45,864.00	61,609.60
10	23.81	31.99	49,524.80	66,539.20
11	25.71	34.55	53,476.80	71,864.00
12	27.77	37.32	57,761.60	77,625.60
13	29.99	40.29	62,379.20	83,803.20
14	32.39	43.52	67,371.20	90,521.60
15	34.98	47.01	72,758.40	97,780.80
16	37.78	50.77	78,581.40	105,601.60
17	40.80	54.84	84,864.00	114,067.20
18	44.06	59.20	91,644.80	123,136.00
19	47.55	63.94	98,966.40	132,995.20

revised 8/5/2014

Section 4 – Merit Plan

In conjunction with the City's Compensation Plan the merit plan is designed to reward employees that excel in their employment within the City. Meritorious wage increases shall be a direct result of performance using the enclosed evaluation forms.

It is the intent of the City to eliminate Cost of Living Increases (COLA). In lieu of providing, annually, COLA on July 1, and Merit on an employee's anniversary or promotion date, one merit increase will be provided for annually, effective July 1 of each fiscal year. This increase will be Merit based and shall not exceed 4% of the employee's current base wages. In addition, the net aggregate of any and all changes in non-union staff salaries as a result of Merit increases shall not exceed the total amount of funds specifically approved by the City Council for such salary adjustments, and relevant increases, as set forth in the then applicable budget.

Once an employee reaches the top of the pay scale, they may be eligible for a 2.0% top of scale, lump sum adjustment, annually. However, the maximum increase any employee may receive under this Merit Plan in any fiscal year is 4% of current base wages.

The City Manager may, with a recommendation from the Department Head, award up to a 2.0% annual bonus for extraordinary service to the City of Rochester or its taxpayers by a non-union employee. This bonus shall be in addition to any merit pay and shall be paid in the first pay period of December. This bonus shall not be added to the employee's base wages. The grant or failure to grant this extraordinary annual bonus by the City Manager shall not be subject to the grievance process.

Section 5 – Evaluations

5a – Employee self evaluation form

5b – Evaluation form for supervisory employees

5c – Evaluation form for all non-supervisory employees

Salary review recommendation (see 5b and 5c)

City of Rochester Planning Board
Monday July 12, 2021
City Hall Council Chambers
31 Wakefield Street, Rochester, NH 03867
(These minutes were approved on July 19, 2021)

Members Present

Nel Sylvain, *Chair*
A. Terese Dwyer
Tim Fontneau
Robert May
Mark Sullivan
Dave Walker

Members Absent

Mark Collopy, excused
Keith Fitts, excused
Daniel Rines, excused
Peter Bruckner, excused

Alternate Members Present

Paul Giuliano
Donald Hamann
Lance Whitehill

Staff: Shanna B. Saunders, *Director of Planning & Development*
Jessica Chavez, *Building & Licensing Administrative Assistant II*

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

Mr. Sylvain called the meeting to order at 7:00 p.m.

The Planning Department Director conducted roll call.

III. Seating of Alternates

Mr. Whitehill votes for Mr. Collopy
Mr. Giuliano votes for Mr. Rines

IV. Communications from the Chair

Reminder another meeting next Monday, July 19th.

V. Approval of Minutes

A motion was made by Mr. Walker and seconded by Ms. Dwyer to approve the June 21, 2021 meeting minutes. The motion carried unanimously by a roll call vote.

VI. Consent Agenda

A. Lydall, Inc., 134 Chestnut Hill Road

A motion was made by Mr. Walker and seconded by Ms. Dwyer to approve the consent agenda. The motion carried unanimously.

VII. Continued Applications

A. Thomas & Diane Aubert, 36 Cross Road - WITHDRAWAL

No motion needed to withdraw application.

B. 10 Farmington Road, LLC, 14 & 10 Farmington Road

TF Moran INC presents the site plan and conditional use permit to construct an 8,000 s.f. building addition and parking lot expansion. He explained the applicant want to merge the 2 lots and demolish the existing 2650 s.f residential home as well as the 1,400 s.f driveway. He goes on to explain the new proposed layout as followed. Rear parking is for vehicles to be worked on with fencing and privacy slats and vegetation. Parking in front is for vehicle pickups. Dumpster in gated area with privacy fence. Hours are remaining the same Monday-Friday 8am – 5pm. No hazardous materials stored onsite. No oil changes or engine work. Average car sits on site for 9 days. No proposed utility connection. Storm water hoods to be added to the existing system. New parking lot area has 2 new underground systems.

Mr. Sylvain opened the public hearing. No one from the public was present to speak; he brought the discussion back to the board.

Ms. Saunders states the applicant made all changes that were recommend by ZBA, Con Com and TRG staff. She suggest approval of conditional use and recommends that this application be accept as complete.

Mr. Walker made a motion to accept the application as complete seconded by Ms. Dwyer. The motion carried unanimously.

Mr. Walker made a motion to approve the conditional use permit for wetland buffer impacts seconded by Ms. Dwyer. The motion carried unanimously.

Ms. Saunders states the recommended conditions of approval include items from DPW. Including storm water management plan and operation records. New storm water manage permit for the proposed system and provide inspections. Waste water design is in the works. Spill prevention and control plan to be submitted to DPW for review. Development of waste water inspection and operation maintenance plan sewer collection system. The rest of the conditions are all standard conditions of approval.

Mr. Walker made a motion for approval with the conditions outlined by staff seconded by Ms. Dwyer. The motion carried unanimously.

C. Farmington Associate Properties, LLC, 68 Farmington Road

The applicant has requested a continuance until August 2nd 2021.

Mr. Walker made a motion to approval the continuance to August 2nd, 2021 and seconded by Ms. Dwyer. The motion carried unanimously.

VIII. New Applications

A. Packy's Investment Properties, LLC, 87 Milton Road

Mr. Hayden from Berry Surveying is presenting a proposed a site plan and conditional use permit to convert an under-utilized commercial building into indoor self storage. No utility changes, or changes to drainage and no increase in impervious surface. All work is to be completed inside except marking of 2 small outdoor storage areas for RVs, campers and larger vehicles.

Mr. Sylvain opened the public hearing. No one from the public was present to speak; he brought the discussion back to the board.

Ms. Saunders, This zoning district requires conditional use approval for the use of mini warehouse. Staff recommend that we accept this application as complete.

Mr. Sylvain asks a question about Solar Panels and as a part of this application, Mr. Hayden states solar panels are not a part of it at this time.

Mr. Walker made a motion to accept the application as complete, seconded by Ms. Dwyer. The motion carried unanimously.

Mr. Sullivan asks about outside storage for vehicle is going to be enclosed or not. James Hayden explains the space is not enclosed and behind the building and only has 11 parking spots. Mr. Sullivan is asking clarifying questions on what type of RV/vehicles are going to be stored on the property.

Mr. Fontneau asks that all the outside storage will only be in the marked areas on the plan. James Hayden states yes will be contained in the marked areas. Mr. Fontneau asks about the layout of the front door referencing the floor plan that the front door remains the same. Mostly residential storage.

Mr. Walker mentions that the outside storage has no fencing. He encourages that fencing to secure the area is installed around the outside RV storage.

Ms. Dwyer asks about oil spills and what they have for safety measures.

Mr. Hayden explains there is existing drainage that is not going to change.

Ms. Dwyer has the same concerns about the lack of fencing. To protect the owner and the people who are storing items there.

Mr. Walker is stating a chain length fence would be enough security and you can see through it. Cameras are planned to be installed.

Mr. Sylvain is asking what he means by RV. And wants to know exactly what is going to be parked there and how he plans on handling spills of all kind (oil, fuel, black and grey water). Coming up with a plan to handle these situations.

Mr. Hayden states, the existing draining will remain in place and has no proposed changes to that.

Ms. Dwyer- Asking about the laying down pads underneath each vehicles and the second is the existing drainage system not set up for this type of use.

Mr. Giuliano makes a comment about other dealerships about the area with the same.

Ms. Saunders explains about a spill plan and explains how the addition of outside RV parking was a last minute change. Perhaps the Board may consider approving the interior mini-storage and asking the applicant to come back with a more well thought out plan for the outside storage and include spill cleanup and fencing information.

Mr. Sullivan- Creating a spill plan and submitted to staff. Recommended a fence for security.

Mr. Walker makes a motion to approve the condition use seconded by Mr. Giuliano.

Ms. Dwyer opposed.

Conditions of approval that we recommended are all standard, Sub conditions is architectural renovations are to also go on the North side of the building.

Mr. Fontneau makes a motion to approve the site plan application, seconded by Mr. Walker.

Ms. Saunders clarifies that this motion is for both indoors and outdoors storage with the condition that a Spill Plan be submitted?

Mr. Walker ask that fencing be added to the condition of approval for the plan. Perimeter fence around the outside storage.

Mr. Sullivan suggest we go back to the original discussion where the approval is just for the building and the applicant will have to come back with more information for the outdoor storage.

Mr. Fontneau amends his motion to approve the project without outdoor storage. And request that the amendment fee be waived. Seconded by Mr. Walker.

Tonight's vote is strictly the building. Nothing to do with the outdoor storage. Which will be address separately.

Motion passed unanimously.

B. New England Gaming, LLC, 7 Milton Road

Ms. Saunders states she does not see the applicant present.

Mr. Fontneau makes a motion for a continuance until August 2nd, 2021 seconded by Ms. Dwyer. The motion carried unanimously.

IX. Compliance Hearing

SDJ Development of Rochester, LLC, Fillmore Boulevard/Eisenhower Drive

Ms. Saunders states staff is asking for a continuation. Was going to talk about enforcement actions, but all site conditions have changed in 3 days, because of the hurricane rain that came through this weekend. The city is spending a couple days to reassess the conditions and hope to bring it back to the board next Monday.

Mr. Sullivan questioned the purpose of the compliance hearing. There was discussion about process of revoking the site plan.

X. Other Business

A. Planning Update

Final letter for Tri-City Fidelity Committee for Homelessness letter was submitted June 30th with the input of the planning board and staff.

Update regarding an administrative approval for downtown project at 45 Wakefield St. Profile Bank. Stopped work to review the plan

B. Other

The Ridge- Seafood, screen on dumpster. Codes went up and took pictures that show the dumpster is screened and all cleaned up.

XI. Adjournment

A motion was made by Mr. Walker and seconded by Mr. Giuliano to adjourn at 7:49 p.m. The motion carried unanimously by a roll call vote.

Respectfully submitted,

Jessica Chavez,
Building & Licensing Administrative Assistant II

and

Shanna B. Saunders,
Director of Planning & Development

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City Clerk's Office

City of Rochester Planning Board

Monday July 19, 2021

City Hall Council Chambers

31 Wakefield Street, Rochester, NH

(These minutes were approved on, 2021)

Members Present

Nel Sylvain, *Chair*

Peter Bruckner

Terry Dwyer

Tim Fontneau

Robert May

Daniel Rines

Mark Sullivan

David Walker

Members Absent

Mark Collopy, excused

Paul Giuliano, excused

Lance Whitehill, excused

Alternate Members Present

Keith Fitts

Donald Hamann

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

Crystal Galloway, *Planning Administrative Assistant II*

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

Mr. Sylvain called the meeting to order at 7:00 p.m.

The Secretary conducted roll call.

III. Seating of Alternates

Mr. Fitts voted in place of Mr. Collopy.

IV. Communications from the Chair

There were no communications from the Chair.

V. Opening Discussion/Comments

A. Public Comment

Tom Willis of 35 Shakespeare Road spoke about the letter the Board had received from Berry Surveying & Engineering. He said he strongly advises the Board to take the letter under advisement because it is a fair

proposal. Mr. Willis said the subdivision was approved in 2003 as a City street to be owned by the City of Rochester. He said the City has been receiving taxes from the first occupants since 2006 but the residents only get about 80 percent of services.

Ray Barnett of 14 Crimson Lane said he is opposed to any residential units at the Ridge. He said it was sold as a commercial/entertainment development.

Mr. Barnett asked how many kids will be generated from the units. He said TIF money should be used to pay for roads, water, sewer, or new schools. Mr. Barnett said it's time for the developers to do their fair share so the tax payers can get a break.

B. Discussion of general planning issues

There were no issues to be discussed.

VI. Approval of minutes

A motion was made by Mr. Walker and seconded by Ms. Dwyer to approve the July 12, 2021 meeting minutes. The motion carried unanimously.

VII. Discussion on surety for Chesley Farm Estates

Christopher Berry of Berry Surveying and Engineering told the Board they have finalized a list approved by the Department of Public Works to get the road completed.

Mr. Berry said the developer would like to complete the work on their own accord, once the work is complete and has been approved by the Planning Department and Public Works they ask for the surety to be released back to the applicant before a proposal to accept the road as a city street to the Planning Board and City Council.

Mr. Berry reviewed the punch list with the Board. Ms. Saunders said this has been the work of two departments and the developer. She said the punch list goes along with the quote from SUR and the City fully supports it. Ms. Saunders told the Board if there are items not completed to City standards the work will be stopped and completed by the City using the surety funds.

Ms. Dwyer said she would like to see the project completed and accepted.

Mr. May asked if this is the final list, because he wants to make sure no one will get blindsided. Ms. Saunders assured him this is the final list.

Mr. Sullivan asked why this item was before the Board as it should be an issue between the developer and Public Works. Mr. Berry said because of the time the project has taken the developer wants to be as transparent as possible.

VIII. Granite Ridge Development District – Residential Zoning change discussion

Economic Development Director Michael Scala addressed the highlighted items taken from the previous meeting. He said Section I (d) addresses the issue of constructing residential and no commercial. Mr. Scala explained the way Dover handled the issue was to allow construction of 50% of the approved residential then they would have to construct 25% of the commercial units before being allowed to construct any further residential units.

Mr. Scala went over setbacks saying the original setbacks proposed were 500 feet from Farmington Road for any residential building, however said there was some discussion about allowing 300 feet.

Mr. Walker said 500 feet is adequate to keep housing as far back from Farmington Road as possible. He said 350 feet is too close to the loop road which he doesn't want residential traffic on.

Mr. Fontneau said all the lots are not the same and suggested allowing 500 feet by right with 350 feet by conditional use permit.

Mr. Hamann said he believes 350 feet along Marketplace Boulevard is fine as long as it has commercial units on the lower level.

Mr. Sylvain asked if there was something the Board could put in place exclude any residential units in phase one of the Ridge. Ms. Saunders explained you cannot rezone a district and exclude one lot.

Mr. Scala moved on to section 4 (b) for standalone buildings says 55% of total floor area must be used for commercial space and 45% could be used for residential units which would be used for larger lots.

Mr. Fontneau asked if there is a height restriction. Mr. Scala said currently is 55 feet. Mr. Fontneau said he is concerned with the 50 foot vegetated buffer zone, saying he's had calls from property owners on Ten Rod Road that about the parcels and are concerned about a six story building being constructed 50 from the property line and residents on the upper floors being able to look down into their yards. Mr. Fontneau said they are looking for a larger vegetated buffer zone of 150 feet and/or a height restriction within a certain distance of the lot line. Mr. Bruckner said some cities have dealt with the issue by using an angle in the area.

Ms. Dwyer pointed out Section 13 states buildings should be no more than 5 stories, which she believes is a lot. Mr. Scala said in his opinion the Ridge is a good place to build taller buildings because it is open space. Ms. Dwyer said it would depend on which area they are looking to build, if there are residential homes within 50 feet that needs to be taken into consideration. Mr. Bruckner said taller buildings typically belong in the center of the city.

Mr. Scala moved on to Section 5(a) utilities. He said the Public Works Director Peter Nourse asked for language to be added concerning future development and requiring a system assurance evaluation. Mr. Sylvain said language needs to be added requiring all utilities to be underground.

Mr. Scala spoke about amenities requirements. He said currently it's a 20,000 square foot requirement of open space per 100 units. He said he would like to see it be a percentage of the lot size because some of the lots are much larger than others. Mr. Scala said he added language about adding a clubhouse as part of those calculations.

Section 14(x) speaks about solar. Mr. Scala said he added language requiring applicants to have a solar ready building. Mr. Sullivan asked for clarification of a solar ready building, adding he doesn't like the ground solar arrays.

Mr. Scala told the Board he has been in discussions with Weston & Sampson who provides urban planning services. He said the firm can have something put together by the end of August which would be a review of the draft ordinance and they would advise the City on a number of different things in the TIF zone, including housing, traffic, and other pertinent information on Route 11.

Mr. Fontneau asked to get an example of a large lot and a small lot so the Board can get an idea of what could potentially be allowed.

Ms. Saunders asked the Board for clarification to make sure staff is going in the right direction with the ordinance. Mr. Walker said he doesn't want to see percentages for open space.

IX. Discussion on building height requirements in the Downtown Commercial zone

Ms. Saunders gave an overview from the last meeting. She said there was discussion about a stepped building and a 10 foot setback. Ms. Saunders said she is recommending a 15 foot setback which was a recommendation from the Historic District Commission.

Ms. Saunders said if someone is proposing a single story building it should match what is already there.

Mr. Bruckner gave a presentation on different height elevations between 55 feet to 100 feet and how it would look from different points of downtown.

Mr. Bruckner went on to show what could be done with the Ben Franklin lot while still keeping with the feel of downtown.

Ms. Saunders asked the Board if they are comfortable with 75 feet or would they prefer to go up to 100 feet.

Mr. Walker suggested allowing 75 feet by right with anything above that requiring a conditional use permit because it depends on the lot.

Mr. Walker asked why the setback was changed from 10 feet to 15 feet. Ms. Saunders said her thought was if it was going to be a useable deck space, 10 feet is very narrow.

Mr. Fitts said he doesn't care for the setback and if a developer came forward with a building design that has styling it would look better.

Ms. Dwyer said Rochester still has to define who it is as a community. She said if building heights are 55 feet, 75 feet, or 100 feet would it change who the heartbeat of this community is. Ms. Dwyer said she is fine with 55 feet and anything above that requiring a conditional use permit.

Mr. Fontneau said he is comfortable with the suggested 55 feet, 15 foot setback, 75 feet.

Mr. Hamann said it's difficult to get a sense from the presentation of what the buildings would actually look like because there aren't any windows, doors, or architecture. He said the Board would make sure the exterior of a proposed building will match what is already there.

Molly Meulenbroek, Chair of the Historic District Commission said a unique part of Rochester is the variation in building height. She said as you look at our current downtown you have one, two, three, and four story buildings. Ms. Meulenbroek said she hopes any future development takes all that into account and recognizes with the variety of building heights you maintain the unique character. She went on to say the Historic District Commission would look carefully at the design of the building and materials being used to ensure it will fit in with the character of the district.

Mr. May said this is a way to facilitate renovations and redevelopment downtown to get more residential use so we can get more commercial use downtown and have a more vibrant community.

A motion was made by Mr. Fontneau and seconded by Mr. May recommend to approve 55 feet, a 15 foot setback, and up to 75 feet for building height in the downtown commercial zone. The motion carried unanimously.

X. Mural Applications

Matt Wyatt, Chair of the Arts & Culture Commission told the Board they were recently awarded a grant from the New Hampshire State Council on the Arts to create a downtown art walk. He said they plan to install eight vinyl mural created by professional artists plus ten murals that were created by students from the art department at Spaulding High School.

Mr. Wyatt said the murals are unique because of the vinyl material and the installation process. He explained the first vinyl mural was installed at the Ridge between 110 Grill and Mooyah Burger. Mr. Wyatt explained the vinyl is like a large sticker that can be affixed to any surface including brick.

Mr. Wyatt said the ultimate goal of the Commission is create an art walk to get people out and walking downtown.

Mr. Fitts asked who would be responsible for maintenance. Ms. Saunders said it would be the responsibility of the Art & Culture Commission.

A motion was made by Mr. Bruckner and seconded by Mr. Fontneau to approve the murals as presented. The motion carried unanimously.

XI. Review of June 2021 surety and inspections

Ms. Saunders explained she is continuing to work with the Village at Clark Brook. She said the letter of credit numbers didn't match what is on record.

Mr. Walker said the surety for Lydall has expired as of June 30th and there is another one coming up in August. Ms. Saunders said those will be taken care of.

Mr. Sylvain questioned the number of inspections completed. Staff explained only one of the two engineer's submitted invoices.

Mr. Sullivan asked if the Board could discuss sureties that have been on the books for 15 years at a future meeting.

XII. Other Business

A. Update from Planning Staff

Ms. Saunders told the Board the Parking Study will be presented at the City Council on the 20th.

B. Other

There was no other business to discuss.

XIII. Adjournment

A motion was made by Ms. Dwyer and seconded by Mr. Walker to adjourn at 9:17 p.m. The motion carried unanimously.

Respectfully submitted,

Crystal Galloway,
Planning Administrative Assistant II

and

Shanna B. Saunders,
Director of Planning & Development

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City Clerk's Office

Amendment to Chapter 275 of the General Ordinances of the City of Rochester related to the Dimensional Standards of Table 19-B

THE CITY OF ROCHESTER ORDAINS:

That Chapter 275, Table 19-B of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as shown in **Exhibit A** attached to this Resolution (amendments highlighted in yellow).

These amendments shall take effect upon passage.

EXHIBIT A

ZONING
 275 Attachment 7
 City of Rochester
 Table 19-B Dimensional Standards - Commercial Districts
PROPOSED AMENDMENT

	Lots				Setbacks				Standards				Notes and References
	Minimum Lot Area (square feet)	Minimum Frontage (feet)	Minimum Lot Area / Dwelling Unit (square feet)	Maximum Lot Coverage	Minimum Front (feet)	Maximum Front (feet)	Minimum Side (feet)	Minimum Rear (feet)	Maximum Height Building part 1 (feet)	Minimum Roof break stepback (feet)	Maximum Height Building part 2 (feet)	Minimum Height (feet)	
Commercial Zoning Districts													
Downtown Commercial (DC)													
All Uses	4,000	40	500		5	10	--	15	55	15	75	30	

Request for Zoning Ordinance Amendment

Date: ___July 27, 2021___

The Planning Board, hereby recommends a proposed change in Chapter 275 – Attachment 7 Table 19-B Dimensional Standards – Commercial Districts, of the General Ordinances of the City of Rochester.

This was discussed at the July 19th Planning Board Meeting and at that meeting the Board voted to recommend the following amendment.

It is respectfully requested that the Honorable Mayor and City Council amend the above as follows:

(Note: Please give a completed description of the change requested; if a zoning change is proposed supply full legal description of the affected parcel or areas).

Proposed New Height Elevations in the Downtown Commercial District

In an effort to further incentivize growth and development of our Downtown Commercial District, the Planning Board is submitting a Zoning Ordinance Amendment to the City Council to change the height regulations for buildings in this zone. They are proposing the following:

Allow for a two-part, stepped height requirement whereas

The immediate street fronting building part is allowed a Maximum height of 55 feet changed from 5 stories.

And then add a roof break setback of 15 feet.

And then to allow the rear part of the building a Maximum height of 75 feet.

Adjust the minimum allowed height from 20 feet to 30 feet.

The Planning Board voted on July 19th to recommend to approve 55 feet, a 15 foot setback, and up to 75 feet for building height in the downtown commercial zone. The motion carried unanimously.

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City Clerk's Office

ZONING

275 Attachment 7

City of Rochester

Table 19-B Dimensional Standards - Commercial Districts
[Amended 3-5-2019; 5-7-2019]

Commercial Zoning Districts	Lots				Setbacks				Standards				Standards, Notes and References
	Minimum Lot Area (square feet)	Minimum Frontage (feet)	Minimum Lot Area/Dwelling Unit (square feet)	Maximum Lot Coverage	Minimum Front (feet)	Maximum Front (feet)	Minimum Side (feet)	Minimum Rear (feet)	Maximum Number of Stories	Minimum Number of Stories	Maximum Height (feet)	Minimum Height (Feet)	
Downtown Commercial (DC)													
All uses	4,000	40	500	—	5	10	— ¹	15	5	2	—	20	See § 275-19.2E, Density rings
Office Commercial (OC)													
All uses	10,000	80	5,000 ²	75%	10	—	10 ¹	25	3	—	—	—	See Article 19, Dimensional Standards
Highway Commercial (HC)													
All uses	20,000	100	5,000/7,500 ²	85%	20	—	10 ¹	25	3	—	—	—	See Article 19, Dimensional Standards, and § 275-19.2E, Density rings
Granite Ridge (GR)													
All uses	—	50	—	—	—	—	—	—	—	—	—	—	

NOTES:

Note 1: For lots that adjoin a residential district, the side setback on the side adjoining the residential district shall be the larger of the required side setback in the subject commercial zone or the adjoining residential zone.

Note 2: For lots without both water and sewer, 10,000 square feet of lot area is required per additional dwelling unit beyond one.

Note 3: For multifamily dwellings/developments within the DC Zone, the minimum lot area per dwelling unit shall be 500 square feet.

Note 4: See Setbacks for DC Zone § 275-6.3C(2).

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City Clerk's Office

ZONING
275 Attachment 7
City of Rochester
Table 19-B Dimensional Standards - Commercial Districts

PROPOSED AMENDMENT

	Lots				Setbacks				Standards				Notes and References
	Minimum Lot Area (square feet)	Minimum Frontage (feet)	Minimum Lot Area / Dwelling Unit (square feet)	Maximum Lot Coverage	Minimum Front (feet)	Maximum Front (feet)	Minimum Side (feet)	Minimum Rear (feet)	Maximum Height Building part 1 (feet)	Minimum Roof break stepback (feet)	Maximum Height Building part 2 (feet)	Minimum Height (feet)	
Commercial Zoning Districts													
Downtown Commercial (DC)													
All Uses	4,000	40	500		5	10	--	15	55	15	75	30	

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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]

**Public Safety Committee
Meeting Minutes
July 21, 2021
6:00 PM
Council Chambers**

Members Present

Councilor Don Hamann, Chair
Councilor Peter Lachapelle, Vice-chair
Councilor Chris Rice

Members Absent

Councilor Jeremy Hutchinson (Unexcused)
Councilor Palana Belken (Excused)

Others Present

Michael Bezanson, PE, City Engineer
Dan Camara, GIS Asset Mgmt. Technician
Deputy Chief Gary Boudreau, PD
Lisa Littlefield, 107 & 115 Salmon Falls Road
Cliff Newton, Rochester Resident

Minutes

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

1. **Approve Minutes from June 16, 2021, Public Safety Meeting**
Councilor Lachapelle motion to approve the minutes from June 16, 2021. The motion was seconded by Councilor Rice. Unanimous voice vote carried the motion.
2. **Public Input**
The members of the public that were present were there for items already on the agenda.
3. **Flat Rock Bridge Road/Salmon Falls Road Intersection Safety Concerns**
Councilor Hamann moved this item up on the agenda, as there were people present to discuss this item. Lisa Littlefield who owns 107 and 115 Salmon Falls Road was present to discuss safety issues near her properties. She stated that this area is very busy and that they have owned property in this area since the late 1960's. She stated she went to the City about a year ago requesting help with her abutting neighbor on the corner of Flat Rock Bridge Road, regarding safety concerns. Over the years she and her tenants have spoken with the neighbor regarding moving vehicles for line-of-sight, working on snowplowing together, and other issues. Councilor Rice asked if the abutting property was an auto dealership and Ms. Littlefield said yes, Precision Auto, and the owner is Jack McCarthy. As motorists approach Salmon Falls Road on Flat Rock Bridge Road, the business is on the right corner of the intersection; there is a lot going on at that intersection, she said. It is a very busy area as there is a campground further down Flat Rock Bridge Road over the Salmon Falls River into Maine, two driveways at a duplex, their home driveway, the business, Burkes Tree Service; and, Salmon Falls Road

is 35 mph, but people do not abide by that. Starting a year ago, with the guidance of the City, she started keeping track and working with compliance officer Robert Lynch. There are several issues related to safety in this area. At the intersection there is a stop sign in a cement structure; motorists approaching the intersection need to inch forward past the structure to obtain necessary line-of-sight along Salmon Falls Road before proceeding into the intersection. Mr. McCarthy parks vehicles from his lot up along the Salmon Falls Road frontage. The driveway next to the auto dealership is her property; they also have a lot of trouble getting in and out of the driveway due to line-of-sight issues. Ms. Littlefield said that in the past they have had to replace mailboxes, planters and fences due to the neighbor. One of the major issues is he creates a wall of the automobiles and when the compliance officer has him move them it lasts a little while and then he inches them back to the edge of the road. He also creates snow walls in the winter time. Councilor Rice asked what Mr. McCarthy does with the snow walls and Ms. Littlefield said he plows directly into the tree line. He allows vendors and customers to park in front of the wall of vehicles causing safety hazards. She has told Mr. McCarthy that she was going to involve the Police Department if he was not going to take care of the issues, but he continues to do it. She also stated that he is out of compliance with the number of vehicles he is only supposed to have 10 and she has counted 40 at one time. This used to be part of 43 Flat Rock Bridge Road when Mr. Ramsey passed his wife sold the property, so 43 is now separate from 45 Flat Rock Bridge Road. She stated he now has a large box container and a RV along the tree line and a box truck behind his building to establish a boundary even though he now knows it's her property. She had a survey done in 2017 and she walked the boundaries with him so he knows where they are. Councilor Lachapelle asked Deputy Chief Boudreau if this was enforceable for going over the property line. Councilor Rice ask whether there was a common distance for property lines from center of roadway. Mr. Bezanson said the Right-of Way varies street to street, he also stated that it would be helpful to get a copy of the 2017 survey. Deputy Chief Boudreau said a quick search revealed only 2 accidents in the area from 2015 to present. Councilor Hamann is going to talk with Terrance the City Attorney about the sale of vehicles at this property. This was kept in committee so research can be done. Ms. Littlefield will get the 2017 property line survey to Mr. Bezanson.

4. Crosswalk Request Linscott Court Apartments across Columbus Avenue (kept in committee)

Mr. Bezanson said that DPW has begun to work with an engineering consultant regarding a Summer Street/Columbus Avenue intersection project. The scope of that project is going to include an evaluation of pedestrian improvements, including making connections between existing sidewalks and the potential for a crosswalk at Linscott Court/Columbus Avenue. The potential sidewalk connections will involve working with the railroad for the portion along Columbus between Linscott and Summer, as well as a potential connection along Columbus past City Hall to Museum. The consultants have given a rough time frame for evaluation and design of about a year; Mr. Bezanson said he would probably have updates before that and will keep the committee informed. Councilor Hamann asked that this

agenda item be kept in committee.

5. **Squamanagonic Fence**

Councilor Hamann summarized the issue. Councilor Lachapelle stated that Squamanagonic is City-owned and was deeded to be used as a recreational area. It is very unique because it is the only City park that has vehicle access to such remote areas not visible from the roadway. There is an access gate that was locked until recently when Golf Disk started using the park. He stated that they go above and beyond with the cleanup and that they have been great to work with. He said that there is a safety issue: people are in the park all hours of the night engaging in various activities, including drug and homeless activity. He said that an automatic gate was proposed, but that would be expensive; the concern with a manually locked gate is that staff would need to be assigned to open and close the gate each day that the park is in use. Councilor Rice asked where the vehicles are entering. Deputy Chief Boudreau said there is an entrance on Hansonville Road, but others have entered the park through private property. Councilor Hamann asked if the fencing goes all the way across. Councilor Lachapelle said there is a tree line there; he also said there is no way to stop people from walking in. Cliff Newton, a long time Gonic resident, was present to talk about the safety concerns in the area. He stated he was born and raised in Gonic and said that this is a very unique park; it's the only City park that you can drive down into. He stated this has not been locked for 7 years and the neighbors were promised it would be. He said the firing range has been there for years and there are homeless people living around the firing range in the woods. Mr. Newton said maybe it is time to move the firing range to another location like Waste Management; there is plenty of space there now. He said Milton has a park that the gate is open every morning and locked every night and a sign on it if you're locked in to call the Police. There were discussions about having a City department open and close the gate every day. Mr. Newton stated he is meeting with the City Manager on Friday at 3:00 PM to discuss options with the gate. Councilor Hamann asked if he could join the meeting as well. ***Councilor Rice made a motion to have the City Manager recommend to have one of the 24-hour City departments open and close the gate every day. The motion was seconded by Councilor Lachapelle. Unanimous voice vote carried the motion.***

6. **Stop sign request-Janet Street**

Councilor Hamann summarized the issue. Councilor Rice said this area was discussed in committee a couple of months ago for a "Children at Play" sign, which are not a recognized sign by the MUCTD. Councilor Hamann said he looked at the area and the only location that made sense to him for a "Stop" sign was at the intersection of Melanie Street and Janet Street. Mr. Bezanson concurred that a "Stop" sign could be placed in that location. ***Councilor Lachapelle made a motion to have a "Stop" sign installed at the corner of Melanie and Janet Streets at the discretion of DPW. The motion was seconded by Councilor Rice. Unanimous voice vote carried the motion.***

7. **E911 Update**

Councilor Hamann summarized the issue. Deputy Chief Boudreau said there was not much of an update. At the August City Council meeting the E911 Committee will have representatives of the State E911 Committee talk about the process and standards. Councilor Rice asked if that was about the renumbering; and, Deputy Chief Boudreau said yes.

8. **Emergency Management**

Councilor Hamann summarized the issue. Deputy Chief Boudreau said he had talked to the Fire Department that afternoon and they had no update for this item.

9. **COVID-19 Statistics Update**

Councilor Hamann said that this could be taken off the agenda for now. Councilor Rice recommended if something comes up that this could be put back on the agenda.

10. **Other**

Yeagley Way-Stop sign

Councilor Rice said he emailed DPW because he received an email about a “Stop” sign by the High School; where one-way traffic crosses in front of the High School, he thinks there use to be a “Stop” sign on Yeagley Way. Mr. Bezanson said DPW recently took action on this and is now a 3-way stop. This was kept in committee; Mr. Bezanson will reach out to the School Department to discuss the stop control at this intersection and will get back to the Committee.

Ten Rod Road by Intersection to the off Ramp

Councilor Rice said he almost got hit a few times with people doing U-turns by Domino’s Pizza. This was kept in committee, so that Mr. Bezanson could reach out to NHDOT to see if they have any comment given their jurisdiction with the Spaulding Turnpike off-ramp in this area and will get back to the Committee.

Councilor Lachapelle made a motion to adjourn the meeting at 7:10 PM. The motion was seconded by Councilor Rice. Unanimous voice vote carried the motion.

The minutes were respectfully submitted by Laura J. McDormand, Admin. Assistant II.

July 10, 2020

Dear Jack of Precision Dent and Collision -
or current Owner of Business

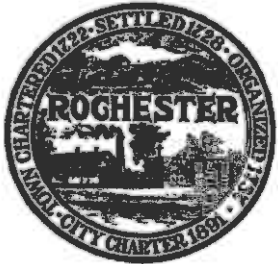
I am writing today for two reasons. First, I want to thank you for moving your inventory of vehicles further away from the road. This makes it much safer for pulling out of our driveways at 107 and 115 Salmon Falls Rd. It makes it safer for all traffic in general passing by and turning. Ours has always been a hazardous, busy intersection with people constantly traveling over the 35mph speed limit. I've lived at 107 on and off my entire 50+ years.

Second, you should remember that after having my land surveyed in June 2017, I walked with you ^{Kevin} showing the boundary stakes that were placed where we abut land. As you saw, your inventory of vehicles and various other items were on my land as they still are. At the time I said it was okay for you to use that space temporarily until I need to prepare to sell. That time has come. I have my

First interested Buyer. With that in mind,
I'm asking that you please remove all
property you have currently within
~~only~~ property lines wherever we about.
I'm asking that this task be completed
no later than Tuesday, August 11, 2020.

If you have any questions, don't
hesitate to call me anytime M-F
between 8am and 4pm.

Thank you,
Nishi Littlefield
603 834 0795



City of Rochester, New Hampshire

Building, Zoning, and Licensing Services

Complaint Form

Case #: _____

Location of offense: ~~45 Salmon Falls Rd~~ Flat Rock Bridge Rd / Precision Dent & Collision

Property owner name: Precision Auto - Jack McCarthy Address: _____

City: Rochester State: NH Zip: 03868 Telephone: 603 332 6543

E-mail: _____

Property manager (if separate from owner): Jack McCarthy Telephone: _____

Please circle the topic your problem is relevant to:

- Property Maintenance
- Trash
- Motor Vehicles
- Signs
- Work w/o permit
- Zoning
- Site Plan Violation
- Health
- Other
- Safety

Please describe your complaint: *(Feel free to attach additional pages and/or pictures)*

Violations at this place of business in a R1 Zone are causing hazardous traffic conditions and decreasing the property values of the abutters and others. Additionally, this place of business has inventory, junk and possibly hazardous waste on both abutting properties. What is on mine at 109 Salmon Falls Rd is currently without permission. Letters to Jack attached

If this is a complaint about property maintenance, has your landlord been notified by certified mail? 7/10/2020 and 8/13/2020

* Please note that if you have not notified the landlord with proper documentation (see back) we cannot intervene*

Submitted by: Lisa G. Littlefield Address: 107/115 Salmon Falls Rd

City: Rochester State: NH Zip: 03868 Telephone: 603 834 0795

E-mail: LAG0131@yahoo.com

Signature: *[Handwritten Signature]* Date: 8/13/2020

Robert Lynch

Re: [External] Progress / Safety Issue 45 Flat Rock Bridge Rd

September 3, 2020 at 6:32 PM

L

Jim Grant



Thank you for noticing Lisa, I will be addressing the parking on the corner issue tomorrow.

Sent from my iPhone

On Sep 3, 2020, at 6:12 PM, L <lag0131@yahoo.com> wrote:

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good evening Mr Lynch.

It's good to see progress continue at Precision Auto this week.

I need to address a safety issue that you may not have noticed when stopping by the business. The photo I am forwarding is to show a vehicle that has been parked beyond the stop sign for the past 3 days. This is a common occurrence. Mr. McCarthy continues to allow this as well as Customers park there. He doesn't seem to understand this defeats the purpose of his inventory being at a safe distance in line with the stop sign. Over the years my neighbor, my husband and myself have expressed the hazard that this causes as does the snow piles his plow person creates next to our driveway in the winter. Perhaps when his inventory is down to the allowable limit, these problems will be worked out. However, until then, these issues remain a hazard to us, his neighbors and the traffic in general. You seem to be having success with him so I'm hoping you will have better luck helping him understand the importance of this safety issue. It makes it difficult to see pulling out of our driveways and from the Flat Rock Bridge Road intersection onto a very busy Salmon Falls Rd where traffic rarely abides by the 35mph speed limit.

Thanks again for your efforts. Our neighborhood is enjoying the improvements that are taking place at Precision Auto.

Lisa G Littlefield

<image0.png>

Sent from my iPhone





Robert Lynch

RE: [External] Snow Wall Hazard
December 14, 2020 at 8:29 AM

L , Jim Grant

Allen



Robert LynchRE: Fwd: [External] Hazardous parking and snow wall at intersection
December 29, 2020 at 11:56 AM

L

Jim Grant

Allen

I will reach out to Mr. McCarthy again.

Rob Lynch

Compliance Officer

City of Rochester - Building, Zoning, & Licensing Services

33 Wakefield Street

Rochester, NH 03867

Tel: (603) 332-3508

robert.lynch@rochesternh.net<http://www.rochesternh.net/building-zoning-and-licensing-services>**From:** L <lag0131@yahoo.com>**Sent:** Tuesday, December 29, 2020 11:53 AM**To:** Robert Lynch <robert.lynch@rochesternh.net>**Cc:** Jim Grant <jim.grant@rochesternh.net>; Allen <awl3nh65@aol.com>**Subject:** Re: [External] Fwd: Hazardous parking and snow wall at intersection

Good morning Mr Lynch. It's been 5 days since you spoke with Mr McCarthy again about the snow wall he created 10 or so days ago. He still has not addressed this issue (see pics from today in email). This past weekend, we watched our neighbor at 107 Salmon Falls stand out in the road to help guide a visitor backing out of their driveway. Not a safe solution. Again, this is a busy intersection with heavy and often speeding traffic on Salmon Falls Road. As you can imagine, the existing hazard will grow with the next snowfall along with whatever the city plows throw that way. Can you please help?

Lisa



Robert Lynch

Re: Fwd: [External] Hazardous parking and snow wall at intersection

January 1, 2021 at 9:35 AM

L

Jim Grant

, Allen

I spoke to Mr McCarthy on Wednesday 12/30/20 he stated he will remove the snow pile, as for the vehicles he is continuing to remove vehicles, as I am in contact with him quite frequently.

Sent from my iPhone

On Jan 1, 2021, at 8:38 AM, L <lag0131@yahoo.com> wrote:

Good morning and Happy new year Mr Lynch.

I don't know if you reached Mr McCarthy Wednesday about his snow wall again. Either way, it still has not been removed back to the stop sign, which he was contacted about two weeks ago. You may not be working today but I am writing because snow is predicted for tonight. This is a public safety issue for all and especially the people coming and going at 107 Salmon Falls Road. The police will be contacted next if this is not resolved.

Mr McCarthy is also not continuing to remove vehicles or junk and continues to keep same on Ms Kemp's land. These are Residential properties and way out of compliance with Zoning. You said you addressed this with Ms Kemp. She's not complying. It's all a terrible eyesore and devalues our properties. I intend to sell. This is holding me back. This process of bringing these people into compliance started August 13, 2020, almost 5 months ago. Precision Auto still has over 5 times the allowed amount of inventory, a junk yard and continues to create traffic hazards. I appreciate all you have done so far and we have been patient with the process, but Mr McCarthy is no longer progressing towards compliance, being a good business neighbor or addressing public safety issues he is creating. Ms Kemp is continuing to allow him to utilize her property as well. Please advise of which direction we go next.

Thank you, Lisa

Sent from my iPhone

On Dec 29, 2020, at 11:56 AM, Robert Lynch <robert.lynch@rochesternh.net> wrote:

I will reach out to Mr. McCarthy again.

Rob Lynch
 Compliance Officer
 City of Rochester - Building, Zoning, & Licensing Services
 33 Wakefield Street
 Rochester, NH 03867
 Tel: (603) 332-3508
robert.lynch@rochesternh.net
<http://www.rochesternh.net/building-zoning-and-licensing-services>

From: L <lag0131@yahoo.com>
Sent: Tuesday, December 29, 2020 11:53 AM
To: Robert Lynch <robert.lynch@rochesternh.net>
Cc: Jim Grant <jim.grant@rochesternh.net>; Allen <awl3nh65@aol.com>
Subject: Re: [External] Fwd: Hazardous parking and snow wall at intersection

Good morning Mr Lynch. It's been 5 days since you spoke with Mr McCarthy again about the snow wall he created 10 or so days ago. He still has not addressed this issue (see pics from today in email). This past weekend, we watched our neighbor at 107 Salmon Falls stand out in the road to help guide a visitor backing out of their driveway.

L

Fwd: [External] Precision Auto parking

February 20, 2021 at 10:29 AM

Robert Lynch

Allen

, Jim.Grant@rochesternh.net



Good morning Mr Lynch. I just got back into town this morning so I didn't get to see the snow wall as my husband plowed it into line with the stop sign. So, if you see where it is for yourself, that is because my husband pushed it there with his plow. This is not our responsibility. However, we are concerned for public safety. Please inform Mr McCarthy.

Thank you, Lisa

Sent from my iPhone

Begin forwarded message:

From: Allen Littlefield <awl3nh65@aol.com>
Date: February 20, 2021 at 10:13:09 AM EST
To: lag0131@yahoo.com
Subject: Fwd: [External] Precision Auto parking

Sent from my iPhone

Begin forwarded message:

From: Allen Littlefield <awl3nh65@aol.com>
Date: February 20, 2021 at 8:49:30 AM EST
To: Robert Lynch <Robert.Lynch@rochesternh.net>
Subject: Re: [External] Precision Auto parking

He has also plowed a snow banking in front of the driveway to the street completely blocking the view of anyone attempting to exit the driveway. The man clearly has no concern for laws, codes or the safety of others.
 Allen L.

Sent from my iPhone

On Feb 20, 2021, at 5:18 AM, Robert Lynch <Robert.Lynch@rochesternh.net> wrote:

Thank you.

Sent from my iPhone

On Feb 19, 2021, at 11:39 PM, L <lag0131@yahoo.com> wrote:

Good evening Mr Lynch. Although Mr. McCarthy moved the vehicle a few days ago, per your request, he has put it back on our property. I understand this part of our issues is now a civil matter and I am taking steps in that direction. I just wanted to keep you informed.

Lisa Littlefield

Sent from my iPhone

On Feb 17, 2021, at 6:12 AM, L <lag0131@yahoo.com> wrote:

Noted. Thanks again. Lisa

Sent from my iPhone

On Feb 17, 2021, at 9:08 AM, Robert Lynch <https://urldefense.proofpoint.com/v2/url?u=http-3A__robert.lynch-40rochesternh.net&d=DwlFaQ&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpqnVfiiMM&r=MybRq6_dro8804SRVbF2dSiigtOD14wR7QtY5UjO_1A&m=Dx7mefDjh06qa5jHlk5zyvPPTNMZGMngdDh6OH6sUEE&s=dPPJBIHxmP2Ed5cxULtVnmZe8lzCyWdClasXuctVMw&e=>> wrote:

He is the owner of the property.

Rob Lynch

Compliance Officer

City of Rochester - Building, Zoning, & Licensing Services

Robert Lynch
 RE: Precision Auto Public Safety Problems
 June 8, 2021 at 1:15 PM
 L

Jim Grant

, Blaine Cox
 , Shanna Saunders
 Allen

Jeremy Hutchinson
 Gary Boudreau

Lisa, I will address that issue.

Rob Lynch
 Compliance Officer
 City of Rochester - Building, Zoning, & Licensing Services
 33 Wakefield Street
 Rochester, NH 03867
 Tel: (603) 332-3508
robert.lynch@rochesternh.net
<http://www.rochesternh.net/building-zoning-and-licensing-services>

From: L <lag0131@yahoo.com>
Sent: Tuesday, June 8, 2021 1:11 PM
To: Robert Lynch <robert.lynch@rochesternh.net>
Cc: Jim Grant <jim.grant@rochesternh.net>; Blaine Cox <blaine.cox@rochesternh.net>;
 Jeremy Hutchinson <jeremy.hutchinson@rochesternh.net>; Shanna Saunders
 <shanna.saunders@rochesternh.net>; Gary Boudreau
 <gary.boudreau@rochesternh.net>; Allen <awl3nh65@aol.com>
Subject: Precision Auto Public Safety Problems

Good morning Mr Lynch.

Thank you for the reply regarding my Trespassing issue with Mr McCarthy. I will address that accordingly.

This comes to you regarding Mr McCarthy's on-going disregard for public safety at our hazardous intersection. I have included a photo of the vehicles he is beginning again to place past the stop sign. This is how it begins after he complies with your request to move them back in line with the sign, he inches them past a few at a time, until eventually all vehicles are past the stop sign. That entire line of cars is a problem to begin with as they completely block the sight from traffic approaching that stop sign. Traffic then has to pull past the sign to safely see what is coming and going from all directions and driveways. This is especially difficult coming and going in our driveway at 107 Salmon Falls Road. The further he places the vehicles, the more difficult and unsafe it is to navigate that heavily and speedily travelled intersection and our driveway.

Furthermore, as you know from previous emails and pictures, he allows customers, vendors, etc to park beyond his row of vehicles. You also know that, this past winter, Mr McCarthy repeatedly created additional hazards by plowing his snow beyond the stop sign. I have sent those pictures as well in prior emails. I've sent one I can readily attach from this past winter.

I'm asking that you please address a permanent solution with Mr McCarthy for contributing to the safety of our hazardous intersection? In my opinion, a row of cars parked along Salmon Falls Road is hazardous to begin with. His "display of 10 cars" would be more safely kept alongside his building, which would reflect the history of use with that location. This very small parcel of land in an R-1 Zone, does not support the business Mr McCarthy has created there. In no way, shape or form does it reflect the type of property that Mr Ramsey maintained nor did the few owners after

him.

I will be addressing these issues with the proper Board(s), Individuals and departments, as my time permits.

Thank you, for whatever assistance you are able to be in the meantime, in order to maintain safety at our very busy and hazardous intersection. Lisa Littlefield

1st photo is from today 6/8/20210



Photo 2 is from 2/9/2021





Sent from my iPhone

L
Safety Hazard Precision Auto
June 22, 2021 at 12:25 PM
Robert Lynch
Jim.Grant@rochesternh.net



Shanna Saunders

Blaine Cox
Jeremy Hutchinson
, Allen

, Gary Boudreau

Mr Lynch,
I'm forwarding a photo to report that Mr McCarthy is allowing the usual parking beyond the stop sign, which creates an additional hazard at our busy intersection and driveways. Please make him stop. He has no regard for public safety and, as you know, he does this repeatedly.

Lisa Littlefield



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left blank...*

City Clerk's Office

Public Works and Buildings Committee
City Hall Council Chambers
Meeting Minutes
July 15, 2021

MEMBERS PRESENT

Councilor David Walker, Chairman
 Councilor Jim Gray- Vice Chairman
 Councilor Don Hamann

MEMBERS ABSENT

Councilor Chris Rice
 Councilor Thomas Jean

OTHERS PRESENT

Peter C. Nourse PE, Director of City Service
 Daniel Camara, GIS / Asset Management

MINUTES

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

1. Public Input

Councilor Walker asked if there were any members of the public at City Hall waiting to speak. There were none.

2. Downtown Decorative Lighting-Extended Lighting Request

Mr. Nourse last month he presented the PWC with a request from a downtown business owner involving the decorative lighting timing. He explained that the request was to extend the hours to correspond with the closing of all businesses. Mr. Nourse stated that the Committee suggested the DPW check with the other Main Street businesses and the Economic Development Office. He that Ms. Marsh was very helpful as she had reached out to several businesses in the downtown and to three members of the Main Street Board. He stated Ms. Marsh reported that all were in favor of extending the lighting times and 6 responded in favor to keeping the decorative lighting on until 1:30 AM. Councilor Walker suggested the residents in the area might not be in favor, but suggested implementing the extended hours and dealing with complaints if any are reported. . Councilor Gray thought that the decorative lighting is a lot less intrusive than the streetlights. Councilor Walker said he didn't mind extending the hours of the lights and if they get any complaints they would deal with it then.

Councilor Gray made a motion to recommend that full City Council approve extending the downtown decorative lights until 1:00 AM. The motion was seconded by Councilor Hamman. The motion passed unanimously.

3. DPW Facility Update

Mr. Nourse stated that the construction is at 71.5 % complete. He stated that Public Works Committee had a meeting on site June 21, 2021 at 10 AM. Mr. Nourse had pictures displayed on the monitors of the current site conditions. He noted that the

contingency is at 75% remaining and the project is still on line for an early November completion. Mr. Nourse explained that most of the steel is on site and the contractor is currently installing the snow guards on the roof, the masonry work is approximately 95% complete. He stated that they are finishing the interior walls in the shop area, electrical work is moving along very well, and shortly they will be bringing permanent power to the building. The gas meter is installed and fiber wires are being pulled onto the site, access control wiring has started and they may be completing the paving this month. Councilor Hamann inquired about outside salt / sander building issue. Mr. Nourse they are still working on that; they may have to augment the cat walks to get them closer to the sanders. Councilor Gray asked if the city owns a scissor lift. Mr. Nourse said they need one and it is in this year's budget so they are shopping around for one. Councilor Walker asked if the beam that was dislocated was fixed yet. Mr. Nourse said yes it has. Councilor Walker asked if they should schedule another tour. The Committee suggested late August. Mr. Nourse stated he would set one up. Councilor Gray inquired about the status of the 45 Old Dover Road property. Mr. Nourse stated that the Environmental Site Assessment (ESA) Phase 1 was completed and the assessment indicated many Recognizable Environmental Conditions (REC's). He stated that the REC's were based on passed events and known history. Mr. Nourse stated that the ESA Phase 2 is under way as the City Council gave approval for the Economic Development Funds to get started and there is also a grant from Strafford Regional planning that is going to be used as well. He stated that this would involve digging into the ground for test wells to see what the ground water indicates for possible contaminants.

4. 28 North Main-Street Moratorium Waiver

Mr. Nourse stated back in April this was discussed in conjunction to the with a request for water line extension down Water Street funded by a City 0% loan. The full City Council carried a vote to fund the water main extension and Chinburg has secured quotes to do the water line extension work for number 12 North Main Street and is getting ready to start that work. Mr. Nourse explained that the original discussion included a partnership agreement with the Chinburg property at 12 North Main and the Owner of 28 North Main, Piccadilly Enterprises. He explained that the partnership was unable to negotiate with the abutter in the middle so the loan agreement will be only with the Chinburg. Mr. Nourse explained that this moratorium waiver is for replacement of the existing line to 28 North Main. He explained that there is currently 2" service for this building and the developer needs a 4" service for the sprinkler system. He explained that this is required by code as there will be a dog grooming business down below, another retail space and 5 apartments.

Councilor Hamann made a motion to recommend to full City Council to approve a street moratorium waiver for 28 North Main Street. The motion was seconded by Councilor Gray. The motion passed unanimously.

Councilor Walker asked about the pavement restoration. Mr. Nourse stated that the developer will be required to meet City specifications for the repair.

5. Other

Tree Removal in the City-Councilor Gray asked about the tree removal. Mr. Nourse said it's ongoing every day. The arborist has been active. Councilor Gray said there is a tree against the power cord on Rochester Avenue. Mr. Nourse will see if this has been

taken care of.

Traffic Pattern near Sig-Councilor Hamann asked about the traffic pattern near Sig. Mr. Nourse said that all topographical reports are complete and should be getting some concepts in the next few weeks.

Paving on Four Road- Councilor Hamann said that he has received a complaint regarding the seam left in pavement on Four Rod Road. Mr. Nourse will check into this.

Brock Street-Councilor Walker asked Mr. Nourse if he reached out to the constituent regarding the paint on his truck. Mr. Nourse stated that they have reached out to the contractor, and that the contractor has their own claims procedures. He also stated the contractor striped the road in the rain DPW will be out there trying to repair that.

Streetlight on Elmo Lane- Mr. Nourse said that Councilor Rice had asked about the streetlight on Elmo Lane. The streetlight is installed and operational.

Colonial Pines-Mr. Nourse stated that Colonial Pines Phase 3 advertised on Tuesday July 13, 2021, the bids are due on August 12, 2021 this will bring sewer to approximately 70 more homes.

Chestnut Hill/Little Falls Bridge Road-Mr. Nourse that intersection improvement on Chestnut Hill and Little Falls Bridge Road, bids are due on August 12, 2021, this will be completed this year.

Route 202A Water Main Extension Project-Mr. Nourse said this will be going out to bid on August 27, 2021. The city decided it would be in the City's best interest to go out to bid for this project. Progress is being made with the developer and their agents. But it's going slow. Bidder has to hold there pricing for 60 days which will bring to the end of October, giving us until then to secure that property and resolve permitting issues with Alteration of Train permit that is needed.

Strafford Square Utility Construction Project-Mr. Nourse said that the work will begin the week of August 26, 2021.

City Flag-Mr. Nourse- Mr. Nourse said it has come up in conversation regarding the new building to have state flags, city or service flags in the new DPW building. The city flag was delivered by the Chair to DPW. Mr. Nourse said they have a vendor now that will reproduce the city flag, he will bring this to the committee next month.

Councilor Hamann made a motion to adjourn at 7:23 PM. Councilor Gray seconded the motion. The motion passed unanimously.

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

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City Clerk's Office

**Resolution Authorizing Supplemental Appropriation to the
Department of Public Works (DPW) Sewer CIP Fund in the Amount of \$200,000.00 for the
Route 11 Pump Station Upgrade Project**

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

That the amount of Two Hundred Thousand Dollars (\$200,000.00) is hereby appropriated as a supplemental appropriation to the DPW Sewer CIP Fund for the purpose of paying costs associated with the Route 11 Pump Station Upgrade Project. The funding for this supplemental appropriation shall be derived in its entirety from borrowing.

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 Thousand Dollars (\$200,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to 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"/>
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]

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

GF Water Sewer Arena

CIP Water CIP Sewer CIP Arena CIP

Special Revenue

Fund Type: Lapsing

Non-Lapsing

Deauthorization

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

Appropriation

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

Revenue

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

DUNS #

CFDA #

Grant #

Grant Period: From
To

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

Reimbursement Request will be reduced

Funds will be returned

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City Clerk's Office

**Resolution Authorizing the Acceptance of Donations to the City of Rochester in
connection with the Riverwalk Committee Calendar Fundraiser**

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

The Mayor and City Council hereby accept Nine Hundred Dollars (\$900.00) in donations to the Riverwalk Committee Calendar Fundraiser and further authorize cash disbursements related to said fundraiser with the entirety of the cash disbursements to be derived from said donations.

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

LEGAL AUTHORITY

SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]

Riverwalk Fundraising
Funds breakdown as of July 26, 2021
More funds in calendar sales are expected before the August 3rd meeting

Donations as calendar Prizes

- Multiple gift cards and items as seen on attached calendar
- \$500 check from Vetter Foundations to be used for calendar prizes
- \$100 check from City Beverage to be used for calendar prize
- \$50 check from Tri-City Sports to be used for calendar prize
- \$100 cash received from Suzie Mills Realtor that will be used for calendar prize

Total of 3 checks totaling \$650 that need to be cashed and returned to the Riverwalk Committee to give out as prizes as noted on calendar.

Calendar Sales as of July 26, 2021 (committee will continue to sell calendars after this agenda bill is due so the totals are subject to change).

- Check totals: 7 checks totaling \$350
- Cash total: \$900

Ticket # 314

Riverwalk Fundraising Committee

AUGUST 2021

SUN	MON	TUE	WED	THU	FRI	SAT
1 City Beverage \$100	2 Jetpack Comics \$100	3 Sweet Peaches Candy	4 Hourihane, Cormier and Associates Gift Basket \$50	5 Collec-tiques \$25	6 110 Grill \$50	7 Vetter Foundations \$100 cash
8 Suzie Mills Realtor \$100 cash	9 Second Chance Thrift Store \$20	10 Vetter Foundations \$100 cash	11 Fieldings Oil \$50 Dunkin' Donuts \$50	12 Coffee Gift Basket donated by Barbara Murphy Realtor \$50	13 C&G Country Essentials Gift Card	14 Jetpack Comics \$100
15 Studley's Flower Garden \$50	16 Dunkin Donuts donated by Stacey Purlow \$25	17 Salon Package donated by Heather Hackett	18 Riverstones Custom Framing \$50	19 Frank Jones \$20 donated by Kerrie Landry	20 Vetter Foundations \$100 cash	21 Collec-tiques \$50
22 Vetter Foundations \$100 cash	23 Coffee Gift Basket \$50	24 Collec-tiques \$25 Bootleggers \$25	25 Hannafords \$100 donated by Yankee Electric	26 Revolution \$50	27 Tresses Hair Salon: Haircut Mani/Pedi	28 Alpaca Store Wool \$64
29 Tri City Bicycle \$50 Cash	30 Fieldings Oil \$50	31 Vetter Foundations \$100 cash				

Calendar Price \$5. All proceeds go to:

Rochester Riverwalk

Winners will be notified by phone or mail

Thank you for all your generous donations

Rochester Riverwalk

Name _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip _____

Calendar Raffle for August 2021

Thank you!
Page 182 of 195

Ticket # 314

**RESOLUTION FOR SUPPLEMENTAL APPROPRIATION TO THE
CONSERVATION FUND FOR FISCAL YEAR 2020-2021 IN THE
AMOUNT OF \$127,314.00
PURSUANT TO THE PROVISIONS OF SECTION 7-64(c) OF THE
GENERAL ORDINANCES OF THE CITY OF ROCHESTER**

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

As a supplemental appropriation to the 2020-2021 fiscal year operating budget of the City of Rochester, the sum of One Hundred Twenty Seven Thousand Three Hundred Fourteen Dollars (\$127,314.00); from annual excess Land Use Change Tax funds for fiscal year 2020-2021 (account number to be designated/determined by the Finance Director) to the City of Rochester Conservation Fund (account number to be designated/determined by the Finance Director), the sums necessary to fund such supplemental appropriation to be drawn in their entirety from the aforesaid annual excess Land Use Change Tax revenues received during fiscal year 2020-2021.

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. The effective date of this Resolution shall be June 30, 2021.

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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]

FY21 Accounts Receivable Current Use
Reconciliation as of June 30, 2021

Prior Year FY20 AR	\$44,000.00	
FY21 Warrants 21-1 to 21-24	\$118,314.00	
Total AR	\$162,314.00	
Prior Year AR Received	\$44,000.00	All pending Warrants received
FY21 Warrants Received	\$118,314.00	Warrants 21-2-21-24 received
Total Received	\$162,314.00	
Net Calculation		
Total Received	\$162,314.00	
FY21 General Fund Retains	-\$25,000.00	
FY21 Budgeted Conservation Fund Transfer	-\$10,000.00	
Additional Net Balance	\$127,314.00	Remaining Amount Available to Transfer
Total FY22 to Conservation Fund	\$137,314.00	Pending Aug-21 Supplemental

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City Clerk's Office

**RESOLUTION AUTHORIZING ACCEPTANCE AND APPROPRIATION OF VICTIMS
OF CRIME ACT (VOCA) GRANT AWARD IN AN AMOUNT OF \$25,836.00
FOR FY 2022**

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 2022 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.

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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]

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

GF Water Sewer Arena

CIP Water CIP Sewer CIP Arena CIP

Special Revenue

Fund Type: Lapsing

Non-Lapsing

Deauthorization

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

Appropriation

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

Revenue

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

DUNS #

CFDA #

Grant #

Grant Period: From
To

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

Reimbursement Request will be reduced

Funds will be returned

**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

JOHN M. FORMELLA
ATTORNEY GENERAL



JANE E. YOUNG
DEPUTY ATTORNEY GENERAL

[Sent Electronically]

July 1, 2021

Terence O'Rourke
City Attorney
The City of Rochester
31 Wakefield Street
Rochester, NH 03867

Re: Victims of Crime Act Grant Program – SFY 22 Subgrant Award

Dear Attorney O'Rourke:

I am pleased to inform you that grant funding in the amount of \$25,836 has been approved to the City of Rochester. The time period for this funding is from July 1, 2021 through June 30, 2022.

A Microsoft Excel expenditure report will be available from this office following the start of the grant period. Expenditure reports must be submitted to this office on a quarterly basis, with a due date of 15 days after the end of the previous quarter. For example, with an award that begins on January 1 – your first quarterly report is due on April 15th or 15 days after the close of the first quarter on March 31. Your final quarterly expenditure report will be due on July 15, 2022.

Should you have any questions concerning your grant project, please contact Rhonda Beauchemin of the NH Department of Justice Grants Management Unit by email at Rhonda.J.Beauchemin@doj.nh.gov or by phone at 603-271-7820.

Congratulations on this grant. Thank you and the City of Rochester for your efforts on behalf of crime victims in New Hampshire.

Sincerely,

Thomas D. Kaempfer

Thomas Kaempfer
Administrator II
Grants Management Unit

TK/rjb
Enclosures

Rochester

STATE OF NEW HAMPSHIRE		
DEPARTMENT OF JUSTICE		
GRANT AWARD		
Recipient Name: City of Rochester	Vendor No.: 177467 B002	
Program Name: Crime Victim Assistance	Amount: \$25,836.00	
Grant Start Date: 7/1/21	State Grant Number: 2022VOC21	
Grant End Date: 6/30/22	Recipient DUNS #: 073960874	
Acct. No.: 02-20-20-201510-5021-072	PO Number: Pending	
Head of Agency	Project Director	Fiscal Officer
Blaine Cox City Manager 31 Wakefield St Rochester NH 03867 (603)332.1167	Terence O'Rourke City Attorney 31 Wakefield St Rochester NH 03867 (603)335-7599	Kathryn Ambrrose Deputy City Manager/Finance 31 Wakefield St Rochester NH 03867 (603)335-7609
Federal Grant Name:	OVC FY19 VOCA Victim Assistance Formula	
Federal Agency:	United States Department of Justice	
Bureau/Office:	Office of Justice Programs	
CFDA Number:	16.575	
Federal Grant Number:	2019-V2-GX-0050	
Federal Award Amount:	\$9,627,656.00	Fed. Award Date: 9/13/19
Federal Start: 10/1/18	Federal End:	9/30/22
Purpose of Grant: [Non R&D]	Victim Advocacy	
Program Requirements:	Adherence to Program Conditions and Guidelines.	
Match Requirements:	Match must be spent on program allowable activities.	
Program Income Requirements:	Program Income must be reported and spent on program allowable activities.	
Reporting Requirements:	Monthly or quarterly Financial reports. Required Performance reports and audit. Adherence to Program Conditions and Guidelines. Completion of Monitoring forms and processes.	