

**City of Rochester CIP Committee**  
Thursday, February 15, 2024  
City Hall Council Chambers  
31 Wakefield Street, Rochester, NH 03867  
*(These minutes were approved on February 29, 2024)*

**Members Present**

Keith Fitts  
Sheila Colson  
Don Hamann  
Dan Fitzpatrick  
Dave Walker  
Rick Healy  
Peter Bruckner

**Members Absent**

James Hayden, *excused*

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

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

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**I. Call to Order**

The Chair called the meeting to order at 6:00pm.

**II. Roll Call**

Director of Planning and Development, S. Saunders, conducted the roll call.

**III. Communications from the Chair**

There were no communications from the Chair.

**IV. Approval of Minutes**

**A. February 8, 2024**

*A motion was made by Mr. Hamann to approve the minutes from February 8, 2024, and seconded by Mr. Bruckner. The motion carried unanimously.*

**V. Department Presentations**

**A. Economic Development**

Mr. Mike Scala, Director of Economic Development, presented the CIP applications from the Economic Development department.

Mr. Scala discussed the project title "City Wide Comprehensive Master Plan" on page 8. Mr. Scala explained that a better title was City Wide Comprehensive Strategic Plan. He explained the purpose of a strategic plan for the City and explained the benefits of having a strategic plan. Mr. Scala stated that the timeline for completing the Master/Strategic Plan is 18 months to 2 years. Mr. Scala stated that useful life would be approximately 10 years. Mr. Scala reviewed how the project relates to the nine CIP criteria. Mr. Scala explained how the City would be evaluated and what types of results would be provided in the review, including deficiencies throughout the City and possible remedies. Mr. Scala stated that the State advises that Plans be updated every 10 years.

Mr. Bruckner asked who would undertake this project. Mr. Scala responded that the plan would be put out to bid and that whoever was chosen, may have their own contractor for completing the study and review.

Mr. Bruckner asked how long the proposed contract would last. Mr. Scala responded that the timeline is 18 months to 2 years.

Mr. Walker asked why the project listed its funding source as a bond. Ms. Saunders stated that the anticipated funding sources were not current and would be reviewed at the City Council level.

Mr. Bruckner asked if the process would be interactive. Mr. Scala stated that there would be multiple venues for public input and Departmental reviews would also be involved.

Mr. Hamann recommended that, in the future, the funding sources be reviewed before the CIP committee reviews the projects.

Mr. Sullivan from the Finance Department approached the microphone. Mr. Sullivan stated that the funding sources are reviewed and recommended at the City Manager's level. Mr. Sullivan asked the committee members to not review the funding source in their scoring.

Mr. Fitzpatrick asked if the committee was only meant to review the project by the nine criteria. Ms. Saunders responded yes.

Mr. Fitzpatrick asked when the idea to review CIP project by committee started. Ms. Saunders stated this is the first year. But that this was designed after reviewing what Dover, Concord and Laconia did.

Mr. Scala discussed the project title "Downtown Fee Parking" on page 9. Mr. Scala stated that this proposed project stems from the City's Parking Review Group and the various studies that were performed regarding parking in the City of Rochester. Mr. Scala explained that the purpose of monetized parking is to increase parking availability. Mr. Scala explained the possible fee collection sources. Mr. Scala explained that there would be a permit system for specific individuals such as tenants and business owners. Mr. Scala reviewed how the project relates to the nine CIP criteria.

Mr. Fitts asked how enforcement would be handled. Mr. Scala explained that more enforcement personnel would be required.

Mr. Bruckner asked how the funds would be spent. Mr. Scala responded that there would be estimates gathered for required equipment and software and the City Manager would make the decision on what options to take for setting up parking fees.

Mr. Scala discussed the project titled "Water Street Redevelopment" on page 11. Mr. Scala explained the status of the project and provided proposed designs to the CIP Committee members. Mr. Scala stated this space would have limited vehicular access. Mr. Scala explained the greenspace and sidewalk designs for the space and stated that the street would be maintained as a

City right-of-way for pedestrians and limited parking. Mr. Scala reviewed how the project relates to the nine CIP criteria.

Mr. Walker asked how parking spaces will be allocated. Mr. Scala responded that the spaces will be designated as a mix between landowners and public spaces.

Mr. Dave Walker, Riverwalk Committee Chairman, recused himself from the CIP Committee to present the project titled "Riverwalk Engineering and Construction" on page 10. Mr. Walker explained the purpose of the project and listed the benefits of upgrading the space along the river. Mr. Walker explained how the project fits into the City's Master Plans and how it will boost economic vitality through the downtown space. Mr. Walker explained that the requested funds would be used to gain easements to property along the riverwalk and explained the completed goals of the project. Mr. Walker reviewed how the project relates to the nine CIP criteria.

## **B. Finance**

Mr. Mark Sullivan, Finance Director, presented the CIP projects for the Business/Finance Office. Mr. Sullivan discussed the project titled "New Capital Improvements Project Software". Mr. Sullivan explained the importance of the CIP software and explained how the conditions of the current 1997 software affect efficiency. Mr. Sullivan stated that the program is not known at this time but may be created in house with the City's IT department. Mr. Sullivan explained the proposed timeline for software utilization.

Mr. Hamann asked if there were any specific software being investigated. Mr. Sullivan stated that he has reviewed a few different programs but that there is a limitation on this type of software.

Mr. Bruckner asked if the funds would be used for a programmer to create the software. Mr. Sullivan stated that all programmers come with licensing fees and explained the additional requirements and complications of a customized program.

## **C. Information Technology**

Mr. Andy Watkins, Chief Information Officer, presented the CIP projects for the IT Services Department. Mr. Watkins discussed the project titled "Annual Hardware Replacement". Mr. Watkins explained that this project is meant for the replacement of hardware, such as laptops and monitors. Mr. Watkins explained that hardware has a typical life cycle of 4 years and explained the importance of replacing hardware throughout City departments.

Mr. Walker asked if desktops and laptops were used. Mr. Watkins responded that laptops have become more standardized due to the mobility of laptops during meetings and in the need of staff having to work from home.

Mr. Fitts asked if the devices are owned or leased. Mr. Watkins responded that the City owns the devices.

Mr. Fitts recommended reviewing leasing options. Mr. Watkins stated that leasing has been reviewed in the past, but due to life cycle concerns, the value was not as high, and turnover was more complicated.

Mr. Watkins discussed the project titled "Annual Software Upgrades". Mr. Watkins stated that the project is reviewed annually for updates and that this year the proposal is for a PDF editing software and explained that the current software carries deficiencies regarding digital signing. Mr. Watkins reviewed how the project relates to the CIP criteria.

Mr. Watkins discussed the project titled "IT Security". Mr. Watkins stated that this proposal is requested annually to support IT security goals. Mr. Watkins stated that an audit was completed 2 years ago, and that the IT department is still working on recommended upgrades from that review.

Mr. Walker expressed his support for the need of updated IT security and Mr. Hamann stated that the project is listed as mandatory.

Mr. Bruckner asked that if a project is labeled as mandatory if it was still scored like others or is it automatically the highest score. Ms. Saunders stated that the project should still be scored based on the nine criteria, but all projects will be reviewed for ranking in the end.

Mr. Fitts asked if the funds were also used for training. Mr. Watkins stated that some funds are used for training and training materials.

Mr. Watkins discussed the project titled "Network Upgrade/Expansion". Mr. Watkins stated that the project is requested annually to protect technology and physical security throughout the City and explained that the focus of the upcoming year is purchasing components for the main data center of the City.

Mr. Walker stated that the nine CIP criteria are complicated for IT to meet. Mr. Watkins explained how the IT Department supports all departments of the City.

Mr. Watkins discussed the project titled "Facility Network and Security Upgrades". Mr. Watkins stated that this proposal pertains to items such as security cameras and access control and that this upcoming year these funds will be used to upgrade security at the Library. Mr. Watkins stated that this proposal does serve as Public Health and Safety measures.

Ms. Saunders stated the importance of the library for Economic Development.

Mr. Fitts stated that he felt that this proposal overlaps Public Works Physical Security needs. Mr. Watkins explained how the IT Department manages the programming of locking components for facilities.

#### **D. City Clerk**

Ms. Kelly Walter, City Clerk for City of Rochester presented projects for the City Clerks office.

Ms. Walter discussed the project titled "Tables for Elections". Ms. Walter explained that the tables would improve the election services provided. Ms. Walter stated that tables have been borrowed in the past from other departments which leads to difficulty in use and return.

Ms. Walter discussed the project titled "Voting Machine Replacement Program". Ms. Walter explained that the currently used machines are no longer in production and are unable to be replaced. Ms. Walter provided a visual of two the machines that are being offered to the CIP Committee members. Ms. Walter stated that LHS Associates is one's option and has been the sole vending throughout the State of New Hampshire. Ms. Walter explained that the second offer is from Voting Works, based out of California.

Mr. Walker asked if the state has approved new voting machines. Ms. Walter responded yes.

Ms. Walter stated that herself and another clerk attended a demonstration of the models.

Ms. Walter stated that the State strongly suggests that a public hearing be held, and a council vote be held to determine if a machine is supported. Ms. Walter stated the complications in past years regarding the use of the machines.

Mr. Walker asked how old the machines were. Ms. Walter responded that the machines are approximately from 1990s and are no longer in production.

Mr. Hamann asked if one of the machines was programmable by the City and if the other is programmed by the company. Ms. Walter stated that was correct, Voting Works allows for the City to program their own ballot and LHS Associates programs the memory card that is inserted into the machine.

Mr. Hamann asked if the cost were equivalent from either machine. Ms. Walter stated that the cost is approximately between \$7,000 and \$8,000.

Ms. Walter stated that the proposed funds would also cover the cost of a spare machine should there be any issues on the day of an election.

Mr. Walker recommended an additional spare in case of break downs.

Mr. Hamann asked if the plan was to have the machines by the November Presidential election. Ms. Walter responded that the City hopes to have those replaced by the Presidential Election, but it will depend on the timeframe of placing an order. The required deadline to order is July 1<sup>st</sup>.

Mr. Bruckner asked if all machines would be changed at the same time. Ms. Walter stated that all machines would be switched at the same time.

Ms. Saunders presented an additional project for digital scanning of documents throughout multiple departments including the City Clerk's Office, the Planning Department, and the Building and Licensing Services Department. Ms. Saunders explained the importance of paper copies and stated the consequences of not have digital copies of files. Ms. Saunders stated that the space used for storage is in basements. Ms. Saunders stated that this project would allow for easier access of records by the public, especially when utilizing 91-A requests for records and would allow better efficiency for staff that are reviewing records. Ms. Saunders explained the amount of space used currently for the files within the Building and Licensing and Planning Departments and stated that the City Clerk's office also has many bound items, plans, and additional boxes of files. Ms. Saunders stated that charge would include freight of records and that the company will keep the documents for 3-6 months until the client approves shredding. Ms. Saunders reviewed how the project relates to the nine CIP criteria.

Mr. Hamann asked what the plan was for digitizing records once the files have been scanned. Ms. Saunders explained that current projects are required to submit digital copies and CAD plans that can be input directly to the City's GIS program.

Mr. Walker asked about the process of the service. Ms. Saunders explained that the company will pick up the files and if the City decides to have the files shredded once digitized, the company will shred the documents.

Mr. Fitts stated his concern with using different programs for scanning throughout different departments. Ms. Saunders stated that the service would involve the company creating PDF files.

Mr. Fitts asked what would happen with the PDF files that were received. Ms. Saunders stated that IT has moved to a cloud-based server and that IT would be involved in discussions for storage of files.

Mr. Walker expressed his concern with having files on a cloud-based server.

Mr. Hamann expressed his support of a cloud-based server because the files would be backed up and easier maintained.

Mr. Healey stated his concern for the hacking of files in a cloud-based server.

## **VI. Other Business**

Ms. Saunders reminded the CIP Committee Members that this is the last meeting for presentations and that scoring is due to the Planning Department Office on February 22, 2024.

Mr. Hamann asked if the four additional items were added to the spreadsheet. Ms. Saunders stated that she will update the spreadsheet to include those projects for scoring.

Mr. Bruckner stated that withdrawn applications should be notated.

## **VII. Adjournment**

*A motion was made by Mr. Bruckner to adjourn the meeting at 7:19pm and seconded by Mr. Hamann. The motion carried unanimously.*

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Respectfully submitted,

Jaclyn Millard,  
*Administrative Assistant II*

and

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